



# BIATHLON NOVA SCOTIA

## **Biathlon Nova Scotia Documentation**

Effective: August 23, 2017

*The success of our athletes and their coaches wouldn't be possible without the efforts of everyone involved: the athletes, the coaches, the Biathlon Nova Scotia Board, the volunteers, and particularly the parents - parents who drive to many of the races and provide team support while there, the parents who help out by arranging transportation and accommodations for out-of-town events, and the families who billet the team when needed.*

*In order to ensure continuing success for our athletes, it is important to minimize the stress and frustrations of travel for all involved. An athlete cannot race well if tired, sick, or stressed due to overcrowding or last minute changes to arrangements.*

*It is helpful to all involved to have a set policy which outlines expectations and responsibilities related to travel for races and training camps, as well as a full reporting of costs involved and billed to athletes for each event. Parents and athletes need to know what their responsibilities are, both financially and as support, while at the same time being assured that proper arrangements have been made for our athletes.*

*Compliance with the following policy regarding travel is mandatory for "Biathlon Nova Scotia/Team Nova Scotia" members, and recommended for any other athletes who are traveling to races and training camps as members of their local club or as independents.*

### NECESSARY DOCUMENTATION:

#### **A – Athlete Agreement**

All athletes attending training camps or competing in races outside of their home club must ensure that a signed Biathlon Nova Scotia Athlete Agreement and Code of Conduct, which sets out expected standards of conduct for athletes, and will be kept on file with Biathlon Nova Scotia.

#### **B – Under-18 Travel Permission Form**

This form provides parental permission for athletes under 18 years of age, who are not accompanied by a parent to travel and participate in an event. All athletes under the age of 18, attending training camps and/or races without an accompanying parent, must be prepared to provide this completed and signed form to the VP Tech or Head Coach.

#### **C – Emergency and Medical Information and Consent Form**

Any athlete competing or attending training camps outside of their home club, must ensure that this form is on file with Biathlon Nova Scotia, and must ensure that they have a copy of it with them when travelling.

#### **D – Travel**

All athletes must be able to provide proof of supplemental Medical Insurance for any travel outside of Nova Scotia.

#### **E – Possession and Transportation of Rifle and Ammunition**

At all times, all athletes must ensure that they carry the necessary firearms permits/license. If traveling out of Canada, the athlete must obtain the necessary import permits for their rifle and ammunition. Proof of permits/licenses must be provided ensuring that they are lawfully entitled to possess and use a rifle.

#### **F – Range Safety Rules**

All athletes must acknowledge that they have read and understand the Range Safety Rules.

#### **G – Policy on Dealing with Harassment**



# BIATHLON NOVA SCOTIA

## **A – Athlete Agreement**

The following code of conduct, although written for Canada Winter Games, is the basis of Biathlon Nova Scotia's code of conduct and includes the agreement with athletes, coaches, managers and staff.

### **Code of Conduct**

#### **Introduction**

It is hoped that all Biathlon Nova Scotia/Team Nova Scotia members have a positive and memorable biathlon experience. To help make this possible, a Code of Conduct has been developed. The high standards established by the Code of Conduct aim to create an environment in which all Biathlon Nova Scotia/Team Nova Scotia members are respectful of others, demonstrate pride and goodwill and exemplify the spirit of fair play and sportsmanship. Each member of Biathlon Nova Scotia/Team Nova Scotia is an ambassador for the province. This Code of Conduct explains how all members are expected to conduct themselves while representing the province as a member of Biathlon Nova Scotia/Team Nova Scotia.

#### **Code of Conduct - Standards**

The Code of Conduct applies to all Biathlon Nova Scotia/Team Nova Scotia members including the Athletes, Coaches, Managers, Team Staff, and Mission Staff.

##### **1. General**

All participants of Biathlon Nova Scotia/Team Nova Scotia are expected to adhere to the rules of Biathlon Nova Scotia/Team Nova Scotia, the Host Society, and Biathlon Canada and behave in a respectful and sportsmanlike manner at all times and in all circumstances.

##### **2. Respect for Others**

Biathlon Nova Scotia/Team Nova Scotia is committed to providing an environment in which all individuals are treated with respect. It does not allow discriminatory practices. Disrespectful, offensive, abusive, racist or sexist remarks or actions have no place within Biathlon Nova Scotia/Team Nova Scotia. Discrimination, sexual harassment or any form of harassment based on the protected characteristics set out in the Nova Scotia Human Rights Act will not be tolerated.

##### **3. Ceremonies and Official Biathlon Nova Scotia/Team Nova Scotia Functions**

All Biathlon Nova Scotia/Team Nova Scotia members are expected to attend the Opening/Closing Ceremonies, Medal Ceremonies and all other official Biathlon Nova Scotia/Team Nova Scotia and sport-specific functions.

##### **4. Residence**

All athletes, coaches and managers must reside in the Athletes' Village for the full duration of the biathlon events and adhere to the rules of the Host Society. Males will not be permitted in female sleeping areas; females will not be permitted in male sleeping areas.

