

Team NT Sport Integrity Policy

July 2025



Team NT**SPORT INTEGRITY POLICY SUITE**

Statement on Sport Integrity	2
Definitions	6
Code of Conduct and Ethics	12
Appendix A – UCCMS	19
Athlete Protection Policy	21
Social Media Policy	23
Screening Policy	29
Appendix A – Screening Requirements Matrix	36
Appendix B – Screening Disclosure Form	37
Reciprocation Policy.....	39
Event Discipline Procedure	40
Appendix A - Publication Guidelines	44
Diversity, Equity, and Inclusion Policy	46
Privacy Policy	48
Concussion Policy and Code.....	56
Appendix A - Concussion Code of Conduct	64
Appendix B – Concussion Recognition Tool 6 (CRT6)	68
Appendix C – Sport Concussion Pathway	70
Appendix D – Key Points from CISG Recommendations	71

Team NT - Statement on Sport Integrity

Team NT has a fundamental obligation and responsibility to protect the health, safety and physical and mental well-being of every individual that is involved in the Northwest Territories sport community at major events.

Team NT takes situations involving misconduct or Prohibited Behaviour very seriously. For this reason, Team NT is committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or Prohibited Behaviour.

Team NT's policies are intended to promote a safe sport environment in a manner that allows for consistent, immediate, appropriate, and meaningful action should any issues arise. They are also intended to prevent issues from arising in the first place by communicating expected standards of behaviour.

To this end, Team NT has adopted the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport](#) as part of its conduct standard.

Should any Team NT Participant wish to report an incident or concern about misconduct or Prohibited Behaviour by anyone associated with Team NT, including but not limited to athletes, participants, coaches, officials, volunteers, and parents/guardians of athletes, they may do so directly through the identified pathway identified below or through the applicable channels as established by statute.

Team NT makes the following commitments to sport environment free from misconduct and Prohibited Behaviour:

- a) All participants in sport can expect to play, practice, and compete, work, and interact in an environment free from misconduct and Prohibited Behaviour.
- b) Addressing the causes and consequences of misconduct and Prohibited Behaviour is a collective responsibility and requires the deliberate efforts of all participants, broader sport community, sport club administrators and organization leaders.
- c) Participants in positions of trust and authority have the general responsibility to protect the health and well-being of all other participants.
- d) Adult participants have a specific ethical and statutory duty and the additional responsibility to respond to incidents of misconduct and Prohibited Behaviour involving Minors and other Vulnerable Team NT Participants.
- e) All participants recognize that misconduct and Prohibited Behaviour can occur regardless of age, sex, sexual orientation, gender identity or expression, race, ethnicity, Indigenous status, or level of physical and intellectual disability and their intersections. Moreover, it is recognized that those from traditionally marginalized

groups have increased vulnerability to experiences of misconduct and Prohibited Behaviour.

- f) All participants recognize that individuals who have experienced misconduct and Prohibited Behaviour may experience a range of effects that may emerge at different time points and that can profoundly affect their lives.
- g) All adults working with children and youth have a duty to prevent or mitigate opportunities for misconduct and Prohibited Behaviour.
- h) Individuals affiliated with Team NT may be required to complete appropriate mandatory training on preventing and addressing harassment and abuse.
- i) In recognition of the historic vulnerability to discrimination and violence amongst some groups, which persists today, participants in positions of trust and authority have a duty to incorporate strategies to recognize systemic bias, unconscious bias, and to respond quickly and effectively to discriminatory practices.

Déclaration sur l'intégrité dans le sport d'Équipe TNO

Équipe TNO a l'obligation et la responsabilité fondamentales d'assurer la santé, la sécurité ainsi que le mieux-être physique et mental de chaque individu qui s'implique dans des événements majeurs de la communauté sportive des Territoires du Nord-Ouest.

Équipe TNO prend très au sérieux les incidents concernant les inconduites ou les comportements prohibés. C'est pourquoi l'organisme s'engage à mettre en place et à appliquer des politiques et des processus fermes, clairs et efficaces pour prévenir toute forme d'inconduite ou de comportement prohibé et y remédier.

Les politiques d'Équipe TNO visent à promouvoir un environnement sportif sécuritaire de façon à permettre une prise de mesures immédiate, adéquate et sérieuse en cas de problème. Elles visent également à éviter que des incidents se produisent, en définissant des normes de comportement à respecter.

Pour ce faire, Équipe TNO a intégré les règles du [Code de conduite universel pour prévenir et contrer la maltraitance dans le sport](#) à ses normes de comportement.

Si un participant d'Équipe TNO souhaite signaler un incident ou un problème concernant une inconduite ou un comportement prohibé de la part de toute personne associée à Équipe TNO, notamment un athlète, un participant, un entraîneur, un officiel, un bénévole, ou le parent ou tuteur d'un athlète, il peut le faire en empruntant la voie indiquée ci-dessous ou en suivant les mécanismes appropriés prévus par la loi.

Équipe TNO prend les engagements suivants en faveur d'un environnement sportif libre de toute forme d'inconduite et de comportement prohibé :

- a) Tous les participants peuvent s'attendre à jouer, à s'entraîner, à compétitionner, à travailler et à interagir avec les autres dans un milieu libre de toute forme d'inconduite et de tout comportement prohibé.
- b) Nous avons tous la responsabilité de nous attaquer aux causes et aux conséquences des inconduites et des comportements prohibés. Cela nécessite des efforts concertés de la part de tous les participants, de l'ensemble de la communauté sportive, des administrateurs de clubs sportifs et des dirigeants d'organisations.
- c) Les participants qui se trouvent en position de confiance et d'autorité ont la responsabilité générale de protéger la santé et le mieux-être de tous les autres participants.
- d) Les adultes au sein de la communauté sportive ont spécifiquement l'obligation légale et éthique ainsi que la responsabilité supplémentaire de signaler les incidents d'inconduite ou de comportement prohibé mettant en cause des mineurs et d'autres participants vulnérables d'Équipe TNO.
- e) Tous les participants reconnaissent que les inconduites et les comportements

prohibés peuvent survenir, peu importe l'âge, le sexe, l'orientation sexuelle, l'identité ou l'expression de genre, la race, l'ethnicité, le statut d'Autochtone, ou le niveau d'incapacité physique et intellectuelle (et leurs croisements) de la victime. Qui plus est, il est reconnu que les membres des groupes traditionnellement marginalisés sont davantage vulnérables aux conduites et aux comportements prohibés.

- f) Tous les participants reconnaissent que les conduites et les comportements prohibés ont différentes répercussions qui pourraient se manifester à divers moments et qui peuvent bouleverser profondément la vie des personnes touchées.
- g) Tous les adultes qui travaillent avec des enfants et des jeunes ont l'obligation de prévenir et de réduire (autant que faire se peut) toute possibilité d'inconduite ou de comportement prohibé.
- h) Les individus affiliés à Équipe TNO pourraient être tenus de suivre une formation obligatoire adéquate sur la prévention et la gestion du harcèlement et des agressions.
- i) Étant donné la vulnérabilité historique à la discrimination et à la violence de certains groupes, qui persiste à ce jour, les participants qui se trouvent en position de confiance et d'autorité ont l'obligation d'appliquer des stratégies pour déceler les préjugés systémiques et inconscients, et de réagir rapidement et efficacement pour éliminer les pratiques discriminatoires.

Definitions

Terms in the Sport Integrity Policy Suite are defined as follows:

- a) **Athlete** – an individual who is an athlete participant in Team NT who is subject to the policies of Team NT.
- b) **Athlete Support Personnel** - any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, or any other person working with, treating, or assisting an Athlete participating in or preparing for sports competition with Team NT.
- c) **Bullying** – offensive behaviour and/or abusive treatment of a Team NT Participant that typically, but not always, involves an abuse of power.
- d) **Canadian Centre for Ethics in Sport (CCES)** – the independent, national, not-for-profit, sport organization with a focus on the integrity issues of safe sport, anti-doping, and competition manipulation, including the CSSP for all CSSP Sport Organizations at the national level that adopt the CSSP.
- e) **Canadian Safe Sport Program (CSSP)** – Program created by the CCES in accordance with its mandate to independently administer and enforce the UCCMS for CSSP Sport Organizations as defined in the CSSP Rules.
- f) **Code** – the *Code of Conduct and Ethics*.
- g) **Commercial Activity** – any particular transaction, act or conduct that is of a commercial character.
- h) **Complainant** – an individual who makes a report of an incident, or a suspected incident, of alleged Maltreatment, Prohibited Behaviour or other misconduct that may be a violation of the standards described in Team NT’s policies, rules or regulations, including the UCCMS.
- i) **Concussion** - A brain injury that can result in an alteration in thinking and behaviour because of a physical impact to the head, neck, face or body.
- j) **Criminal Record Check (CRC)** – a search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions.
- k) **CSSP Consent Form** – An agreement regarding the administration and enforcement of the UCCMS and CSSP Rules that must be signed by every CSSP Participant subject to the CSSP as a condition for participation with the CSSP Sport Organization. It is in force at any time (including without limitation, pursuant to consent provided during a previously signed agreement between a signatory to the Abuse-Free Sport Program and the SDRCC.

