

# TEAM YUKON HANDBOOK

2024 Arctic Winter Games



Yukon | Sarah Lewis Photography

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## About this handbook

Every member of Team Yukon is entitled to receive the benefits and privileges that come with being chosen to represent and support Team Yukon at the 2024 Arctic Winter Games.

At the same time, each member is also expected to fulfill certain responsibilities and obligations. This handbook outlines the roles, responsibilities and obligations of all Team Yukon members including athletes, coaches, managers, support staff and mission staff.

This handbook also contains Team Yukon's code of conduct. This code identifies the standard of behaviour that is expected of all Team Yukon members.

Participants who fail to meet this standard run the risk of losing the many privileges that come with being a member of Team Yukon, including the opportunity to compete and/or participate in future games.

All members of Team Yukon are urged to read this code carefully.



Let's show everyone our Yukon spirit!  
#Yukondoit!

# About the Arctic Winter Games

## What are they?

The Arctic Winter Games is the world's largest northern multi-sport and culture event. The Games combine athletic competition, cultural exchange and social interaction among northern contingents.

## When are they held?

The Games are held every two years, hosted by the northern contingents on a rotating basis.

## When did the Arctic Winter Games begin?

The first Arctic Winter Games were held in Yellowknife, NWT in 1970 with the three contingents coming from Yukon, NWT, and Alaska.

## How were the Arctic Winter Games started?

The idea for a northern Games originated with Cal Miller and Stuart Hodgson in 1967 after supporting northern athletes at the first Canada Winter Games. Commissioner James Smith (Yukon), Commissioner Stuart Hodgson (Northwest Territories) and Governor Walter Hickel (Alaska) began the Arctic Winter Games in 1969. All three men were concerned



about the lack of competition that our northern athletes and coaches had access to and the fact they were frequently exposed to lopsided scores when they participated in the Canada Games and other national events in the south.

## Who participates in the Games?

The Games now include participation from Alaska, Yukon, Northwest Territories, Northern Alberta, Nunavut, Nunavik Quebec, and the Sapmi people from Scandinavia. The Games are a venue where developing athletes from across the north meet to enhance their athletic skills and to share their respective cultures.

### What are the guiding principles and values of the Games?

- Bring together young athletes to participate in friendly competition and to share cultural values from countries and regions across the North;
- promote the development and benefits of sport and circumpolar cultures;
- develop young athletes;
- promote skill development, self-confidence and self-esteem in the athlete;
- promote cultural understanding and harmony;
- provide motivation for young athletes to develop active and healthy lifestyles and to make choices that could lead to the pursuit of personal excellence and provide the opportunity for participants to develop socially and culturally;
- provide the inspiration and motivation for coach, official, and volunteer development, and
- provide a major vehicle for community development and volunteer involvement.

### What awards can be won at the Arctic Winter Games?

In addition to gold, silver and bronze medals (“ulus”) won by the athletes, there is a special presentation of the Hodgson Trophy to the contingent whose athletes best exemplify the ideals of fair play and team spirit.

Individual “fair play” pins are also dispersed throughout the Games to those athletes whose efforts in fair play are noticed.





# Insurance, liability and medical

## General

Participants enter the Arctic Winter Games program entirely at their own risk and it is understood that the host society, the Yukon sport governing bodies, Sport Yukon, the Arctic Winter Games International Committee, the Government of Yukon, and their respective directors, officers, employees, volunteers and agents will not be held responsible for injury, loss or damage sustained during pre-Games training, travel to and from the Games, and at the Games.



These organizations will not assume responsibility for loss of wages, nor for medical, dental or hospital care for participants as a result of participation in the Games.

Each participant, whether an athlete, coach, manager, support staff or mission staff, must abide by the Team Yukon code of conduct.

Team Yukon is considering purchasing extended medical insurance for those who are not covered by their sport governing body.

## Medical

Members of Team Yukon are covered by the Yukon Health Care Insurance Plan to the extent of the plan.

Participants must ensure they have a current Yukon medical card and must simply present this when they are receiving treatment at a hospital.

# Administration

## Fees

- \$450 for athletes
- \$350 for coaches, managers, support staff and mission staff

## Accommodations and meals

Athletes, coaches, managers and support staff will reside in the athletes' village, where the host society provides meals and accommodations at no cost to participants.