##### **5. Costs of Loss or Damage**

Every team member is personally responsible for covering costs due to the loss or damage of items provided by the Host Society in his/her assigned room in the Athletes' Village (including room key) and for other costs for loss or damage of items under the control of the team member at any biathlon event\*. Biathlon Staff accompanied by team Managers will perform a pre and post inspection of the accommodations. *\*Any cost incurred by Biathlon Nova Scotia/Team Nova Scotia will be billed to the respective participant.*

##### **6. Curfew**

Participants must adhere to the Host Society's curfew of 12 midnight; however, all lights in sleeping areas will be turned out at 11 PM and quiet time must be observed. At 12 midnight, all athletes, coaches and managers must be in bed and quiet.

##### **7. Fair Play, Drugs, Doping and Penalties**

Biathlon Nova Scotia/Team Nova Scotia strongly supports fair play in sport and, in every way, is against cheating of any kind, including the use of substances and methods not permitted by National Sport Organizations and the Canadian Center for Ethics in Sport. All members of Biathlon Nova Scotia/Team Nova Scotia must complete the anti-doping and drug-testing procedures information session provided prior to leaving for Canada Winter Games.

**Participants must not use illegal drugs/narcotics or performance-enhancing drugs or methods. Participants may be tested for drugs at any time prior to and during the Games. Participants must co-operate with "Doping Control Testing" and provide urine samples if requested.** Canadian Anti-Doping Program rules and sanctions will be applied to any doping control infraction. In addition, Biathlon Nova Scotia/Team Nova Scotia's Discipline Committee will review the infraction and apply sanctions.



# BIATHLON NOVA SCOTIA

Biathlon Nova Scotia/Team Nova Scotia recognizes any suspension of athletes or others guilty of doping or doping-related infractions. Therefore, any person under suspension by his/her national or provincial sport organization will not be able to participate in the Games.

## **8. Alcohol and Tobacco**

- A minor is defined by the laws of Nova Scotia as a person who is under the age of 19 years.
- Minors shall not drink alcohol at any time during the Games, during travel to or from the Games or at any official Biathlon Nova Scotia/Team Nova Scotia function.
- Athletes may not possess and/or use alcohol in the Athletes Village.
- Coaches/Managers can only consume alcohol in authorized areas and must ensure at all times that their ability to perform the responsibilities of their position is not impaired.
- Mission Staff can only consume alcohol in authorized areas and must ensure at all times that their ability to perform the responsibilities of their position is not impaired.
- No member of Biathlon Nova Scotia/Team Nova Scotia (i.e. Athlete, coach, manager, team staff, or mission staff) shall be intoxicated at any time.
- No member of Biathlon Nova Scotia/Team Nova Scotia shall wear any official Biathlon Nova Scotia/Team Nova Scotia uniform components while consuming alcohol, on or off site (exception: coaches/managers lounge)
- The Canada Games is a smoke free event. Biathlon Nova Scotia/Team Nova Scotia members shall abide by the rules laid out by the Host Society therefore, there shall be no on-site use of tobacco products including snuff and chewing tobacco.
- Those sports with policies relating to drinking, smoking and chewing tobacco which are more encompassing than Biathlon Nova Scotia/Team Nova Scotia rules, will be supported fully.

## **Code of Conduct - Infractions**

### **Minor Infractions** (Behavioral Disturbances)

The Head Coach or his/her designate is responsible for dealing with all Minor infractions including, but not limited to, those described below. Under extraordinary conditions, the Host Society may take immediate disciplinary action until Biathlon Nova Scotia/Team Nova Scotia has a chance to take responsibility for the situation.

- Disrespectful comments or behavior (includes comments made on social media)
- Unsportsmanlike conduct
- Being late for, or absent from, Biathlon Nova Scotia/Team Nova Scotia activities or functions
- Failing to follow the dress code
- Minor disturbance during quiet time (after 11 PM) in the Athletes' Village
- Other similar minor infractions

### **Major Infractions** (Disorderly and Disruptive Behavior, Team Dishonour)

The Discipline Committee is responsible for responding to all Major infractions including, but not limited to:

- Repeated Minor infractions
- Curfew violations and/or major disruptions after 11 pm
- Use of tobacco products, including snuff and chewing tobacco by Athletes, Coaches, Managers, Team Staff, or Mission Staff in the Athletes' Village, at official Biathlon Nova Scotia/Team Nova Scotia activities or functions, or at competition sites
- Unacceptable behavior such as fighting outside of competition
- Activities or behavior which disrupt competition and/or practice
- Pranks, jokes or other activities which endanger the safety of others
- Use of alcohol by minors at any time
- Possession and/or use of alcohol in Athlete's Village
- Intoxication/drunkenness at any time (regardless of age)
- Bringing disgrace to Biathlon Nova Scotia/Team Nova Scotia
- Degrading, offensive, abusive, racist or sexist comments or actions (includes comments made on social media)
- Use of illegal drugs/narcotics or performance-enhancing drugs or methods
- Criminal activities
- Possession of weapons

## **Disciplinary Sanctions – Ranges of Response**

A range of sanctions will be applied, consistent with the inappropriate behavior. Sanctions for Minor Infractions committed by an athlete will be assessed by the athlete's Head Coach. A Minor Infraction committed by a coach or manager will be sanctioned by a member of the Provincial Sport Organization (PSO).