- l) **CSSP Participant** – an individual affiliated with a CSSP Sport Organization, has been defined by the CSSP Rules and is therefore subject to the CSSP Rules. CSSP Participants may include an Athlete, a coach, an official, an Athlete Support Personnel, an employee, an administrator, or a volunteer acting on behalf of, or representing a CSSP Sport Organization in any capacity.
- m) **CSSP Sport Organization** – a national level sport organization that has adopted the CSSP and has retained the services of the CCES for the CSSP.
- n) **Days** – calendar days¹.
- o) **Designated Person** – refers to a person/people designated by Team NT removal-from-sport protocol and by its return-to-sport protocol for the purposes of fulfilling various duties indicated in this Policy. The Designated Person(s) is/are responsible for ensuring that:
 - a. an athlete is immediately removed from further training, practice or competition if the athlete is suspected of having sustained a concussion;
 - b. if the athlete is under 18 years of age or such other age as may be prescribed, the parent of guardian is informed of the removal;
 - c. such persons or entities as may be prescribed are informed of the removal; and
 - d. once removed, the athlete is not permitted to return to training, practice or competition, except in accordance with Team NT's return-to-sport protocol.
- p) **Event Discipline Panel** – a panel of one or three people who are appointed to decide on complaints. Individuals on an Event Discipline Panel may be a coach, staff member, or other individual affiliated with Team NT but must not be in a conflict of interest.
- q) **Diversity** – the presence and integration of a variety of individuals with different personal characteristics, particularly Under-Represented Groups, in a group or organization.
- r) **Enhanced Police Information Check (E-PIC)** – a Criminal Record Check plus a search of Local Police Information.
- s) **Equity** – fairness afforded to individuals with diverse personal characteristics regardless of those characteristics.

¹ For the purpose of calculating deadlines, the following shall apply: the day of the act is not included in the calculation (i.e., the date of receipt of a decision is not Day 1); instead, the deadline would start on the day following receipt of the decision and would expire at midnight (in the location of the individual seeking to file an appeal) on the last day of the period. If the end date is a Saturday, a Sunday or a legal holiday, the period runs until the next day that is not a Saturday, a Sunday or a legal holiday.

- t) **Event** – a sport competition such as major multi-sport games, designated by Team NT, including but limited to, Canada Games, Arctic Winter Games, and North American Indigenous Games, which may include a social, travel or training activities related to an Event.
- u) **Harass or Harassment** – In addition to the definitions under the UCCMS, to harass or harassment is a course of vexatious comments or conduct against a Team NT Participant or group, which is known or ought reasonably to be known to be unwelcome. Harassing behaviours may also be misconduct. Types of behaviour that constitute harassment include, but are not limited to:
- i. written or verbal abuse, threats, or outbursts;
 - ii. the display of visual material which is offensive or which one ought to know is offensive;
 - iii. unwelcome remarks, jokes, comments, innuendo, or taunts;
 - iv. leering or other suggestive or obscene gestures;
 - v. condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
 - vii. any form of hazing;
 - viii. unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - ix. unwelcome sexual flirtations, advances, requests, or invitations;
 - x. physical or sexual assault;
 - xi. 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; and/or
 - xii. retaliation or threats of retaliation against an individual who reports harassment.
- v) **Inclusion** – acceptance of individuals with diverse personal characteristics into a group or organization regardless of those characteristics.
- w) **Interpersonal Communication** - Communication that occurs between two or more Team NT Participants within a communication medium.

- x) **IP Address** – a numerical label that is assigned to electronic devices participating in a computer network that uses internet protocol for communication between devices.
- y) **Local Police Information (LPI)** – additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought.
- z) **Maltreatment** – as defined in the *UCCMS*.
- aa) **Minor** – as defined in the *UCCMS*.
- bb) **Minor Athlete(s)** – an individual who is an Athlete Participant in Team NT who is subject to the policies of Team NT who is under the age of 18 years old.
- cc) **Mission Staff** – Individuals designated by Team NT to liaise and oversee the activities of Team NT at an Event, including the Chef de Mission and Assistant Chef de Mission.
- dd) **Multi-Sport Games Advisory Committee** - *this committee provides advice to the Minister of Municipal and Community Affairs for the Government of the Northwest Territories regarding Team NT participation in major multisport games events and multi-sport Games hosting opportunities in the Northwest Territories.*
- ee) **Party or Parties** – the individual(s) or entities involved in a dispute.
- ff) **Person in Authority** – any Team NT Participant who holds a position of authority within Team NT including, but not limited to, Mission Staff, coaches, instructors, officials, managers, Athlete Support Personnel, chaperones, and committee members.
- gg) **Personal Information** – any information about an individual that relates to the person’s personal characteristics including, but not limited to gender, age, income, home address or phone number, ethnic background, family status, health history, and health conditions.
- hh) **Power Imbalance** – as defined in the *UCCMS*.
- ii) **Prohibited Behaviour** – as defined in the *UCCMS*.
- jj) **Public Communication** – Communication that is or was posted publicly, such as on a Participant’s social media platform.
- kk) **Qualified Healthcare Professional** – refers to a licenses health care professional who has been trained in concussion assessment and treatment.
- ll) **Representatives** – Mission Staff, committee members, officials, athletes, coaches, officials, sport assistants, managers, trainers, volunteers, administrators, contractors,

and participants within Team NT.

- mm) **Respondent** – the Party responding to a complaint.
- nn) **Responsible Coaching Movement** – A call to action for sport organizations, parents, and coaches to enact responsible coaching across Canada – on and off the field (<https://coach.ca/responsible-coaching-movement>).
- oo) **Return-to-sport (RTS)** – completion of the RTS strategy with no symptoms and no clinical findings associated with the current concussion at rest and with maximal physical exertion.
- pp) **SDRCC** - Sport Dispute Resolution Centre of Canada.
- qq) **Social Media** – the catch-all term that is applied broadly to new computer-mediated communication media such as, but not limited to, blogs, YouTube, Facebook, Instagram, Threads, Tumblr, Tik Tok, Snapchat, Reddit and Twitter/X.
- rr) **Sport-Related Concussion (“SRC”)** – a Sport-Related Concussion is a traumatic brain injury induced by biomechanical forces. Several common features that may be used to define the nature of a SRC may include:
 - i. caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head;
 - ii. typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over several minutes to hours;
 - iii. may result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality may be visibly apparent; or
 - iv. results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.
- ss) **Suspected Concussion** – means the recognition that an individual appears to have either experienced an injury or impact that may result in a Concussion or who is exhibiting unusual behaviour that may be the result of Concussion.
- tt) **Team NT Participant(s)** – refers to all categories of registrants subject to the policies, rules and regulations of Team NT, as well as all persons employed by, contracted by, or engaged in activities with, Team NT including, but not limited to, contractors, Athletes, coaches, instructors, officials, volunteers, judges, Athlete Support

Personnel, managers, administrators, parents or guardians, spectators, and committee members.

- uu) **Team NT TSO(s)** –Territorial Sport Organizations recognized by the Government of the Northwest Territories who submit Athletes and Athlete Support Personnel to attend and participate in Events.
- vv) **UCCMS** - *Universal Code of Conduct to prevent and address Maltreatment in Sport*, as amended from time to time.
- ww) **Under-Represented Groups** – includes women, individuals who identify as Black, Indigenous, or people of colour (BIPOC), children in low-income families, seniors, people with disabilities, newcomers to Canada, and members of the LGBTQ community.
- xx) **Vulnerable Participant** or **Vulnerable Team NT Participant** – as defined in the UCCMS.
- yy) **Vulnerable Sector Check (VSC)** – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database.

Code of Conduct and Ethics

Team NT has adopted the UCCMS, as amended from time to time, provided at [Appendix A](#), which shall be incorporated into the Code by reference as if set out in full herein.

Any modifications or amendments made to the UCCMS shall come into effect immediately upon their adoption and automatically without the need for any further action by Team NT.

*It is important to note that the Code applies to all Team NT Participants, **but not all Team NT Participants are CSSP Participants** and subject to the CSSP under the CSSP Rules.*

Purpose

1. The purpose of the *Code* is to ensure a safe and positive environment within the programs, business, activities, and events of Team NT by making all Team NT Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with Team NT's core values, mission, and policies.
2. Team NT and its Team NT Participants support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

Application - General

3. The *Code* applies to any Team NT Participant's conduct during the Events of Team NT including, but not limited to all activities related to Events, such as practices, evaluations, treatment, and travel associated with Events.
4. The *Code* also applies to Team NT Participants' conduct outside of the Events of Team NT when such conduct adversely affects Team NT's relationships (and the work and sport environment) or is detrimental to the image and reputation of Team NT. Such applicability will be determined by Team NT at its sole discretion.
5. In addition, the *Code* will apply to incidents that occur when the Team NT Participants involved interact due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Team NT Participant(s).