## Walk-out uniform

Team Yukon takes pride in providing all members with an extensive and contemporary clothing package designed to identify the participants as members of Team Yukon.

Participants agree to comply with the team's dress code at all times at the Games. Participants must sign the Team Yukon participant agreement before receiving their uniform.

## Competition dress

The acquisition and cost of competition uniforms are the responsibility of the athletes and/or their respective sport governing body. Design and colour of competition uniforms must be approved by the chef de mission prior to acquisition and must adhere to standards set out by the Arctic Winter Games International Committee.

## Dress code

It is essential that Team Yukon participants are identifiable by wearing at least two pieces of the walk-out uniform at all times.

It is also important that team members dress respectfully and appropriately at all times during the Games. Items of clothing that promote the use of drugs or alcohol are prohibited. Wearing clothing from sponsors that are not officially a part of the 2024 Arctic Winter Games is also not permitted. Please refrain from bringing those items.

Uniforms for all official functions will be identified prior to the event, i.e. pep rally, opening and closing ceremonies, medal ceremonies and press conferences.

**Do not wear your uniform prior to Games time unless directed by Team Yukon.**



### **Uniform exchanges with other contingents**

Participants must wait until after their sport competition schedule is complete before exchanging uniforms.

### **Curfew**

Quiet time in the residences is 11 pm. Curfew is 12 am. This means all Team Yukon participants must be in their assigned room in the athletes' village and quiet by 11 pm. Coaches and managers have the right to impose earlier deadlines.

### **Cellphones and other electronic devices**

If you bring your phone or other electronic devices, you do so at your own risk. All participants must

turn off their electronics at 11 pm every evening in the athletes' residences.

Team Yukon will not be held responsible for any costs associated with participants' cellphones.

### **Media**

Throughout the course of the Games, you may be asked to talk with the media. In some cases this will be arranged through the mission staff, coach, manager or support staff. If this is not the case please make them aware of the request.

The media are looking for the best possible story. They are not only concerned with the winners, they are looking for intriguing stories about interesting people, controversial situations, and special angles.

If you present yourself and your team in a positive manner, it will bring good publicity to you, your team, and your sport. See appendix A for more information on how to work with the media.



## Roles and responsibilities: organizations

### Government of Yukon

#### Sport and Recreation Branch

The Sport and Recreation Branch's role and responsibilities include, and are not limited to:

- promoting a safe, harassment-free environment where all team members are treated with respect;
- acting as the guardian and interpreter of the general philosophy, policies and procedures for the Arctic Winter Games and Team Yukon;
- appointing the chef de mission, assistant chef de mission and mission staff;
- interacting with and disseminating information to Yukon sport governing bodies;
- reviewing and establishing the Team Yukon handbook and code of conduct, in consultation with the Games committee;
- reviewing and approving the trial selection and appeal procedures of participating sport governing bodies, in consultation with the Games committee;
- finalizing each sport's participation at the Games;
- contracting Sport Yukon for administration assistance for Team Yukon;
- delegating appropriate responsibilities to Sport Yukon; and
- providing a member to Sport Yukon's Games Committee.

### Sport Yukon and Games Committee

Sport Yukon's role and responsibilities include, and are not limited to:

- promoting a safe, harassment-free environment where all team members are treated with respect;
- assisting in reviewing and establishing the Team Yukon handbook and code of conduct;
- assisting in reviewing sport trial selection and appeals procedures of participating sport governing bodies;
- assisting with the implementation of Team Yukon's code of conduct, as required;
- assisting with the design and development of all logos, pins and uniforms for Team Yukon;
- providing administrative assistance to Team Yukon as directed, and
- providing other duties as assigned by the chef de mission, and the Sport and Recreation Branch.