# BIATHLON NOVA SCOTIA

Sanctions for all Major Infractions will be determined after a review of the infraction by the athlete's Head Coach and PSO. The harshness of the sanction will depend on the severity of the infraction. Possible sanctions include, but are not limited to:

## **Minor Infractions** (Behavioral Disturbances)

- Verbal Reprimand
- Written Reprimand
- Game / Event Suspension
- Residence Confinement
- Written and/or oral apology provided by the offender to the offended individual(s)
- Others appropriate sanctions determined by the discipliner (Head Coach, staff or designate)

## **Major Infractions** (Disorderly and Disruptive Behavior, Team Dishonour)

- Sent home at own expense\* (minors must be accompanied by a parent, guardian, or designate)
- \**The disciplined participant's Provincial Sport Organization will be billed for all travel costs incurred with this sanction.*
- Residence confinement
- Single or multi-game / event suspension
- Uniform confiscation
- Ceremonies (Opening/Closing) exclusion
- Written and/or oral apology provided by the offender to the offended individual(s)
- Prohibit the member from representing Biathlon Nova Scotia/Team Nova Scotia in future Canada Games
- Other appropriate sanctions determined by the Head Coach, and PSO.

Note: In addition to and apart from Biathlon Nova Scotia/Team Nova Scotia's discipline procedures the Chef de Mission may contact local police or law enforcement regarding any criminal or illegal behavior as he or she considers appropriate to do so.

Note: A Nova Scotia Provincial Sport Organization may enforce further discipline after the Games.

## **Code of Conduct – Disciplinary Procedures**

### **Minor Infractions**

• The Head Coach or team staff designate handles all Minor violations, in keeping with the Biathlon Nova Scotia/Team Nova Scotia Code of Conduct policy.

Before applying sanctions, the alleged offender will be given an opportunity to explain his/her side of the story. The Head Coach or team staff designate will keep written documentation of all Minor infractions and sanctions applied in case there are repeated incidents that would warrant a major infraction.

### **Major Infractions**

- All Major infractions are to be brought to the attention of the Head Coach and PSO as soon as possible
- Upon receipt of a Major Infraction Report, a review will occur and may:
  - Dismiss the report if he or she considers it to be trivial or vexatious;
  - Deal with the infraction informally as a minor infraction; or
  - The Discipline Committee is comprised of:
    - The Head Coach, and two other individuals, i.e. another coach or a wax technician.
- In cases where several individuals may be the subject of a disciplinary hearing, the Committee Chair may choose to deal with the individuals as a group or individually as he or she sees fit.
- The Discipline Committee will meet as soon as reasonably possible after the incident is referred to it.
- The alleged offender will be so advised, that they have the opportunity to secure an Advocate.
- In carrying out these procedures, it is necessary to ensure that procedural fairness is respected at all times. This means that the alleged offender is entitled to the following protections:

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 alleged offender is a minor, the right to have parents or guardians notified of the alleged infraction and be given an opportunity to participate in the disciplinary hearing, either in person or by telephone conference;
  - The right to address the Discipline Committee, call witnesses, present evidence and make 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 Discipline Committee, with reasons; and
  - The right to know how to appeal the outcome, if the decision is against the alleged offender.
- The Discipline Committee will determine by consensus:
    - If the infraction occurred
    - The severity of the infraction



# BIATHLON NOVA SCOTIA

- An appropriate sanction
- If consensus is not reached by the Discipline Committee on whether or not the infraction occurred the allegation will not be sustained.
- If consensus is not reached by the Discipline Committee on the severity of the sanction applied, the least severe of the sanctions being considered shall be chosen.
- The Discipline Committee shall determine appropriate sanctions using the policies and guidelines outlined in this Code of Conduct. The Discipline Committee shall provide a copy of its decision to the alleged offender, his/her advocate and Biathlon Nova Scotia PSO/Team Nova Scotia and if the appellant is under the age of 19, his/her parent(s) and /or guardian(s).
- A Notice of Appeal form will be provided to the alleged offender with the Discipline Committee's decision.
- The decision of the Discipline Committee shall take effect immediately and sanctions will be carried out within two hours of the person being sanctioned receiving notification of this Decision or as soon thereafter as possible unless there is an Appeal Form is presented in writing to the Head Coach.