Prohibited Behaviours

6. All Team NT Participants must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and the *Code*.
7. Team NT Participants are responsible for knowing what actions or behaviours constitute Prohibited Behaviours and Maltreatment.

8. Prohibited Behaviours under the UCCMS include, but are not limited to:
- | | |
|-------------------------------|---|
| a) Physical Maltreatment | h) Subjecting to the Risk of Maltreatment |
| b) Psychological Maltreatment | |
| c) Neglect | i) Failing to Report |
| d) Sexual Maltreatment | j) Aiding and Abetting |
| e) Grooming | k) Retaliation |
| f) Boundary Transgressions | l) Interference with or Manipulation of Process |
| g) Discrimination | m) False Reports |
9. In addition to the Prohibited Behaviours as defined by the UCCMS, this *Code* sets out other expected standards of behaviour and conduct for all Team NT Participants, and any failure to respect these expected standards of behaviour by a Team NT Participant, may constitute a breach of the *Code*. In addition, the following behaviours also constitute breaches of the *Code*:
- a) Bullying
 - b) Harassment

Responsibilities of all Team NT Participants

10. All Team NT Participants have a responsibility to:
- a) refrain from any behaviour that constitutes misconduct under the *Code*, including Prohibited Behaviour in the UCCMS as well misconduct other conduct policies established by Team NT;
 - b) maintain and enhance the dignity and self-esteem of other Team NT Participants by:
 - i. treating each other with the highest standards of respect and integrity;
 - ii. focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers or other Team NT Participants;
 - iii. consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
 - iv. consistently treating individuals fairly and reasonably; and
 - v. ensuring adherence to the rules of their sport and the spirit of those rules.

- c) refrain from the use of power or authority to coerce another person to engage in inappropriate activities;
- d) refrain from consuming illegal or recreational drugs while participating in the programs, activities, competitions, or Events of Team NT;
 - i. in the case of Minors and Athletes, not consume alcohol, tobacco, cannabis, including vaping or e-cigarettes at any competition or Event;
 - ii. in the case of individuals who are not Athletes (subject to protections under applicable human rights legislation) not consume alcohol or cannabis during activities or in situations where Minors are present, and take reasonable steps to manage the responsible consumption of alcohol and cannabis in adult-oriented social situations;
- e) when driving a vehicle:
 - i. have a valid driver's license;
 - ii. obey traffic laws;
 - iii. not be under the influence of alcohol or illegal drugs or substances;
 - iv. have valid car insurance; and
 - v. refrain from engaging in any activity that would constitute distracted driving.
- f) respect the property of others and not wilfully cause damage;
- g) promote sport in the most constructive and positive manner possible;
- h) refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a competition, and/or not offer, receive or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a competition. A benefit includes the direct or indirect receipt of money or other anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages;
- i) refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a para-classification and/or not offer, receive or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a para-classification. A benefit includes the direct or indirect receipt of money or other anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages;
- j) adhere to all applicable federal, provincial/territorial, municipal and host country laws; and

- k) comply, at all times, with the policies, procedures, and rules and regulations of Team NT and those of any other sport organization with authority over the Team NT Participants such as the Canada Games Council, AWG International Committee and NAIG Council, as applicable and as adopted and amended from time to time.

Mission Staff

11. In addition to section 10 (above), Mission Staff of Team NT have additional responsibilities to:
 - a) function primarily as a Mission Staff of Team NT (as applicable) and ensure to prioritize their loyalty to Team NT (and not to any other organization or group) while acting in this role;
 - b) act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of a Team NT Participant's confidence;
 - c) ensure that financial affairs are conducted in a responsible and transparent manner;
 - d) comply with their obligations under the Screening Policy, including understanding ongoing expectations under the Screening Policy and fully cooperating in the screening process;
 - e) conduct themselves openly, professionally, lawfully and in good faith;
 - f) be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism influence their decision-making on behalf of Team NT;
 - g) exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws;
 - h) maintain required confidentiality of organizational information; and,
 - i) commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.

Athlete Support Personnel

12. In addition to section 10 (above), Athlete Support Personnel have additional responsibilities.
13. Athlete Support Personnel must understand and respect the inherent Power Imbalance that exists in this relationship and must not abuse it, either consciously or unconsciously.

14. Athlete Support Personnel will:

- a) avoid any behaviour that abuses the Power Imbalance inherent in the position of the Athlete Support Personnel;
- b) ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes;
- c) 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;
- d) 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;
- e) support the Athlete Support Personnel of a training camp, territorial team, or national team should an Athlete qualify for participation with one of these programs;
- f) comply with all established responsibilities and obligations as set out by the Athlete Support Personnel's professional governing association or order, if any;
- g) accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate;
- h) provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete;
- i) act in the best interest of the Athlete's development as a whole person;
- j) comply with their obligations under the [Screening Policy](#), including understanding ongoing expectations under the *Code* and fully cooperating in the screening process;
- k) under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, Minor Athletes, alcohol, cannabis, and/or tobacco;
- l) respect competitor Athletes and, in dealings with them, not encroach upon topics or take 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;
- m) when a Power Imbalance exists, not engage in a sexual or intimate relationship with an Athlete of any age;
- n) avoid compromising the present and future health of Athletes by communicating and cooperating with sport science and sport medicine professionals in the diagnosis,

treatment, and management of Athletes' medical and psychological treatments, including when discussing optimal nutritional strategies or weight control methods for junior-aged Athletes and above (18 + years of age). Dieting and other weight control methods are not permitted for Athletes 18 years of age and younger;

- o) recognize the power inherent in the position of Athlete Support Personnel and respect and promote the rights of all Team NT 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 Team NT Participants who are in a vulnerable or dependent position and less able to protect their own rights; and
- p) dress professionally and use appropriate language, considering the audience being addressed (e.g., the age/maturity of the individuals).

Athletes

15. In addition to section 10 (above), Athletes will have additional responsibilities to:

- a) follow their athlete agreement (if applicable);
- b) report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete;
- c) participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations;
- d) properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason;
- e) adhere to any rules and requirements regarding clothing, professionalism, and equipment; and
- f) act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by Athlete Support Personnel.

Retaliation, Retribution or Reprisal

- 16. It is a breach of this *Code* for any Team NT Participant or any other individual to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that Team NT Participant from filing, in good faith, a complaint pursuant to any Team NT policy.
- 17. It is also a breach of the *Code* for a Team NT Participant to file a complaint for the purpose of retaliation, retribution, or reprisal against any other Team NT Participant. Any Team NT

Participant found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

Privacy

18. The collection, use and disclosure of any personal information pursuant to this policy is subject to Team NT's [Privacy Policy](#).

Appendix A – UCCMS

The UCCMS, amended from time to time, is available [here](#).

Athlete Protection Policy

Purpose

1. This *Athlete Protection Policy* describes how Persons in Authority shall maintain a safe sport environment for all Athletes.

Interactions between Persons in Authority and Athletes – the ‘Rule of Two’

2. Team NT requires that the ‘Rule of Two’ be followed for all Persons in Authority who interact with Athletes, to the maximum extent possible in the circumstances. The ‘Rule of Two’ is a directive that says that an Athlete must never be alone one-on-one with an unrelated Person in Authority.
3. Team NT recognizes that fully implementing the ‘Rule of Two’ may not always be possible in some instances. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:
 - a) To the maximum extent possible, the training environment should be visible and accessible so that all interactions between Persons in Authority and Athletes are observable.
 - b) Private and one-on-one situations that are not observable by another adult or Athlete should be avoided to the maximum extent possible.
 - c) A Vulnerable Team NT Participant may not be alone under the supervision of a Person in Authority unless prior written permission is obtained from the Vulnerable Team NT Participant’s parent or guardian.
 - d) Persons in Authority may not invite or host Vulnerable Team NT Participants in their accommodations without the written permission from parents or guardians or without parents or guardians having contemporaneous knowledge of the visit.

Competitions, Training Sessions, and Practices

4. For competitions, training sessions and practices, Team NT recommends:
 - a) A Person in Authority should never be alone with a Vulnerable Team NT Participant prior to or following a competition or training session unless the Person in Authority is the Vulnerable Team NT Participant’s parent or guardian.
 - b) If the Vulnerable Team NT Participant is the first Athlete to arrive, the Athlete’s parent(s) and/or guardian(s) should remain until another Athlete or Person in Authority arrives.

- c) If a Vulnerable Team NT Participant would potentially be alone with a Person in Authority following a competition or training session, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay until all the Athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Team NT Participant, should be present to avoid the Person in Authority being alone with a Vulnerable Team NT Participant.
- d) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority.
- e) Persons in Authority and Athletes should take steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete who know they will be away from other Team NT Participants for a lengthy period must inform another Person in Authority where they are going and when they expect to return. Persons in Authority should always be reachable by phone or text message.