## Yukon sport governing bodies (YSGBs)

Yukon sport governing bodies' roles and responsibilities include, and are not limited to:

- promoting a safe, harassment-free environment where all team members are treated with respect;
- ensuring all participants are familiar with the structure and organization of the Arctic Winter Games and Team Yukon, as well as the rules, regulations and guidelines that govern the organizations;
- understanding their sport specific technical package, competition schedule, and protest procedure;
- selecting coaches for their sport;
- developing team selection criteria and training programs for their team(s);
- submitting all trial selection and appeals procedures to the Sport and Recreation Branch for approval;
- endorsing nominations of individuals for mission staff;
- monitoring established training programs;
- disseminating information to members of Team Yukon;
- attending meetings with the Sport and Recreation Branch where requested; and
- assisting the mission staff in ensuring that all members of Team Yukon are familiar with aspects of the Team Yukon Handbook and code of conduct.



2023 Team Yukon | Sarah Lewis Photography

# Roles and responsibilities: team members

## **Chef de mission**

The chef de mission reports to and receives direction from the Government of Yukon Sport and Recreation Branch.

### BEFORE THE GAMES

The chef de mission is responsible for the preparation of Team Yukon, including, and not limited to:

- promoting a safe, harassment-free environment where team members are treated with respect;
- working in conjunction with the Arctic Winter Games International Committee, the host society, Sport Yukon and all Yukon sport governing bodies on all policy and issues relating to Team Yukon's participation at the Games;
- participating at chef de mission meetings and on conference calls prior to the Games;
- responsible for all team administration and management;
- reviewing applications for mission staff selection;
- holding of regular information meetings with coaches, managers, support staff and mission staff; and,
- coordinating the selection of members for all official functions.

### AT THE GAMES

The chef de mission provides leadership and oversees all team administration and logistical support. Specific duties include, and are not limited to:

- attending daily chef de mission meetings;
- leading and support mission staff;
- addressing problems and concerns related to Team Yukon members and enforcing Team Yukon's code of conduct as required;
- appointing a chair for the discipline committee;
- acting as the spokesperson for Team Yukon; and
- representing Team Yukon at all ceremonial functions during the Games, unless otherwise identified.

### AFTER THE GAMES

- The chef de mission will submit a final report to the Sport and Recreation Branch, with input from Team Yukon members.

### **Assistant chef(s) de mission**

The assistant chef(s) de mission report to and receive direction from the chef de mission.

#### **BEFORE THE GAMES**

- Promoting a safe, harassment-free environment where all team members are treated with respect so the experience is positive and memorable for all.
- Assisting with all administration and management.
- Carrying out any other duties the chef de mission assigns.

#### **AT THE GAMES**

The assistant chef(s) de mission will assist the chef de mission with leadership and all team administration, logistical support and other assigned duties.

#### **AFTER THE GAMES**

The assistant chef(s) de mission will assist with the preparation of the final report, as well as other tasks the chef de mission assigns.

### **Mission staff**

Mission staff will report directly to the chef de mission and will assist with specific duties as outlined below.

#### **BEFORE THE GAMES**

- Become familiar with the structure and organization of the Arctic Winter Games and Team Yukon, as well as the rules, regulations and guidelines that govern the organizations.
- Contact their assigned sport(s), and coach(es) once confirmed to outline the role of mission staff, and identify all areas where the team can expect assistance, before and during the Games.
- Familiarize themselves with their assigned sport(s), technical package, team trial selection process, competition schedule, protest procedure, travel schedule, etc.
- Attend and assist at Team Yukon selection trials for their assigned sport(s), ensuring selection procedures are followed, and distributing trial t-shirts to the participants.
- Act as the main communication link between Team Yukon and their sport(s), coaches, and athletes.
- Ensure all participants have reviewed the Team Yukon handbook and code of conduct, and have signed all of the participant agreements.

- Attend all meetings, called by the chef de mission, and sport(s) team, as required.
- Ensure administrative responsibilities of their sport are carried out in a timely fashion.
- Facilitate requests and logistics of their assigned sport.
- Assist with Team Yukon's pep rally.
- Complete other duties as assigned by the chef de mission.