## **Code of Conduct – Appeals Procedure**

- Any member of Biathlon Nova Scotia/Team Nova Scotia who is affected by a decision of the Discipline Committee shall have the right to appeal that decision. Individuals wishing to appeal the discipline decision shall have two hours from the time he/she receives the written decision of the Discipline Committee to launch an appeal. If the decision is received after 10:00 p.m., the individual shall have until 10:00 a.m. the next morning to appeal. All appeals shall be in writing. Detailed reasons for the appeal shall be submitted to the Head Coach.
- Upon receipt of an Appeal Form immediately forward the Appeal to the PSO.
- An independent adjudicator will review the notice of appeal and determine if there are sufficient grounds for appeal. If the independent adjudicator determines there are insufficient grounds for appeal, the decision of the Biathlon Nova Scotia/Team Nova Scotia Discipline Committee shall be final and binding with no further appeal.
- An appeal may only be heard if the independent adjudicator determines that there are permissible grounds for the appeal. Permissible grounds include, Biathlon Nova Scotia/Team Nova Scotia's Discipline Committee:
  - a) Making a decision for which it did not have authority or jurisdiction as set out in this code of conduct;
  - b) Failing to follow procedures as laid out in the “Code of Conduct”;
  - c) Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision –maker is unable to consider other views;
  - d) Failing to consider relevant information or taking into account irrelevant information in making decision;
  - e) Exercising its discretion for an improper purpose in bad faith; and/or
  - f) Making a decision that was unreasonable.
- The independent adjudicator will inform the person filing the appeal whether or not there are grounds for the appeal.
- If there are grounds for the appeal, an appeal hearing will be held within two days.
- The independent adjudicator may decide to void, vary or confirm the decision being appealed. The decision of the independent adjudicator will be effective immediately and may be applied retroactively where it is fair and reasonable to do so. The independent adjudicator shall provide a copy of its decision to the appellant, the appellant’s advocate and the Biathlon Nova Scotia/Team Nova Scotia PSO. The Chef de Mission will forward a copy of the decision to the appellant’s coach/manager, PSO, the Discipline Committee, and if the appellant is under the age of 19, his/her parent(s) and /or guardian(s).
- While the proceedings of appeals conducted under this policy will be private, decisions rendered by Adjudicators will be released to the public, unless the Adjudicator orders otherwise.
- The decision of the independent adjudicator shall be final and binding.

## **Code of Conduct - Confidentiality**

Every effort must be made to keep all information, including written documents, confidential. All communication of disciplinary matters to outside parties shall be handled by the Head Coach; therefore, all other persons involved in a disciplinary matter, including the person(s) being disciplined, shall not disclose the details of the matter to outside parties. All documentation is to reside with the Head Coach until the conclusion of the event. Following the event documentation of all disciplinary matters will reside with the PSO.



# BIATHLON NOVA SCOTIA

## BIATHLON NOVA SCOTIA MEMBER AGREEMENT

I, \_\_\_\_\_ have read and understand the Biathlon Nova Scotia Code of Conduct, Team Member Agreement and Waiver.

### **RULES**

As a member of Biathlon Nova Scotia/Team Nova Scotia, I understand that I am expected to behave according to the Code of Conduct and agree to follow the rules and regulations of Biathlon Nova Scotia/Team Nova Scotia, the Host Society and Canada Games Council. I agree to compete to the best of my ability, in a fair and sportsmanlike manner. I agree to show respect for all other athletes, coaches, officials, spectators and volunteers. Should I fail to follow these regulations and expectations, I realize my actions shall be reviewed and I may be disciplined by losing privileges that come with being a member of Biathlon Nova Scotia/Team Nova Scotia up to and including my removal from Biathlon Nova Scotia/Team Nova Scotia at my own expense.

### **UNIFORM**

As a member of Biathlon Nova Scotia/Team Nova Scotia, I agree to wear appropriate clothing in the manner that it is intended at all functions, events, and ceremonies, as requested by the Coaches.

As a team member, I agree to abide by Biathlon Nova Scotia/Team Nova Scotia regulations as they apply to sponsorship, use of logos and commercial markings, team colours, and all other clothing related policies, and reflect this agreement through my clothing during all aspects of the Games.

### **USE OF INFORMATION**

I grant to Biathlon Nova Scotia/Team Nova Scotia and the PSO in which I am participating the right to use any written information (not including information contained on the medical form), photograph, video or other visual media of myself taken during the 2016-2017 season for the purpose of furthering Biathlon Nova Scotia/Team Nova Scotia objectives and the development of sport in Nova Scotia.

### **PHYSICAL CONDITION**

I further state that I am in proper physical, mental and medical condition to participate in the sport and am aware that participation could, in some circumstances, result in physical injury.



# BIATHLON NOVA SCOTIA

## WAIVER AND RELEASE

**Waiver - to refrain from insisting on or using (a right, claim, opportunity, etc.)**

**By signing this document, you will waive certain legal rights, including the right to sue.**

As a condition and term of my participation in Biathlon Nova Scotia, I, for myself, my heirs, executors, administrators and assigns, WAIVE any and all claims, actions, causes of actions and demands to which I may become entitled to for any damage, loss or injury to person and property howsoever arising and RELEASE Biathlon Nova Scotia, the Provincial Sport Governing Body of the sport in which I am participating, their servants, agents, employees, coaches, managers, officials, mission staff and volunteers from any and all claims, actions, causes of actions, demands, damage, loss or injury, directly or indirectly caused or suffered to my person and/or my property as a result of my participation in or traveling to, during, or from the aforesaid Games, notwithstanding that any such claim, action, cause of action, demand, damage, loss or injury may arise by reason of negligence of Biathlon Nova Scotia, the Provincial Sport Governing Body, their servants, agents, employees, coaches, managers, officials, mission staff and volunteers.