Communications

- 5. For communication between Persons in Authority and Athletes, Team NT recommends:
 - a) Persons in Authority may only send texts, direct messages on social media or emails to individual Athletes when necessary and only for communicating information related to team issues and activities (e.g., non-personal information). Any such texts, messages or emails shall be professional in tone and shall include the Athlete's parent/guardian (when the Athlete is a Vulnerable Team NT Participant).
 - b) Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such personal communication is unavoidable, it must be recorded and available for review by another Person in Authority and/or by the Athlete's parent/guardian (when the Athlete is a Vulnerable Team NT Participant).
 - c) Parents/guardians may request that their Athlete, or Vulnerable Team NT Participant not be contacted by a Person in Authority using any form of electronic communication and/or may request that certain information about their Athlete, or Vulnerable Team NT Participant not be distributed in any form of electronic communication.
 - d) All communication between a Person in Authority and Athletes must occur within the hours of 7:00am and 11:00pm, unless extenuating circumstances justify otherwise.
 - e) Communication concerning illegal drugs or alcohol use (unless regarding its prohibition) is not permitted.
 - f) No sexually explicit language or imagery or sexually oriented conversation may be communicated in any medium.

- g) Persons in Authority may not ask Athletes to keep a personal secret for them.

Travel

- 6. For travel involving Persons in Authority and Athletes, Team NT recommends:
 - a) Teams or groups of Athlete shall always have at least two Persons in Authority with them.
 - b) One Person in Authority shall have the same gender identity as the Athletes.
 - c) If two Persons in Authority cannot be present, reasonable efforts should be made to supplement supervision with screened parents/guardians or other volunteers.
 - d) To the maximum extent possible, no Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete's parent or guardian.
 - e) A Person in Authority may not share a hotel room or be alone with an Athlete unless the Person in Authority is the Athlete's parent/guardian or spouse.
 - f) Room or bed checks during overnight stays must be done by two Persons in Authority.
 - g) For overnight travel when Athletes must share a hotel room, roommates must be age-appropriate and of the same gender identity.

Locker Rooms/Changing Areas

- 7. For changing areas and other closed meeting spaces, Team NT recommends:
 - a) Interactions between Persons in Authority and Athletes should not occur in any area where there is a reasonable expectation of privacy such as a locker room, washroom or changing area. A second adult should be present for any necessary interaction between an adult and an Athlete in any such area.
 - b) If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, for reasons including but not limited to team communications and/or emergencies.

Photography/Video

- 8. For all photography and video of an Athlete Team NT recommends:
 - a) Photographs and video should only be taken in public view. Content must observe generally accepted standards of decency and be both appropriate for and in the best interest of the Athlete.

- b) The use of recording devices in areas where there is a reasonable expectation of privacy is strictly prohibited.
- c) Examples of photos that shall be edited or deleted include:
 - i. images with misplaced apparel or where undergarments are visible;
 - ii. suggestive or provocative poses; and
 - iii. embarrassing images.
- d) If any content featuring an Athlete will be used on any form of public media, a Photo and Video Consent Form must be completed before the content is recorded.

Physical Contact

- 9. Physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching a skill, or tending to an injury. For physical contact, Team NT recommends:
 - a) A Person in Authority must always request permission to make physical contact from the Athlete in advance and clearly explain where and why the physical contact will occur. The Person in Authority must make clear that they are requesting to touch the Athlete and not requiring physical contact.
 - b) Infrequent, incidental physical contact during training is not a violation of policy.
 - c) Non-essential physical contact may not be initiated by the Person of Authority. It is recognized that some Athletes may initiate non-essential physical contact such as hugging or other physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance). This physical contact should always occur in an open and observable environment.

Enforcement

- 10. Any alleged violations of this *Athlete Protection Policy* shall be addressed pursuant to the [Event Discipline Procedure](#).

Social Media Policy

Preamble

1. Team NT is aware that Team NT Participant interaction and communication occurs frequently on Social Media. Team NT cautions Team NT Participants that any conduct falling short of the standard of behaviour required by this *Social Media Policy* and the *Code* may be subject to the disciplinary sanctions identified within the [Event Discipline Procedure](#).
2. Team NT recognizes that communication between Team NT Participants should be guided by principles that ensure the safety of the Participants and that maintain and strengthen effective relationships.
3. Team NT further recognizes that Minor Athletes, who are Vulnerable Team NT Participants, may prefer to communicate through electronic interaction. Team NT strives to ensure that Athletes are protected during electronic interactions with Persons in Authority and that they are not placed in a vulnerable situation.

Application of this Policy

4. This policy applies to all Team NT Participants.

Conduct and Behaviour

5. All conduct and behaviour occurring on Social Media must comply with the *Code*.
6. Team NT Participants may not engage in the following behaviour on Social Media:
 - a) posting a disrespectful, hateful, harmful, disparaging, or insulting comment on a social medium;
 - b) posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, embarrassing, suggestive, provocative, or otherwise offensive;
 - c) creating or contributing to a Facebook group, webpage, Instagram account, X/Twitter feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about Team NT; or
 - d) any instance of cyber-bullying or cyber-harassment where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text message, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.

Team NT Participants' Responsibilities

7. Team NT Participants should be aware that their Social Media activity may be viewed by anyone, including Team NT.
8. If Team NT unofficially engages with a Team NT Participant in Social Media (such as by retweeting a tweet or sharing a photo/post on Facebook) the Team NT Participant may, at any time, ask Team NT to cease this engagement.
9. When using Social Media, a Team NT Participant must model appropriate behaviour befitting the Team NT Participant's role and status in connection with Team NT.
10. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Team NT Participant from being subject to the [Event Discipline Procedure](#).
11. An individual who believes that a Team NT Participant's Electronic Communication Media and/or Social Media activity is inappropriate or may violate policies and procedures should report the matter to Team NT in the manner outlined by the [Event Discipline Procedure](#).

Team NT's Responsibilities

12. Team NT has a responsibility to understand if and how Persons in Authority and Athletes are using Social Media to communicate with each other. Persons in Authority and Athletes may need to be reminded that behaviour in Social Media is still subject to the *Code* and *Social Media Policy*.
13. Complaints and concerns about the behaviour of a Person in Authority or Athlete in Social Media can be addressed under the [Event Discipline Procedure](#).

Guidelines

14. The Guidelines in this section provide Persons in Authority and Athletes with tips and suggestions for Social Media use. Persons in Authority and Athletes are strongly encouraged to develop their own strategy for Social Media use (either written down or not) and ensure that their strategy for Social Media use is acceptable pursuant to the *Code*.
15. Given the nature of Social Media as a continually developing communication sphere, Persons in Authority and Athletes must use their best judgment when interacting with Social Media. These Guidelines are not hard and fast rules or behavioural laws; but rather recommendations that will inform individuals' best judgment.
16. Any behaviour on Social Media which violates the *Code* may be subject to discipline.

Guidelines for Persons in Authority

17. Persons in Authority should consider the following guidelines to inform their own strategy for Social Media use:
 - a) with Minor Athletes, ensure that parents/guardians are aware if some interactions may take place on Social Media and the context for those interactions, and give parents/guardians the option to prohibit or restrict communication in this space;
 - b) attempt to make communication with Athletes in Social Media as one-sided as possible. Be available for Athletes if they initiate contact – Athletes may wish to have this easy and quick access to you – but Persons in Authority should never impose themselves onto an Athlete’s personal Social Media space;
 - c) ensure all Social Media communication is professional, unambiguous, and on-topic. Avoid emojis and unspecific language that can be interpreted in multiple ways;
 - d) choosing not to engage with Social Media is an acceptable strategy. Be prepared to inform Athletes (and/or parents/guardians) if you will not engage in this space and explain which media you will use to communicate with them;
 - e) Athletes will search for your Social Media accounts. Be prepared for how you will respond when an Athlete attempts to interact with you on Social Media;
 - f) annually review and update the privacy settings on all your Social Media accounts;
 - g) consider monitoring or being generally aware of Athletes’ public Social Media behaviour to ensure compliance with the *Code* and this policy;
 - h) never demand access to an Athlete’s private posts on X/Twitter, Instagram, or Facebook;
 - i) do not send friend requests to Athletes. Never pressure Athletes to send you a friend request or follow your Social Media accounts;
 - j) if you accept a friend request from one Athlete, you should accept these requests from all Athletes. Be careful not to show favouritism on Social Media;
 - k) consider managing your Social Media so that Athletes do not have the option to follow you on X/Twitter or send you a friend request on Facebook;
 - l) do not identify Minor Athletes on publicly available Social Media;
 - m) seek permission from adult Athletes before identifying them on publicly available Social Media;

- n) avoid adding Athletes to Snapchat and do not send snapchats to Athletes;
- o) do not post pictures or videos of Minor Athletes on your private Social Media accounts;
- p) be aware that you may acquire information about an Athlete that imposes an obligation of disclosure on your part (such as seeing pictures of Minor Athletes drinking during a trip);
- q) if selection decisions and other official team business are announced on Social Media, ensure they are also posted on a less-social medium like a website or distributed via email;
- r) never require Athletes to join Facebook, join a Facebook group, subscribe to a X/Twitter feed, or join a Facebook page about your team or organization;
- s) if you create a page on Facebook or Instagram for your team or Athlete, do not make this Social Media site the exclusive location for important information. Duplicate important information in less-social channels (like on a website or via email);
- t) exercise appropriate discretion when using Social Media for your own personal communications (with friends, colleagues, and other Persons in Authority) with the knowledge that your behaviour may be used as a model by Athletes;
- u) avoid association with Facebook groups, Instagram accounts, or X/Twitter feeds with explicit sexual conduct or viewpoints that might offend or compromise your relationship with an Athlete; and
- v) never misrepresent yourself by using a fake name or fake profile.