#### AT THE GAMES

- Promote a safe environment where all team members are treated with respect.
- Attend daily mission staff meetings.
- Attend the coach/technical meetings and provide updates to the chef de mission.
- Provide daily updates to assigned sport(s) regarding: schedule changes, transportation updates, weather forecasts, social events, medal presentations, results, etc.
- Ensure they are familiar with all of the sport and services venues.
- Provide daily sport updates and results through a variety of media, and assisting with other media requests.
- Assist with athlete accreditation and accommodation arrangements.
- Assist in preparing Team Yukon for opening and closing ceremonies and all other official functions.
- Assist with the transportation of team participants, equipment and bag lunches if required.
- Perform shifts at the mission office as assigned.
- Attend competition and medal presentations for their assigned sport(s).
- Monitor and assist with any medical emergencies that arise and provide updates and information to coaches, chaperones, mission staff and chef de mission.
- Assist team participants with any problems that arise or when Games services fail to meet their needs.
- Ensure that all participants are conducting themselves appropriately as per Team Yukon's code of conduct.
- Ensure all team participants are aware of the rules and regulations within each of their accommodation facilities, and assisting with routine room checks.
- Reside in the accommodation facilities provided by the host society.
- Report any incidents of harassment to the chef de mission.



- Assist team with sport protest procedures if required.
- Assist with Team Yukon's discipline procedures if asked.
- Prepare if approached, to act as an athlete's advocate.
- Complete other duties the chef de mission assigns.

#### AFTER THE GAMES

- Complete a mission staff evaluation.
- Follow up on any outstanding matters with their assigned sport(s).
- Attend a post-Games evaluation meeting.
- Submit a report to the chef de mission. A format will be provided for this report.

#### **Coaches, managers and support staff**

- Are responsible for competitors' preparation, performance and conduct prior to, and during the Games.
- Must assist with the administration responsibilities of the team including registration, uniform allocation, etc.
- Must assist mission staff and the host society with accreditation and accommodation procedures and policies.
- Must reside in the athletes' village with their athletes throughout the duration of the Games.

#### **Athletes**

- Must familiarize themselves with and abide by the Team Yukon handbook and code of conduct.
- Must sign the participant agreement which states an understanding of, and agreement to the code of conduct.
- Must provide a RCMP criminal record check if over the age of 18 years. Results of checks completed one year before the start of the Games are considered valid. The effective date is March 10, 2023.
- Must inform coaches, manager or mission staff of any problems at the Games.
- Must report any incidents of harassment to coaches, manager, support staff or mission staff.
- Must fulfill training expectations in their sport prior to the Games.
- Must compete to the best of their ability, in a fair and sportsmanlike manner.
- Must attend all Team Yukon functions and ceremonies prior to, during and after the Games.
- Must reside in the athletes' village throughout the duration of the Games.

# Code of conduct

This code of conduct applies to all members of Team Yukon. This includes but is not limited to all participating:

- athletes,
- coaches,
- managers,
- support staff, and
- mission staff.

This code applies to conduct of such members at 2024 Arctic Winter Games activities and events.

All Team Yukon participants must sign a participant agreement that states an understanding of, and agreement to, the code of conduct.

## **All members of Team Yukon are expected to:**

- act as ambassadors for their local sport clubs, their Yukon sport governing bodies (YSGBs) and the Yukon;
- participate in the Games in the spirit of fair play, cooperation and respect for others at all times;
- respect the rules of their sport, Team Yukon, the Arctic Winter Games and the host society;
- perform to their best ability in every competition and accept with pride the result their effort brings;
- respect their opponents and the directions and decisions of competition and other officials;

- be gracious in victory and defeat; respect the rights of the residents of the host communities and members from other provinces and territories;
- regard participation in the Games as a privilege and wear the colours of Team Yukon with pride;
- conduct themselves in a manner that supports and enhances a safe environment, free from harassment and discrimination, for all members and Games participants; and
- use social media in a positive, fun, safe and respectful manner.

## **All members of Team Yukon will:**

- abide by the established quiet times and curfew;
- reside in the athletes' village for the full duration of the Games;
- wear the appropriate team uniform pieces as indicated by the team dress code;
- respect the clean air policy and ban on smoking and vaping at Games venues and facilities;
- obey all federal laws, provincial and territorial laws of the host province/territory and municipal by-laws;
- if under the age of 18, be accompanied by another Team Yukon member when not in residence or competition;

- be punctual for all Team Yukon functions and activities; and
- abstain from the use of alcohol, cannabis and cannabis products, illegal substances, cigarettes and E-cigarettes (vaping).