The parent/guardian hereby WAIVES any and all claims to which he or she may become entitled to for loss, damage or injury and their child/dependent or themselves and RELEASE Biathlon Nova Scotia, and the Provincial Sport Governing Body of the sport in which their child or dependent is a participant, their servants, agents employees, coaches, managers, officials, mission staff and volunteers from any and all claims, actions, causes or actions, demands, damage or injury, directly or indirectly caused or suffered to my child's/dependent's person or to my person and/or to my child's property or to my property as a result of participation in or traveling to, during, or from the aforesaid Games, notwithstanding that any such claim, action, cause of action, demand, damage, loss or injury may arise by reason of negligence of Biathlon Nova Scotia, the Provincial Sport Governing Body, their servants, agents, employees, coaches, managers, officials, mission staff and volunteers

**I DECLARE THAT THE TERMS OF THIS WAIVER AND RELEASE ARE FULLY UNDERSTOOD AND THAT ALL RISKS ARE VOLUNTARILY ACCEPTED.**

**ACKNOWLEDGMENT** By signing this document, I acknowledge having read and agreed to the above.

Date \_\_\_\_/\_\_\_\_/201\_\_ Sport \_\_\_\_\_  
Day Month Year

Position (Check one) Athlete \_\_\_\_\_ Coach \_\_\_\_\_ Manager \_\_\_\_\_ Mission Staff \_\_\_\_\_

\_\_\_\_\_  
Name of Team Member (please print)

\_\_\_\_\_  
Name of Witness (please print)

\_\_\_\_\_  
Signature of Team Member

\_\_\_\_\_  
Signature of Witness

**IF BIATHLON NOVA SCOTIA/TEAM NOVA SCOTIA MEMBER IS UNDER THE AGE OF 19 A PARENT OR GUARDIAN MUST SIGN BELOW**  
**By signing as a parent or guardian of**

\_\_\_\_\_  
(Print Name of Team Member)

**I acknowledge having read and agreed to the above on behalf of my child or dependent.**

I, \_\_\_\_\_, have read and understand the Code of Conduct,  
(Name of Parent/Guardian)

Team Member agreement and Waiver for Biathlon Nova Scotia/Team Nova Scotia for the 2015 Canada Winter Games.

Date \_\_\_\_/\_\_\_\_/201\_\_  
Day Month Year

\_\_\_\_\_  
Name of Parent/Guardian (please print)

\_\_\_\_\_  
Name of Witness (please print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Witness



# BIATHLON NOVA SCOTIA

## **B – Under-18 Travel Permission Form**

1) Travel Arrangements - Each athlete is responsible for his/her own travel arrangements. If possible, it is preferred if an accompanying parent(s) would volunteer to act as coordinator of arrangements to assist the athletes to arrange accommodations and to help coordinate travel. It is helpful if this can be arranged at the start of the season for the entire season. The exception to this rule is the National Championships and Provincial Team Training Camps, for which arrangements will be made by the VP Technical.

2) Costs – Each athlete is responsible for his/her own race registration and travel costs, as well as their share of the Coaching Fee and Coaching/support travel, accommodations, and meals, and costs of waxing. These costs will be shared equally by all athletes being supported by Biathlon Nova Scotia coaching/support personnel. An estimate of each person's share of costs will be made for each trip, and a deposit for that amount must be received by the Treasurer prior to the date of travel.

3) Subsidy – Biathlon Nova Scotia reserves the right, with advance notice, to provide a subsidy to officially nominated "Biathlon Nova Scotia/Team Nova Scotia" members for some or all of the Coaching/support Fees and travel costs. Any subsidy should be for coaching/support related costs only.

4) Accompanying Parents – Parents who volunteer to drive athletes/coaches in their personal vehicle must ensure that the vehicle is adequately insured. Volunteer drivers will be reimbursed for their gas costs by those traveling in their vehicle. It is the driver's responsibility to collect for this from their passengers. Accompanying parents are responsible for their own accommodation and meal costs, unless specifically required by the Head Coach and approved by the VP Tech, as a support person because of a shortage of coaching personnel.

5) Distribution of Costs – Athletes (and parents) will be given a breakdown of costs related to each trip to explain billings sent out for an athlete's portion of the costs. Because athletes will be sharing rooms in motels, an accompanying coach or parent will be required to pay the accommodations bill on behalf of Biathlon Nova Scotia. Usually an advance estimate of costs for an event will be provided and is payable at the start of the event. Biathlon Nova Scotia will then provide a recap of billing to demonstrate actual costs of the accommodations cost, and their share of the coaching costs. This billing will detail the amount paid for each expense, i.e., athlete rooms, coach fees, room, travel, meals, shared by the number of athletes attending.

6) Coaching Support – Ideally, there will be one (1) coach/support person for every five (5) athletes. With older, more experienced athletes, one coach could support a higher number of athletes. Parent volunteers are encouraged to help when possible. Coaching support, regardless of number, will be shared amongst the athletes.