Social Media Guidelines for Athletes

18. The following tips should be used by Athletes to inform their own strategy for Social Media use:
 - a) set your privacy settings to restrict who can search for you and what private information other people can see;
 - b) coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Instagram or X/Twitter. You are not required to follow anyone or be Facebook friends with anyone;
 - c) avoid adding Persons in Authority to Snapchat and do not send snapchats to Persons in Authority;

- d) if you feel harassed by someone in a social medium, report it to your coach or another Person in Authority with your organization;
- e) you do not have to join a fan page on Facebook or follow a X/Twitter feed or Instagram account;
- f) content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post;
- g) content posted to a social medium is almost always permanent – consider that other individuals may take screenshots of your content (even snapchats) before you can delete them;
- h) avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking cannabis (if underage);
- i) model appropriate behaviour in Social Media befitting your status as a) an Athlete, and b) a member of your organization and its governing organizations. As a representative of your organization, you have agreed to the *Code* and must follow that *Code* when you post material and interact with other people through Electronic Communication and Social Media; and
- j) be aware that your public Facebook page, Instagram account, or X/Twitter feed may be monitored by your organization, coach, or by another organization and content or behaviour demonstrated in Social Media may be subject to sanction under the [Event Discipline Procedure](#).

Screening Policy

Preamble

1. Team NT understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among Team NTs that provide programs and services to the sport community.

Application of this Policy

2. Not all individuals associated with Team NT will be required to obtain a Criminal Record Check or submit screening documents because not all positions pose a risk of harm to Team NT or Team NT Participants.
3. As a minimum, all individuals over the age of 18 must provide a Criminal Record Check, regardless of their role with Team NT.
4. If any individual is over the age of 18 and is in a Position of Authority, they must complete a Vulnerable Sector Check.
5. Team NT will determine which individuals will be subject to screening using the following guidelines (Team NT may vary the guidelines at their discretion):

Level 1 – Low Risk - Team NT Participants involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Team NT Participants. Examples include volunteers who are helping on a non-regular or informal basis

Level 2 – Medium Risk – Team NT Participants involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Team NT Participants. Examples include:

- a) Athlete Support Personnel;
- b) coaches who are typically under the supervision of another coach; and
- c) officials.

Level 3 – High Risk – Team NT Participants involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Team NT Participants. Examples include:

- a) Athlete Support Personnel, Chef, Assistant Chef and Mission Staff;
- b) full-time coaches;

- c) Athlete Support Personnel who travel with Athletes; and
- d) Athlete Support Personnel who could be alone with Athletes.

Screening Committee

6. The implementation of this policy is the responsibility of the Screening Committee which is a committee composed of either one (1) or three (3) individuals. Team NT will ensure that the individuals appointed to the Screening Committee possess the requisite skills, knowledge, and abilities to accurately screen documents and render decisions under this policy.
7. The Screening Committee is responsible for reviewing all documents submitted and based on the review, making decisions regarding the appropriateness of individuals filling positions within Team NT. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
8. Nothing in this policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
9. Nothing in this policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting, or other organization to assess the individual's suitability for the position that they are seeking. The Screening Committee may also request further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee decide based on the information before it.
10. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
11. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to Team NT or to another individual.
12. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.
13. If the Screening Committee determines based on the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to any Team NT Participants, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.

14. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Mission Staff, who may disseminate the decision as they see fit to best fulfil the mandate of Team NT.
15. A Team NT Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of Team NT for two (2) years from the date the rejected application was made.

Screening Requirements

16. A Screening Requirements Matrix is provided as [Appendix A](#).
17. It is the policy of Team NT that when an individual is first engaged by the organization:
 - a) Level 1 individuals will:
 - i. complete an application form;
 - ii. complete a Screening Disclosure Form ([Appendix B](#)); and
 - iii. participate in training, orientation, and monitoring as described in the Screening Requirements Matrix.
 - b) Level 2 individuals will:
 - i. complete an application form;
 - ii. complete a Screening Disclosure Form ([Appendix B](#));
 - iii. complete and provide an E-PIC;
 - iv. provide one letter of reference related to the position;
 - v. participate in training, orientation, and monitoring as described in the Screening Requirements Matrix; and
 - vi. provide a driver's abstract, if requested.
 - c) Level 3 individuals will:
 - i. complete an application form;
 - ii. complete a Screening Disclosure Form ([Appendix B](#));
 - iii. complete and provide an E-PIC and a VSC;
 - iv. provide one letter of reference related to the position; and

- v. participate in training, orientation, and monitoring as described in the Screening Requirements Matrix.
- d) Provide a driver's abstract, if requested. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Team NT. Additionally, the individual will inform Team NT of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- e) If Team NT learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline.

Renewal

- 18. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, or Screening Renewal Form, are required to submit the documents as follows:
 - a) an E-PIC every three years;
 - b) a Screening Disclosure Form every three years; and,
 - c) a Vulnerable Sector Check once.
- 19. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of Team NT, could affect the assessment of the individual's suitability for participation in the programs or activities of Team NT, or the individual's interactions with other individuals involved with Team NT.

Orientation, Training, and Monitoring

- 20. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of Team NT.
- 21. Orientation may include, but is not limited to, introductory presentations, facility tours, equipment demonstrations, parent/Athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
- 22. Training may include, but is not limited to, certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

23. At the conclusion of orientation and training, the individual may be required to acknowledge, in written form, that they have received and completed the orientation and training.
24. Monitoring may include, but is not limited to, written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

How to Obtain an E-PIC or VSC

25. An E-PIC may be obtained online via <http://www.backcheck.net/e-pic.htm> or other service providers, such as Triton.
26. Team NT Participants may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
27. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
28. Team NT understands that it may be required to assist an individual with obtaining a VSC. A request for VSC may need to be submitted or other documentation may need to be completed that describes the nature of Team NT and the individual's role with Vulnerable Team NT Participants.

Procedure

29. Screening documents must be submitted to the Screening Committee.
30. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
31. Team NT understands that there may be delays in receiving the results of an E-PIC or a VSC. At the discretion of Team NT, an individual may be permitted to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
32. Team NT recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
33. Following the review of the screening documents, the Screening Committee will decide:

- a) the individual has passed screening and may participate in the desired position;
 - b) the individual has passed screening and may participate in the desired position with conditions;
 - c) the individual has not passed screening and may not participate in the desired position; or
 - d) more information is required from the individual.
34. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
35. The Screening Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following:
- a) if imposed in the last three years:
 - i. any offense involving the use of a motor vehicle, including but not limited to impaired driving;
 - ii. any offense of assault, physical or psychological violence;
 - iii. any offense involving trafficking or possession of illegal drugs;
 - iv. any offense involving conduct against public morals; or
 - v. any offense involving theft or fraud.
 - b) if imposed at any time:
 - i. any offense involving a Minor or Minors;
 - ii. any offense involving the possession, distribution, or sale of any child-related pornography; or
 - iii. any sexual offense.

Conditions and Monitoring

36. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Screening Committee shall have the sole and unfettered discretion to apply and remove conditions, determine

the length of time for the imposition of conditions, and determine how adherence to conditions may be monitored.

Records

37. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.
38. The records kept as part of the screening process include but are not limited to:
 - a) an individual's Vulnerable Sector Check;
 - b) an individual's E-PIC (for a period of three years);
 - c) an individual's Screening Disclosure Form (for a period of one year);
 - d) records of any conditions attached to an individual's registration by the Screening Committee; and
 - e) records of any discipline applied to any individual by Team NT or by another Team NT.