**All Team Yukon athletes will not:**

- verbally or physically abuse other members of Team Yukon or participants in the Games;
- show disrespect to officials, including the use of foul language and obscene or offensive gestures;
- breach any of the rules of their sport, Team Yukon, the Games or the host society;
- abuse, damage or destroy facilities or equipment;
- fail to comply with rulings by officials, coaches, managers, or any other person in a position of authority or responsibility;
- bet or take part in illegal gambling;
- participate in any physical or verbal actions directed at any other Team Yukon member or Games participant that will impact negatively on their ability to enjoy the experience of the Games; and
- consume nor be in possession of alcohol, tobacco & cannabis products, vaping, e-cigarettes or recreational drugs at any time during the course of the Games.

**Types of infractions**

Breaches of this code of conduct are divided into two types: minor infractions and major infractions.

Minor infractions by athletes are dealt with informally by the coach, manager or support staff.

Minor infractions involving coaches, managers, support staff and mission staff, as well as major infractions involving any member of Team Yukon, are dealt with more formally by the Team Yukon discipline committee.

**Minor infractions include, but are not limited to:**

- single instances of disrespectful behaviour;
- single instances of unsportsmanlike behaviour such as arguing;
- being late, or absent, from Team Yukon activities or functions;
- failing to follow the dress code;
- use of tobacco products (including vaping ) by minors (under 19 years of age);
- use of tobacco products by adults within the athletes' village, at official Team Yukon activities or functions, or competition sites;
- a minor disturbance or disruption after quiet time in the athletes' village; and
- other similar infractions of minor severity.

**Major infractions include, but are not limited to:**

- repeated minor infractions;
- unsportsmanlike conduct such as fighting;
- major disruptions after quiet time and curfew;
- use of alcohol or cannabis/cannabis products by a minor at any time;
- use of alcohol or cannabis/ cannabis products by an adult within the athletes' village, or being under the influence of alcohol while performing official duties as a member of Team Yukon;
- intoxication at any time;
- photos depicting drug or alcohol abuse through social media;
- pranks, jokes, or other activities which endanger the safety of others;
- possession or use of illegal drugs;
- failure of coaches to enforce discipline for minor infractions; and
- other similar infractions of major severity.

**Disciplinary sanctions**

The following are examples of disciplinary sanctions that may be applied, singly or in combination, by a head coach or a discipline committee.

Other sanctions may be applied depending on the circumstances.

These sanctions are listed generally in order of severity.

- Impose an earlier curfew.
- Issue a verbal reprimand or warning to the member.
- Issue a written reprimand or warning to be filed in the mission staff office where relevant.
- Require the member to make a verbal apology to the host society, their teammates, coaches, or such other parties as are appropriate.
- Require the member to hand deliver a written apology to such parties as are appropriate.
- Confinement to residence or the athletes' village for a specified period of time;
- Require the member to do voluntary team service for their team or YSGB where their team or YSGB are in agreement with this sanction.
- Removal of Team Yukon uniform.
- Suspend the member from the Arctic Winter Games non-competition events such as the opening and closing ceremonies.
- Expel the member from the Games after the completion of their competition.
- Suspend the member from their sports competition.

- Expel the member from the Games before completion of their competition.
- Send the member home at their own cost following expulsion from the Games, either before or after the member's competition.
- Prohibit the member from participating for Team Yukon at any future major games.

In applying sanctions, the coach, manager or support staff and disciplinary committee may have regard to the following aggravating or mitigating circumstances:

- the nature and severity of the infraction;
- whether the infraction is the member's first offence or a repeat offence;
- the member's acknowledgement of responsibility;
- the member's extent of remorse;
- the age, maturity or experience of the member; and
- the member's prospects for rehabilitation.

In addition to the provisions of this policy, officials of Team Yukon may contact local police concerning the behaviour of any Team Yukon member, if appropriate to do so. Also, a member may be subject to further disciplinary procedures by their YSGB or NSO, in addition to the disciplinary procedures set out in this policy.

## **Roles and responsibilities**

### **COACH, MANAGER and SUPPORT STAFF**

The coach, manager and support staff are responsible for discipline for all minor infractions by athletes. The coach, manager and support staff will keep a written record of all minor infractions using the report forms Appendix B & C in cases where there are repeated incidents that would warrant consideration as a major infraction.