7) Room Sharing - In a standard motel room, with 2 double beds, there should be no more than 3 athletes per room. This allows for each athlete to have his/her own bed, with one to be on a cot or in a sleeping bag on the floor. If only queen-size beds are available, 2 athletes could, if both agree, share a bed if they use separate coverings such as sleeping bags. If larger rooms are available, 1 more athlete could be in the room. Because of the wide variety of accommodations available, the VP Tech may need to approve alternate arrangements. Keep in mind that most rooms only have one bathroom, for 3 to 4 people. The athletes also need room for all their gear, for drying out clothing and equipment, and for doing homework. We need to keep the well-being of our athletes as a priority. If an athlete can't get a decent night's sleep and is too exhausted to race well, or gets sick, then the money for the trip is poorly spent.

8) Transportation Safety – Vehicles transporting athletes must be adequately insured, i.e., must provide a minimum of \$1 million third party liability (PLPD) insurance. Vehicles transporting athletes must not be overcrowded. The driver's visibility must not be blocked. Ski poles should not be carried in the passenger compartment unless safely stored in ski or pole bags. The Head Coach and the VP Tech have the right to limit the number of people in a vehicle if deemed unsafe.

9) Participation commitment – If, after making the commitment to attend, an athlete backs out of a race or camp (without a legitimate excuse as judged by the VP Tech), that athlete will be expected to pay his/her share of the coaches' fees and travel costs. A commitment deadline will be set for each event.

10) Race Team Management - Since we are a small organization, everyone needs to help out where possible, rather than the same few all the time. Because of the wide area covered by the team members, rather than have one person





## BIATHLON NOVA SCOTIA

as the “Race Manager”, we hope to have a “Race Management Team” of volunteers to make the best use of knowledge of different parts of the race circuit area and to share the work involved. Parents will be kept informed well in advance of plans for camps and races, will be asked to volunteer their help with arrangements, and will hopefully attend races (at their own cost) to provide encouragement to our athletes. BiNS will attempt to have a coordinator for each race, hopefully someone who will be in attendance at the race, who will collect and submit costs to the Treasurer to distribute amongst athletes.

11) Race Team Authority – The ultimate authority for race/camp arrangements lies with the VP Technical and the Head Coach. Any questions or proposed changes regarding travel arrangements should be addressed to the VP Tech.

12) Injury/Sickness- Injury and sickness to athletes occurs while athletes are on travel. These situations will be dealt with on a case by case basis by the Head coach for that event in consultation with medical authorities. Having an injured or sick athlete remain at the venue until scheduled return trip, is in most cases impractical for the athlete, possible risk to team health and additional resource burden to the support staff. Decision on when an athlete will return home is the decision of the appointed Head coach and any associated costs for an early return trip are the responsibility of the parents or legal guardian.

By adhering to this policy we can minimize the stresses and frustrations experienced by our athletes, their parents, and the coaches.

### AMENDMENTS

No amendment to this policy is to occur without the approval by Biathlon Nova Scotia Board of Directors.



# BIATHLON NOVA SCOTIA

## Travel Permission Form

### Parental Permission Form for Travel by Athletes, under 18 years of age

Athlete Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

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

Travel Dates: \_\_\_\_\_

I, \_\_\_\_\_ the parent/guardian of the above-named athlete, hereby give permission for him/her to travel to the above mentioned biathlon event.

I have read and understand the Biathlon Nova Scotia Athlete Agreement and Code of Conduct, the Biathlon Nova Scotia Travel Policy, and the Biathlon Nova Scotia Policy on Dealing with Harassment.

I have attached to this Travel Permission Form, the required Emergency and Medical Information and Consent Form.

I authorize \_\_\_\_\_ and/or \_\_\_\_\_  
\_\_\_\_\_ to supervise my son/daughter for the duration of this trip.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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



# BIATHLON NOVA SCOTIA

## C) Emergency and Medical Information and Consent Form

Athlete Name: \_\_\_\_\_

Athlete DOB: (dd/mm/yyyy) \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

#### PARENT/GUARDIAN #1:

NAME: \_\_\_\_\_ Relationship: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Cell: \_\_\_\_\_ Work \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/PROV \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

#### PARENT/GUARDIAN #2:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Cell: \_\_\_\_\_ Work \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/PROV \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

#### ALTERNATE EMERGENCY CONTACT (Different from parent/ guardian)

NAME \_\_\_\_\_ Relationship: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Cell: \_\_\_\_\_ Work \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/PROV \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_



# BIATHLON NOVA SCOTIA

## MEDICAL INFORMATION

ATHLETE NAME: \_\_\_\_\_

PROVINCIAL HEALTH CARD # \_\_\_\_\_

DOCTORS NAME & PHONE: \_\_\_\_\_

OUT OF PROVINCE/COUNTRY ADDITIONAL HEALTH PLAN: \_\_\_\_\_

COMPANY \_\_\_\_\_ POLICY# \_\_\_\_\_

INSURANCE COMPANY PHONE# \_\_\_\_\_

HAVE YOU HAD TETANUS SHOT IN THE LAST 10 YEARS? \_\_\_\_\_ DATE of SHOT \_\_\_\_\_

DO YOU REQUIRE ANY REGULAR MEDICATION? \_\_\_\_\_ IF YES, INDICATE BELOW

MEDICATION & DOSAGE	WHEN TO BE TAKEN	PURPOSE

DO YOU HAVE ASTHMA?       YES       NO

ASTHMA TRIGGER FACTORS

\_\_\_\_\_

DO YOU HAVE ANY ALLERGIES?       YES       NO

IF SO WHAT ARE THEY, WHAT IS YOUR REACTION, AND WHAT MEDICATIONS DO YOU USE FOR THEM, AND WHEN?