Appendix A – Screening Requirements Matrix

Risk Level	Roles	Training Recommended/Required	Screening
<p>Level 1 Low Risk</p>	<p>a) Volunteers acting in non-regular or informal basis</p>	<p>Recommended:</p> <ul style="list-style-type: none"> • Respect in Sport for Activity Leaders • <u>CAC Safe Sport Training</u> 	<ul style="list-style-type: none"> • Complete an Application Form. • Complete a Screening Disclosure Form. • Participate in training, orientation, and monitoring as determined by Team NT
<p>Level 2 Medium Risk</p>	<p>a) Athlete Support Personnel</p> <p>b) Coaches who are typically under supervision of another coach.</p> <p>c) Officials</p>	<p>Recommended based on role:</p> <ul style="list-style-type: none"> • Respect in Sport for Activity Leaders • Commit to Kids <p>Required:</p> <ul style="list-style-type: none"> • <u>CAC Safe Sport Training</u> • <u>NCCP – Making Headway in Sport</u> 	<ul style="list-style-type: none"> • Level 1 Requirements • Complete and provide an E-PIC • Provide one letter of reference related to the position, if requested • Provide a driver’s abstract, if requested
<p>Level 3 High Risk</p>	<p>a) Full Time Coaches</p> <p>b) Coaches who travel with Athletes</p> <p>c) Coaches who could be alone with Athletes</p>	<p>Recommended based on role:</p> <ul style="list-style-type: none"> • Respect in Sport for Activity Leaders • Commit to Kids <p>Required:</p> <ul style="list-style-type: none"> • MED Certified 	<ul style="list-style-type: none"> • Level 2 Requirements • Provide a VSC

Appendix B – Screening Disclosure Form

NAME: _____

First

Middle

Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street

City

Territory

Postal

DATE OF BIRTH: _____

GENDER IDENTITY: _____

Month/Day/Year

CLUB (if applicable): _____

EMAIL: _____

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges

- 1. Have you been convicted of a crime? If so, please complete the following information for each conviction. Attach additional pages as necessary.**

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

- 2. Have you ever been disciplined or sanctioned including remedial measures or agreeing to a settlement by or through a process administered by a sport governing body or an independent body (e.g., Team NT, Abuse-Free Sport, CCES, private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.**

Name of disciplining or sanctioning body: _____

Date of discipline, sanction, or dismissal: _____

Reasons for discipline, sanction, or dismissal: _____

Penalty, Remedial Measure or Punishment Imposed: _____

Further Explanation: _____

- 3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.**

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body: _____

Further Explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize Team NT to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with Territorial Sport Organizations, and other organizations involved in the governance of sport. Team NT does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform Team NT of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____

DATE: _____

SIGNATURE: _____

Reciprocation Policy

Purpose

1. The purpose of this policy is to ensure national enforcement and recognition of all sanctions imposed by Team NT under the applicable policy.

Application

2. This policy applies to all Team NT TSOs.

Responsibilities

3. Team NT will:
 - a) provide summaries of discipline decisions to all Team NT TSOs;
 - b) for discipline decisions provided to Team NT by Team NT TSOs, recognize and enforce the disciplinary sanctions imposed by such organizations.
4. Team NT TSOs:
 - a) provide summaries of discipline and appeal decisions involving Team NT Participants to Team NT;
 - b) recognize and enforce the disciplinary sanctions and measures imposed by Team NT and/or the CCES related to the CSSP under the applicable policy; and,
 - c) update their registration documents to appropriate reflect the publication and requirements of the reciprocation procedures.

Event Discipline Procedure

This Event Discipline Procedure does not supersede or replace the Sport Integrity and Complaints Policy of a Territorial Sport Organization

Purpose

1. Team NT is committed to providing a competition environment in which all Team NT Participants are treated with respect. This Procedure outlines how alleged misconduct during an Event will be handled.

Scope and Application

2. This Procedure will be applied to all Events designated by Team NT as using this Procedure, including all activities related to the Event.
3. If the Event is being sanctioned by an organization other than Team NT (e.g., by a national sport organization, host society or by an international federation) and the host organization has imposed a mandatory disciplinary process, the procedures for event discipline of the host organization will replace this procedure to the extent necessary.
4. Incidents involving Team NT Participants connected with Team NT (such as Athletes and Athlete Support Personnel) must be reported to the Chef de Mission or Assistant Chef de Mission.
5. This Procedure does not replace the *Sport Integrity and Complaints Policy* of the Territorial Sport Organization of the Team NT Participant. Instead, this Procedure works in concert with any applicable *Sport Integrity and Complaints Policy* by outlining, for the Chef de Mission or Assistant Chef de Mission at an Event, the procedure for taking immediate corrective action in the event of a possible violation of the *Code* or other conduct standard of Team NT.
6. Any incident that involves alleged Prohibited Behaviour (as defined in the UCCMS and the CSSP) and involving a CSSP Participant [must be reported to the CCES](#) and will be addressed pursuant to the CSSP Rules.

Misconduct During Events

7. Incidents that violate or potentially violate the *Code* or any additional applicable conduct standards, which occur during a competition, away from the area of competition, or between parties connected to the Event and Team NT Participant, shall be reported to the Chef de Mission or Assistant Chef de Mission at the Event.

8. The Chef de Mission² shall use the following procedure to address the incident that violated or potentially violated the *Code*:
- a) The Chef de Mission shall determine whether the alleged violation should be addressed through this procedure.
 - b) The Chef de Mission shall determine whether it is necessary to convene an Event Discipline Panel of three people to determine whether the *Code* has been violated. If a three-person Event Discipline Panel is necessary, the Chef de Mission shall act as the Chairperson.
 - i. If a three-person Event Discipline Panel is not necessary, the Chef de Mission will act as the Event Discipline Panel.
 - ii. No one on the Event Discipline Panel shall be in a conflict of interest or involved in the original incident.
 - c) The Chef de Mission shall notify the involved parties that there has been an incident that violated or potentially violated the *Code* or other applicable conduct standard and provide information about the procedure that will be followed, except where notifying the parties would jeopardize the integrity of the process or the safety of others.
 - d) The Event Discipline Panel may interview and secure statements from any witnesses to the alleged violation as they deem appropriate.
 - e) If the violation occurred during a competition, interviews may be held with the officials who officiated or observed the competition and with the Athlete Support Personnel, Athletes and other witnesses, as necessary and appropriate;
 - f) The Event Discipline Panel will attempt to secure a statement from the Team NT Participant(s) accused of the violation.
 - g) The Event Discipline Panel may ask the Complainant and the Respondent for either written or oral submissions regarding the complaint or incident. At the discretion of the Event Discipline Panel, parties may submit to the Event Discipline Panel any relevant evidence, including, but not limited to witness statements, documentary evidence or evidence from other media (i.e., photos, screenshots, videos or other recordings). Each party shall have the right to receive the other party's submissions and evidence. In the case of oral submissions, each Party shall be present when such submissions are made (unless waived by a Party);

² If the Chef de Mission is unable to act or in a conflict of interest, the Assistant Chef de Mission may assume the responsibilities of the Chef de Mission under this Procedure.

- h) The Event Discipline Panel will render a decision and determine a possible sanction; and
 - i) The Chef de Mission will inform all parties of the Event Discipline Panel's decision.
9. The penalty determined by the Event Discipline Panel may include any of the following, singularly or in combination:
- a) oral or written warning;
 - b) oral or written reprimand;
 - c) suspension from or restrictions on participation in future competitions and activities at the Event;
 - d) ejection from the Event; or
 - e) other appropriate penalty as determined by the Event Discipline Panel.
10. The Event Discipline Panel does not have the authority to determine a sanction that exceeds the duration of the Event.
11. A full written report of the incident and the Event Discipline Panel's decision shall be submitted to Team NT by the Chef de Mission of the Event Discipline Panel following the conclusion of the Event.
12. Team NT shall record and maintain records of all reported incidents. Decisions by the Event Discipline Panel may be published according to the [Publication Guidelines](#).
13. Decisions made pursuant to this section may not be appealed.

Post-Event Hearing by Team NT

14. Following the conclusion of an Event, if a Team NT Participant has been subject to a proceeding before an Event Discipline Panel and a sanction has been issued against them, Team NT may hold a hearing following the Event to determine if any additional sanctions are warranted against the Team NT Participant.
- a) The hearing will be conducted by the Multi-Sport Games Committee. The Multi-Sport Games Committee is responsible for determining the appropriate procedure of a hearing.
 - b) The Multi-Sport Games Committee will review the full written report of the incident and the Event Discipline Panel's decision.

- c) The Team NT Participant and Team NT may provide evidence for the Multi-Sport Games Committee, provided that any such evidence is relevant, not prejudicial and was unavailable during the proceedings before the Event Discipline Panel.
 - d) If the Multi-Sport Games Committee determines that additional sanctions are warranted, such sanctions are limited to eligibility restrictions in future Events.
15. Decisions made by the Multi-Sport Games Committee may not be appealed.

Referral to a Sport Integrity and Complaints Policy

16. A complaint may be submitted by Team NT accordance with the applicable Territorial Sport Organization's *Sport Integrity and Complaints Policy*, if necessary. This includes if the Event Discipline Panel and/or the Multi-Sport Games Committee has made a decision related to the incidents subject to the complaint.
17. This Procedure does not prohibit Team NT Participants or other individuals from reporting the same incident subject to a proceeding before the Event Discipline Panel and/or the Multi-Sport Games Committee to the Territorial Sport Organization of the Team NT Participant to be addressed as a formal complaint under the relevant *Sport Integrity and Complaints Policy* and/or through the CSSP process, if applicable.