### **DISCIPLINE COMMITTEE**

The discipline committee is responsible for discipline for minor infractions by coaches, managers, support staff and mission staff and for all major infractions.

The committee is made up of three individuals, one appointed by the chef de mission to serve as chair, and two others appointed by the chair. Members of the committee will be free from bias or conflict of interest. Should any member of the discipline committee believe that they cannot act impartially, the chair will appoint another individual. If the chair expresses a conflict the chef de mission will appoint a new committee chair.



In cases where several individuals may be the subject of a disciplinary hearing, the chair may choose to deal with the individuals as a group or individually as they see fit. Also, depending on the circumstances the committee chair may delegate to another member of mission staff their authority and responsibilities under this code.

#### MEMBER ADVOCATES

A member who is the subject of a discipline committee hearing and/or an appeal committee hearing, has the right to be assisted by an advocate of their choice or as provided by Team Yukon. The role of the advocate is to inform the member about their rights, to provide support and, if requested, to participate with the member at the scheduled disciplinary hearing. Hearings will not be postponed or rescheduled to accommodate the advocate, however the athlete could select a new advocate that could attend.

#### DISCIPLINE PROCEDURES

##### **Minor infractions**

All minor infractions will be reported to the coach, manager or support staff. The coach, manager or support staff will decide on the appropriate disciplinary sanctions. Minor infractions, and corresponding

sanctions, will be documented using the Infraction Report Form and the Disciplinary Decision Report Form (see appendices) and a copy of these forms will be provided to mission staff and chef de mission.

If a person witnesses a minor infraction that is not otherwise reported to the coach, manager or support staff, the person should report the infraction to mission staff, who will deal with it informally or determine that it should be dealt with as a major infraction.

##### **Major Infractions**

Major infractions will be reported to any member of mission staff. The mission staff member will immediately report the infraction to the chef de mission using the Infraction Report Form. The chef de mission will then appoint the discipline committee chair who will convene the discipline committee.

The discipline committee will:

- dismiss the report if they consider it to be trivial or vexatious;
- deal with the infraction informally as a minor infraction; or
- deal with the infraction formally as a major infraction.

**When a matter is referred to the discipline committee, the member will be advised, informed of the procedures of this policy and will be provided with an opportunity to secure an advocate.**

In carrying out these procedures, the discipline committee will ensure that procedural fairness is respected at all times. This means that the member is entitled to the following:

- the right to receive notice of the alleged violation;
- the right to receive notice of the time and place for the disciplinary hearing;
- the opportunity to be assisted at the hearing by an advocate;
- where the member is a minor, the right to have parents or guardians notified of the alleged infraction and be given an opportunity to participate in the hearing, either in person or by telephone conference;
- the right to address the committee, call witnesses, present evidence and make an argument;
- the right to choose to provide a written submission in lieu of participating in an oral hearing;
- the right to receive a timely written decision from the committee, with reasons; and
- the right to know how to appeal the outcome, if the decision is against the member.

All decisions relating to major infractions will be documented on the Disciplinary Decision Report Form by the chair. The written decision will be provided to the member and a copy will be provided to the chef de mission, the Sport Yukon Games Committee, the YSGB and the parents or guardians of the member. The chair of the discipline committee will implement the decision of the committee.

#### APPEAL PROCEDURES

Appeals of decisions of the Team Yukon discipline committee will be dealt with by an appeals committee. The appeals committee is made up of the chef de mission, who shall chair the committee, a member of mission staff from a different sport, and a third person selected by the chef de mission from among Team Yukon. This person will not be from the same sport/team. The chef de mission may solicit team members to serve on the appeals committee as necessary.

An appeal may be initiated by filing a request for appeal (see appendices) with the chef de mission or designate within two hours of receiving the written decision of the discipline committee. If the written decision is reached after 10 pm, the request for appeal must be submitted by 9 am the following morning.

An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds include the respondent:

- making a decision for which it did not have authority or jurisdiction as set out in the Team Yukon code of conduct;
- failure to follow procedures as laid out in the Team Yukon code of conduct;
- making a decision which was influenced by bias;
- failing to consider relevant information or taking into account irrelevant information in making the decision;
- exercising its discretion for an improper purpose; and/or
- making a decision which was unreasonable.