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

DO YOU USE ANY SPECIAL NEED DEVICES SUCH AS GLASSES, CONTACT LENS, KNEE BRACES, HEARING AIDS ETC...? IF SO WHAT ARE THEY? (BE SPECIFIC)

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



# BIATHLON NOVA SCOTIA

ARE THERE ANY OTHER MEDICAL ISSUES THAT WE SHOULD BE MADE AWARE OF?

---

---

---

---

ALL INFORMATION CONTAINED IN THIS DOCUMENT WILL BE KEPT CONFIDENTIAL AND IS SOLELY FOR THE USE OF BIATHLON NOVA SCOTIA

## **EMERGENCY AND MEDICAL INFORMATION AND CONSENT FORM**

I hereby authorize emergency medical or surgical treatment for myself or my son/ daughter/ ward if such treatment is required and the assigned emergency contact cannot be reached for authorization while traveling with or under the supervision of Biathlon Nova Scotia; or participating in a Biathlon Canada sanctioned event.

If the athlete is under 18, a parent or guardian must sign on their behalf.

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

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

Please PRINT Name and Relationship to athlete (Self, Parent, Guardian)

---



## BIATHLON NOVA SCOTIA

### **E – Possession and Transportation of Rifle and Ammunition**

All athletes must ensure that they carry at **all times** the necessary firearms permits/license. If traveling out of Canada with their rifle and ammunition, must obtain the necessary import permits. Proof of permits/licenses must be provided ensuring that they are lawfully entitled to possess and use a rifle.



# BIATHLON NOVA SCOTIA

## F) Range Safety Rules

This Document is to be posted at Biathlon NOVA SCOTIA Ranges.

Remember the **4 A.C.T.S.** of Firearm Safety:

**A**ssume every firearm is loaded,

**C**ontrol the muzzle direction at all times,

**T**rigger finger must be kept off the trigger and  
out of the trigger guard until ready to shoot,

**S**ee that the firearm is unloaded when not shooting



In order to **See** – you must **P.R.O.V.E.**

**P**oint the firearm in the safest possible direction,

**R**emove all ammunition,

**O**bserve the chamber,

**V**erify the feeding path,

**E**xamine the bore each time you pick up a firearm

In this document, the term “biathlon range” means any range that is in use for biathlon training or competition.

- 1) Each individual athlete is responsible for the safe handling of his/her rifle.
- 2) All users of biathlon ranges in Nova Scotia must be members of a provincial/territorial or national biathlon association.
- 3) All users must be lawfully entitled to possess the rifle in use. The use of a rifle by any other person is subject to direct and immediate supervision by a person lawfully entitled to possess the rifle. This is particularly important for athletes new to the sport and the younger athletes. During a competition, the Chief of Range (or any other Biathlon Official) is not responsible for said supervision.
- 4) A biathlon Range Safety Officer (RSO), responsible for opening and closing the range and for enforcing all safety rules, must be present for any event when the range is in operation. During biathlon competitions, the Chief of Range, or his/her designate, is the RSO. During individual training, one of the people using the range must assume the function of the RSO.
- 5) Red and green safety flags, under the control of the Range Safety Officer, must be used when the range is being operated. The red flag indicates that the range is OPEN for shooting. The green flag indicates that the range is CLOSED to shooting. The RSO will close the range and the green flag must be prominently displayed when it is necessary to step in front of the firing line (under the RSO’s direction), to change paper targets, etc. When the range is closed, all rifles must be unloaded. When the range is closed during training, users must step well away from any unloaded rifles on the firing line. Regardless of the flag in place, it is imperative that all users of the range be safety conscious.
- 6) The use of red and green flags or any P.A. announcements does not override the verbal commands of the RSO.
- 7) When transporting a rifle to and from the firing line, the unloaded rifle must be pointed upward and have the bolt open. When preparing to load and shoot the rifle, the rifle must be pointed down range in the direction of the target. Inserting the magazine into the rifle is considered to be part of the loading procedure.
- 8) Only shoot at the appropriate target, either metal or paper. Do not intentionally shoot at the paddles, target setting indicators, etc. Only air rifles or rifles which use .22 caliber long rifle rim fire ammunition (standard or target, not high velocity) may be used.
- 9) Under no circumstances may a loaded rifle be left unattended. For those biathletes not required to carry a rifle in competition, the bolt must be open and the clip removed before the biathlete leaves the firing line after completing shooting. When not in use, unloaded rifles must be placed in a rifle rack with the bolt open and the clip removed. Rifles may not be left unsupervised.
- 10) In event formats or athlete categories in which competitors do not carry a rifle in competition, the rifle must be picked up from an entrance rack prior to entering the range and placed in an exit rack after shooting. Rifles in these racks must be left with the bolt open and the clip removed. When the rifle is in transit between the entrance rack and the firing point prior to shooting and between the firing point and the exit rack after shooting, the bolt must be open and the clip removed.
- 11) Any unsafe handling of a rifle will not be tolerated. In such a case, the RSO has the power to immediately suspend range use privileges for the offender. Any such action is to be reported (by the Range Safety Officer) as soon as possible to the management of the local range and to the executive of Biathlon Nova Scotia for further appropriate action that may result in criminal proceedings.
- 12) These Biathlon Nova Scotia Range Safety Rules include sections from International Biathlon Union (IBU) safety regulations, mostly sections 8.5 and 8.6 of the IBU "Event and Competition Rules, 2006 edition", and Canadian firearm safety regulations. In addition, all local procedures for the use of ranges in Nova Scotia must be adhered to. (Such as sign-in / out procedures, reporting of damaged or malfunctioning equipment, etc.) In the case of conflict of these regulations, the more stringent shall apply. It is the responsibility of all users of biathlon ranges in Nova Scotia to be aware of and adhere to these rules.