Timelines

18. The procedures outlined in this Procedure are Event-specific and therefore shall be exercised and implemented as soon as it is reasonable to do so. The final decision of the Event Discipline Panel must be reached and communicated to the Parties prior to the conclusion of the event for it to be effective.
19. Decisions issued by the Event Discipline Panel after the conclusion of the Event will not be enforceable.
20. The above does not apply to a hearing before the Multi-Sport Games Committee to address the eligibility of a Team NT Participant to participate in future Events.
21. The determination to proceed with a hearing before the Multi-Sport Games Committee must be made within 21 Days of the conclusion of the relevant Event.

Appendix A - Publication Guidelines

1. Sanctions issued by an Event Discipline Panel or the Multi-Sport Games Committee will be considered a matter of public record, subject to the restrictions set out below.
2. Publication of any sanction will not take place until the disciplinary process undertaken by Team NT is complete, except as set out below.
3. Publication means the communication of information by making it known or accessible to the public through any means, including print, telecommunication or electronic means.
4. Notification means providing a written copy of any decision to an organization as required. Parties who receive a copy of a decision under a Territorial Sport Organization's *Sport Integrity and Complaints Policy* or the [Event Discipline Procedure](#), as applicable, may not publicly disclose this information, except as reasonably necessary to implement the terms of the decision and any sanction.
5. After receiving a copy of a decision, Team NT will, unless otherwise directed by the Event Discipline Panel or the Multi-Sport Games Committee, publish a summary of the sanction. This summary will include the name of the Respondent(s), the nature of the breach or breaches, the policies, rules, or regulations that have been breached, the outcome and any sanction imposed, as well as the date of the decision.
6. Summaries will be posted for the Event plus two years.
 - a) Publication shall take place following the completion of the process under the Event Discipline Procedure, including a hearing before the Multi-Sport Games Committee.
7. Prior to publishing the summary, Team NT will, at their discretion, remove any confidential or sensitive material from the summary, including any identifying information about Team NT Participants or other individuals named, unless these Team NT Participants are subject to a sanction and/or discipline in the decision.
8. Identifying or personal information regarding Minor or Vulnerable Team NT Participants will never be published by Team NT.
9. Matters which are resolved prior to a decision will be subject to publication in accordance with the requirements of Section 6.
10. Decisions involving sanctions imposed through the CCES or the CSSP processes will be published according to the guidelines established by the CSSP Rules.
11. Nothing in the above prohibits Team NT from notifying relevant Territorial Sport Organizations of any decision imposing a sanction and/or discipline on a Team NT Participant, including Minor or Vulnerable Team NT Participant, or any individual or organization initiating the disciplinary process of a Territorial Sport Organization.

12. Records of all decisions will be maintained by Team NT in accordance with the [Privacy Policy](#).

Diversity, Equity, and Inclusion Policy

Purpose

1. Team NT is committed to encouraging diversity, equity and inclusion in its administration, policies, programs, and activities.
2. The purpose of this policy is to ensure that Team NT provides Under-Represented Groups with a full and equitable range of opportunities to participate and lead.

General

3. Team NT will:
 - a) When possible, provide registration forms and other documents that allow:
 - i. the Team NT Participant to indicate their gender identity and expression, rather than their sex or gender;
 - ii. the Team NT Participant to abstain from indicating a gender identity with no consequence to the individual;
 - iii. the Team NT Participant to indicate their pronoun(s); and
 - iv. the Team NT Participant to indicate their preferred name.
 - b) maintain organizational documents and Team NT's website in a manner that promotes inclusive language and images;
 - c) refer to Team NT Participants by their preferred name and their pronoun(s);
 - d) work with Under-Represented Groups on the implementation, monitoring and/or modification of this policy;
 - e) when Team NT has the authority to determine Team NT Participants' use of washrooms, change rooms, and other facilities, Team NT will permit individuals to use the facilities of their gender identity, if applicable;
 - f) ensure uniforms and dress codes that respect a Team NT Participant's gender identity and gender expression;
 - g) support inclusion, equity, and access for Under-Represented Groups; and
 - h) exercise influence with external agencies to encourage equity.

Mission Staff

4. Team NT will:
 - a) strive to achieve gender balance in the appointment of all committees, task forces and other decision-making or decision-influencing bodies, and in seeking nominations for and appointments to Team NT, including Mission Staff;
 - b) include gender equity as a stated value that is accepted and promoted on nominating and selection committees;
 - c) make best efforts to ensure equal opportunities exist for all Mission Staff to access professional development to move towards senior levels of decision-making;
 - d) make best efforts to develop, update, and deliver all policies, programs and services ensuring the concerns and needs of Under-Represented Groups are identified, promoted, and supported; and
 - e) deal with any incidence of discriminatory behaviour according to Team NT's *Code*.

Media Relations

5. Team NT will:
 - a) strive to ensure that Under-Represented Groups are portrayed equitably in promotional materials and official publications, and that gender-neutral language is used in all communications;
 - b) produce all written and visual materials in a gender-inclusive manner;
 - c) develop a communication plan that strives to give media visibility to Under-Represented Groups; and
 - d) use gender-appropriate or gender-neutral language and positive, active visuals in all publications, graphics, videos, posters and on websites.

Ongoing Commitment to Diversity, Equity and Inclusion

6. Team NT resolves to continue to incorporate diversity, equity and inclusion matters in its strategies, plans, actions, and operations; including technical programs, business management, sponsorship, marketing, media, and communications.

Privacy Policy

General

1. Background – Privacy of personal information is governed by the federal *Personal Information Protection and Electronics Documents Act* ("PIPEDA"). This policy describes the way that Team NT collects, uses, safeguards, discloses, and disposes of personal information, and states Team NT's commitment to collecting, using, and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA and Team NT's interpretation of these responsibilities.
2. Purpose –The purpose of this policy is to govern the collection, use and disclosure of personal information during commercial activities in a manner that recognizes the right to privacy of Team NT Participants with respect to their personal information and the need of Team NT to collect, use or disclose personal information.

Application of this Policy

3. Application – This Policy applies to Representatives in connection with personal information that is collected, used, or disclosed during any Commercial Activity related to Team NT.
4. Ruling on Policy – Except as provided in the *Act*, the designated individuals on the Mission Staff of Team NT will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

Obligations

5. Statutory Obligations – Team NT is governed by the *Personal Information Protection, Electronic Documents Act* in matters involving the collection, use and disclosure of personal information.
6. Additional Obligations – In addition to fulfilling all requirements of the *Act*, Team NT and its Representatives will also fulfill the additional requirements of this Policy. Representatives of Team NT will not:
 - a) Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy;
 - b) Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information;
 - c) In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest;

- d) Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with Team NT; or
- e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.

Accountability

7. Privacy Officer – The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security and for ensuring that all Mission Staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted as follows:

ADDRESS

Tel: (XXX

Email:

8. Duties – The Privacy Officer will:
- a) Implement procedures to protect personal information;
 - b) Establish procedures to receive and respond to complaints and inquiries;
 - c) Record all persons having access to personal information;
 - d) Ensure any Third Party providers abide by this Policy; and
 - e) Train and communicate to Mission Staff information about Team NT’s privacy policies and practices.
9. Team NT shall be responsible to ensure that the contractors, agents, or individuals otherwise engaged by Team NT are compliant with the *Act* and this Policy.

Identifying Purposes

10. Purpose – Personal information may be collected from Representatives and prospective Representatives for purposes that include, but are not limited to, the following:

Communications:

- a) Sending communications in the form of e-news or a newsletter with content related to Team NT programs, events, fundraising, activities, discipline and other pertinent information

- b) Publishing articles, media relations and postings on Team NT website, displays or posters
- c) Award nominations, biographies, and media relations
- d) Communication within and between Representatives
- e) Discipline results and long-term suspension list
- f) Checking residency status
- g) Posting images, likeness or other identifiable attributes to promote Team NT

Registration, Database Entry and Monitoring:

- a) Registration of programs, events and activities
- b) CCES Database and/or Public Registry entry
- c) Database entry at the Coaching Association of Canada and to determine level of coaching certification coaching qualifications and coach selection.
- d) Database entry to determine level of officiating certification and qualifications
- e) Determination of eligibility, age group and appropriate level of play/competition
- f) Athlete Registration, outfitting uniforms, and various components of Athlete and team selection
- g) Technical monitoring, officials training, educational purposes, sport promotion, and media publications
- h) Selection
- i) Implementation of classification
- j) Technical monitoring, coach/club review, officials training, educational purposes, media publications, and sport promotion

Sales, Promotions and Merchandising:

- a) Purchasing equipment, coaching manuals, resources and other products
- b) Promotion and sale of merchandise

General:

- a) Travel arrangement and administration
 - b) Implementation of Team NT's screening program
 - c) Medical emergency, emergency contacts or reports relating to medical or emergency issues
 - d) Determination of membership demographics and program wants and needs
 - e) Managing insurance claims and insurance investigations
 - f) Video recording and photography for personal use, and not commercial gain, by spectators, parents, and friends
 - g) Video recording and photography for promotional use, marketing and advertising by Team NT
 - h) Payroll, honorariums, company insurance and health plans
11. Purposes not Identified – Team NT shall seek consent from individuals when personal information is used for Commercial Activity not previously identified. This consent will be documented as to when and how it was received.