Please note that the decision by the appeals committee could potentially result in further sanctioning.

All decisions made by the appeals committee are final.

## Appendix A - How to work with the media

Working with the media is an opportunity to promote your accomplishments, your sport and Team Yukon. The media will help share Team Yukon stories with Yukoners and Canadians. Here are tips on how to successfully work with the media.

### **If a reporter requests an interview**

#### BEFORE THE GAMES

If a reporter approaches you for an interview before the Games, loop in your coach who will then inform mission staff, the chef de mission and the Team Yukon communications coordinator. This way we know what requests are coming in and can support you if needed or find the best person to respond to the request.

#### AT THE GAMES

Media may ask to interview an athlete or coach just before or after they compete. If a reporter approaches you, and if it's at all possible, let your mission staff know beforehand. This way mission staff can check in with the coach to make sure they are okay with the request and setup the best interview time. If there isn't enough time to let mission staff know about the request, let them know after you've finished.

### **Key messages: key to success**

Working with the media is just like training for a competition: you'll have the most success if you plan and practise beforehand. With that in mind, it's a good idea to think about what you might say in an interview before you get a request. This is where key messages come in. Key messages are the key things you want the interviewer to take away from your interview. They can help you in interviews because you already know what you are going to say, regardless of what a reporter may ask you. They help you get your story across and keep the interview on track.

For example, if a reporter asks you a question you are not sure how to answer you can turn to a key message by simply saying "What I can say is\_\_\_\_" or "What I do know is \_\_\_" and then moving on to your key message.

Try to think of two or three things you'd like a reporter to hear and understand when talking to you. Then practise using them in conversations with your teammates and family.

Key messages are:

- Short: one sentence
- Positive: talk about what you can do, not what you can't, talk about what's working not what isn't
- Simple: easy to understand language
- Specific: address a particular topic

### **Key message examples**

- I worked so hard to get here - training every day - and I'm excited for the competition ahead.
- I am proud to have made it onto Team Yukon and to have this opportunity to compete against the best in Canada.

### **If you get a negative question**

Don't avoid the question and don't answer by repeating it. You can start by saying "in fact" or "actually" and then transitioning to one of the key messages you already have ready. Avoid saying "no comment" because it can sound as if you are trying to hide something. If it's an issue that you don't really know about, it's okay to say "I don't know" or "that's not something I'm comfortable speaking to."

### **General tips**

Make every effort to be cooperative and pleasant with the media and try to provide positive and constructive comments.

### **Interview tips, courtesy Team BC**

- Arrive on time for the interview.
- There is no such thing as "off the record." You are always on the record.
- Let your personality shine through. Don't be afraid to smile or laugh.
- If it is a TV interview, look at the reporter not into the camera.
- If it is a controversial subject or crisis situation, direct the media to the chef de mission.
- Anticipate in advance the kinds of questions you may be asked.
- Avoid technical jargon, including acronyms (e.g. SBG).
- Use short, to-the-point answers.
- Don't get sidetracked with your answer.
- Think about a message you may wish to get across and how you might be able to work it in.
- Keep your cool.
- Be energetic.
- Mention something personal about yourself and your experiences.
- Take your time during the interview. Think fast, talk slow.
- Enjoy your time in the spotlight!
- Tell your story for the first time every time.
- Thank the reporter.

### **Other resources:**

- Canada Games Council Media Training Guide (PDF) (2017)
- 2020 Media Training Cycling Canada



**Appendix B (Confidential)**  
**Infraction Report**  
**2024 Arctic Winter Games - Team Yukon**

Date/time of infraction \_\_\_\_\_ am/pm  
(date) (time)

Submitted by (Name): \_\_\_\_\_ Position: \_\_\_\_\_

Location of infraction: \_\_\_\_\_

Team Yukon individuals involved	Sport(s)
_____	_____
_____	_____
_____	_____

Other individuals involved  
\_\_\_\_\_  
\_\_\_\_\_

Description of incident: (Be objective, concise and accurate. Use more paper if needed)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this considered a: minor Infraction: \_\_\_\_ major infraction: \_\_\_\_