I have read and agree to the Biathlon Nova Scotia Range Safety Rules:

Print/Sign \_\_\_\_\_ Date: \_\_\_\_\_



# BIATHLON NOVA SCOTIA

## **G – Policy on Dealing with Harassment**

### **I. POLICY STATEMENT**

Biathlon Nova Scotia is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment, which promotes equal opportunities and prohibits discriminatory practices.

Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory of Canada.

Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.

Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent or Athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.

Biathlon Nova Scotia is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.

This policy applies to all directors, officers, volunteers, coaches, Athletes, officials, members, as well as to all employees of Biathlon Nova Scotia. Biathlon Nova Scotia encourages the reporting of all incidents of harassment, regardless of who the offender may be.

This policy applies to harassment, which may occur during the course of all Biathlon Nova Scotia business, activities, and events. It also applies to harassment between individuals associated with Biathlon Nova Scotia but outside Biathlon Nova Scotia business, activities, and events when such harassment adversely affects relationships within Biathlon Nova Scotia's work and sport environment.

Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

### **II. DEFINITION**

Harassment takes many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, or offensive.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or
- Such conduct has the purpose or effect of interfering with an individual's performance; or
- Such conduct creates an intimidating, hostile, or offensive environment.
- Types of behavior which constitute harassment include, but are not limited to:
  - Written or verbal abuse or threats;
  - The display of visual material which is offensive or which one ought to know is offensive;
  - Unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, race, religion, sex, or sexual orientation;
  - Leering or other suggestive or obscene gestures;
  - Condescending, paternalistic, or patronizing behavior which undermines self-esteem,
  - Behavior which diminishes performance, or adversely affects working conditions;





# BIATHLON NOVA SCOTIA

- Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- Unwanted physical contact including touching, petting, pinching, or kissing; Unwelcome sexual flirtations, advances, requests, or invitations; or
- Physical or sexual assault.

Sexual harassment most commonly occurs in the form of behavior by males toward females; however, sexual harassment can also occur between males, between females, or as behavior by females toward males.

- For the purposes of this policy, retaliation against an individual, for having filed a complaint under this policy; or
- For having participated in any procedure under this policy; or
- For having been associated with a person who filed a complaint or participated in any procedure under this policy;
- Will be treated as harassment, and will not be tolerated.

### III. RESPONSIBILITY

The President and the Vice President of Biathlon Nova Scotia are responsible for the implementation of this policy. In addition, the President and the Vice President of Biathlon Nova Scotia are responsible for:

- a) Discouraging and preventing harassment within Biathlon Nova Scotia;
- b) Investigating formal complaints of harassment in a sensitive, responsible, and timely manner;
- c) Ensuring notification of custodial parent(s)/guardians of any directly affected athlete under the age of 18 years;
- d) Imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;
- e) Providing advice to persons who experience harassment;
- f) Doing all in their power to support and assist any employee or member of Biathlon Nova Scotia who experiences harassment by someone who is not an employee or member of Biathlon Nova Scotia;
- g) Making all members and employees of Biathlon Nova Scotia aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this policy;
- h) Informing both complainants and respondents of the procedures contained in this policy and of their rights under the law;
- i) Regularly reviewing the terms of this policy to ensure that they adequately meet the organization's legal obligations and public policy objectives;
- j) Appointing officers and providing the training and resources they need to fulfill their responsibilities under this policy; and
- k) Appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfill their responsibilities under this policy.

Every member of Biathlon Nova Scotia has a responsibility to play a part in ensuring that the Biathlon Nova Scotia sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behavior contrary to this policy. In addition, any member of Biathlon Nova Scotia who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.

In the event that either the Vice President or the President is involved in a complaint which is made under this policy, the Board of Directors of Biathlon Nova Scotia shall appoint a suitable alternate for the purposes of dealing with the complaint while ensuring that one member is of the same gender as the complainant.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

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