Names of any witnesses:	Province/territory
_____	_____
_____	_____

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

FOR OFFICE USE

Received by: \_\_\_\_\_ Date/time received: \_\_\_\_\_

Infraction # \_\_\_\_\_

**Appendix C (Confidential)**  
**Disciplinary Decision Report**  
**2024 Arctic Winter Games - Team Yukon**

Infraction # \_\_\_\_\_ Minor  Major

Name of individual(s) involved : \_\_\_\_\_  
\_\_\_\_\_

Disciplinary decision of: Coach, manager or support staff  Discipline committee

Action taken:

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

Reasons:

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

\_\_\_\_\_  
Signature of Head coach or  
discipline committee chair

\_\_\_\_\_  
Date

Time/date of delivery of notification to individual(s) being disciplined: \_\_\_\_\_  
Time/date

Delivered by \_\_\_\_\_

**Appendix D (Confidential)**  
**Request for Appeal of a Disciplinary Decision**  
**2024 Arctic Winter Games - Team Yukon**

This form must be completed and hand delivered to the chef de mission or their designate within two hours of notification of a disciplinary decision.

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

Name of individual(s) requesting the appeal: \_\_\_\_\_

Infraction #: \_\_\_\_\_

Reason for appeal:

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

\_\_\_\_\_  
Signature of individual  
requesting the appeal

\_\_\_\_\_  
Date

Time submitted to the chef de mission or designate: \_\_\_\_\_

Initial of the chef de mission or designate: \_\_\_\_\_

(The exact time of receipt must be initiated by a member of Team Yukon's mission staff.)

**Appendix E (Confidential)**  
**Appeals Committee Decision Report**  
**2024 Arctic Winter Games - Team Yukon**

Infraction #: \_\_\_\_\_

Date of decision: \_\_\_\_\_

Name of appellant: \_\_\_\_\_

Decision of appeals committee:

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

Reasons:

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

\_\_\_\_\_  
Signature of chef de mission or  
designate

\_\_\_\_\_  
Date



## Appendix F - Participant agreement

I, \_\_\_\_\_, as a participant for Team Yukon at the 2024 Arctic Winter Games, understand that there are certain expectations of me regarding my conduct and behaviour at the Games as outlined in the Team Yukon Handbook and the specific code of conduct. I confirm that I have read and understand the Team Yukon Handbook and code of conduct and will abide by the rules and regulations set out by Team Yukon, the 2024 host society and the Arctic Winter Games International Committee. Should I fail to follow these regulations I realize my conduct shall be reviewed and I may be disciplined, up to and including removal from Team Yukon and the Games.

As an athlete for Team Yukon at the 2024 Arctic Winter Games, I understand there is zero-tolerance for consuming or possessing alcohol, tobacco & cannabis products, vaping & e-cigarettes or recreational drugs during the course of my participation at the Games. Should I fail to follow these regulations I realize my conduct shall be reviewed and I may be disciplined, up to and including removal from Team Yukon and the Games.

As a participant for Team Yukon at the 2024 Arctic Winter Games, I accept the clothing that is provided and agree to follow the prescribed dress code at all times at the Games. The clothing remains the property of Team Yukon and if there are no code of conduct violations by the participant, at the conclusion of the Games the clothing becomes the property of the participant.

As a participant for Team Yukon, I hereby grant the Government of Yukon, Team Yukon, Sport Yukon, and the designated Yukon sport governing body the right to use photograph(s), video(s) or interview quotations of me for the purposes of promoting and/or advertising sport and recreation in the Yukon or elsewhere. The above mentioned may display my photograph(s), video(s) or interview quotes in any and all forms of advertising, including print, television, internet and otherwise, all without payment of any fee or consideration to me.

As a participant for Team Yukon I will use social media in a safe and respectful manner. I will use it in a fun and friendly way to interact and share information. Should I fail to follow the regulations outlined in the code of conduct, I realize my conduct shall be reviewed and I may be disciplined, up to and including removal from Team Yukon and the Games.

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

Signature of participant: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

(If the participant is 18 years old or under a parent/guardian signature is required.)

# Yukon

This document was prepared by the Government of Yukon Sport and Recreation Branch for the use of Team Yukon athletes, coaches, managers and support staff.

Photos: Sarah Lewis