Consent

12. Consent – Team NT shall obtain consent by lawful means from individuals at the time of collection and prior to the use or disclosure of this information, subject to the availability of the information through the applicable host society. Team NT may collect personal information without consent where reasonable to do so and where permitted by law.
13. Implied Consent – By providing personal information to Team NT, Team NT Participants are consenting to the use of the information for the purposes identified in this policy.
14. Withdrawal – An individual may declare to the Privacy Officer in writing to withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, including under the CSSP Consent Form. Team NT will inform the Team NT Participant of the implications of such withdrawal.
15. Legal Guardians – Consent shall not be obtained from individuals who are Minors, seriously ill, or mentally incapacitated and therefore shall be obtained from a parent, legal guardian or person having power of attorney of such an individual.
16. Exceptions for Collection – Team NT is not required to obtain consent for the collection of personal information if:

- a) It is clearly in the Team NT Participant's interests and consent is not available in a timely way;
 - b) Knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or territorial law;
 - c) The information is for media or journalistic purposes; or
 - d) The information is publicly available as specified in the *Act*.
17. Exceptions for Use – Team NT may use personal information without the Team NT Participant's knowledge or consent only:
- a) If Team NT has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, territorial or foreign law and the information is used for that investigation;
 - b) For an emergency that threatens an individual's life, health or security;
 - c) Aggregate information for statistical or scholarly study or research;
 - d) If it is publicly available as specified in the *Act*;
 - e) If the use is clearly in the individual's interest and consent is not available in a timely way; or
 - f) If knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or territorial law.
18. Exceptions for Disclosure – Team NT may disclose personal information without the individual's knowledge or consent only:
- a) To a lawyer representing Team NT;
 - b) To collect a debt the individual owes to Team NT;
 - c) To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;
 - d) To a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, territorial or foreign law; or that suspects that the information relates to national security or the

conduct of international affairs; or is for the purpose of administering any federal or territorial law;

- e) To an investigative body named in the *Act* or government institution on Team NT's initiative when Team NT believes the information concerns a breach of an agreement, or a contravention of a federal, territorial, or foreign law, or suspects the information relates to national security or the conduct of international affairs;
- f) To an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or territorial law;
- g) In an emergency threatening an individual's life, health, or security (Team NT must inform the individual of the disclosure);
- h) Aggregate information for statistical, scholarly study or research;
- i) To an archival institution;
- j) 20 years after the individual's death or 100 years after the record was created;
- k) If it is publicly available as specified in the regulations; or
- l) If otherwise required by law.

Limiting Collection, Use, Disclosure and Retention

- 19. Limiting Collection, Use and Disclosure – Team NT shall not collect, use or disclose personal information indiscriminately. Information collected will be for the purposes specified in this Policy, except with the consent of the individual or as required by law.
- 20. Retention Periods – Personal information shall be retained as long as reasonably necessary to enable participation in Team NT, to maintain accurate historical records and or as may be required by law.
- 21. Destruction of Information – Documents shall be destroyed by way of shredding and electronic files will be deleted in their entirety.

Safeguards

- 22. Safeguards – Personal information shall be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

Breaches

- 23. Breaches – Team NT is required to report breaches of its security safeguards and any unauthorized disclosure of, or access to, personal information to the Office of the Privacy

Commissioner if the breach, disclosure, or access may pose a “real risk of significant harm” to an individual. A “real risk of significant harm” is defined as: “*Bodily harm, humiliation, damage to reputation or relationships, loss of employment, business or professional opportunities, financial loss, identity theft, negative effects on the credit record and damage to or loss of property*”.

24. Reporting – Team NT will report the breach or unauthorized access or disclosure to the Office of the Privacy Commissioner in the form and format specified by the Office of the Privacy Commissioner or will be subject to financial penalties.
25. Records and Notification – In addition to reporting the breach or unauthorized access or disclosure, Team NT will keep records of the breach and inform affected individuals.

Individual Access

26. Access – Upon written request, and with assistance from Team NT, an individual may be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. Further, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.
27. Response – Requested information shall be disclosed to the individual within thirty (30) Days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
28. Denial – An individual may be denied access to his or her personal information if the information:
 - a) Cannot be disclosed for legal, security, or commercial proprietary purposes; or
 - b) Is subject to solicitor-Team NT privilege or litigation privilege.
29. Reasons – Upon refusal, Team NT shall inform the individual the reasons for the refusal and the associated provisions of the Act.
30. Identity – Sufficient information shall be required to confirm an individual’s identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

Challenging Compliance

31. Challenges – An individual shall be able to challenge compliance with this Policy and the Act to the designated individual accountable for compliance.
32. Procedures – Upon receipt of a complaint Team NT shall:

- a) Record the date the complaint is received;
 - b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
 - c) Acknowledge receipt of the complaint by way of written communication and clarify the nature of the complaint within three (3) Days of receipt of the complaint;
 - d) Appoint an investigator using Organization personnel or an independent investigator, who shall have the skills necessary to conduct a fair and impartial investigation and shall have unfettered access to all relevant file and personnel, within ten (10) Days of receipt of the complaint;
 - e) Upon completion of the investigation and within twenty-five (25) Days of receipt of the complaint, the investigator will submit a written report to Team NT; and
 - f) Notify the Complainant to the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures within thirty (30) Days of receipt of the complaint.
33. Whistleblowing – Team NT shall not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any committee member volunteer, trainer, contractor, and other decision-maker within Team NT or deny that person a benefit because the individual, acting in good faith and on the basis of reasonable belief:
- a) Disclosed to the commissioner that Team NT has contravened or is about to contravene the *Act*;
 - b) Has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene the *Act*; or
 - c) Has refused to do or stated an intention of refusing to do anything that is in contravention of the *Act*.

IP Address

34. IP Address – Team NT does not collect, use, or disclose personal information such as IP Addresses.

Applicable Law

35. Applicable Law – Team NT website is created and controlled by Team NT in the Northwest Territories. As such, the laws of the Northwest Territories shall govern these disclaimers, terms, and conditions.

Concussion Policy and Code

Preamble

1. The Concussion Policy and Code (the “Policy”) is based on the 6th Consensus Statement on Concussion in Sport, released in June 2023, and *Rowan’s Law*.³
2. Rowan’s Law imposes three obligations on sporting organizations:
 - a) Receive an acknowledgement from Team NT Participants who are under 26 years of age, parents of athletes under 18, as well as their coaches, team trainers (including Athlete Support Personnel) and officials that they have reviewed the published concussion awareness resources;
 - b) Establish a Concussion Code of Conduct; and
 - c) Establish a removal-from-sport and return-to-sport protocol.
3. *Rowan’s Law* is the only legislation addressing concussion safety in the country, and Team NT recognizes this legislation is the leading standard in concussion prevention and awareness in Canada, and it is reflected within the Policy.
4. This Policy also incorporates the report of the 2022 Concussion in Sport Group (2022 CISG), a group of sport concussion medical practitioners and experts, which provided recommendations for preventing concussions. These include implementing laws and protocols for mandatory removal from play following actual or suspected concussion; requirements to receive clearance for return-to-play from a healthcare provider; and education of coaches, parents and athletes regarding concussion signs and symptoms. These actions are associated with a reduction in recurrent concussion rates.
5. A concussion is a clinical diagnosis that can only be made by a physician. The 2022 CISG defined sport-related concussion, in part as:

...a traumatic brain injury caused by a direct blow to the head, neck or body resulting in an impulsive force being transmitted to the brain that occurs in sports and exercise-related activities... Symptoms and signs may present immediately, or evolve over minutes or hours, and commonly resolve within days, but may be prolonged [...] Sport-related concussion results in a range of clinical symptoms and signs that may or may not involve loss of consciousness.
6. Timely recognition and removal, proper assessment and appropriate management are linked to faster recovery and improved outcomes following concussions.

³ [Rowan's Law \(Concussion Safety\)](#), 2018, S.O. 2018, c. 1

Purpose

7. Team NT believes that increased awareness of concussions and their long-term effects, as well as prevention of concussions is paramount to protecting the health and safety of Team NT Participants.
8. This Policy applies to all Team NT Events including, but not limited to, competitions, practices, and training sessions.
9. If an Event protocol or specific sport sets out a policy with respect to concussions, that policy shall replace this *Concussion Policy and Code* in its entirety or with the necessary modifications.

Definitions

10. This Policy defines the following terms:

- a) **Athlete:** An individual who is an Athlete Participant in Team NT who is subject to the policies of Team NT.
- b) **Athlete Support Personnel:** Any coach, trainer, manager, Mission Staff, official, medical, paramedical personnel, parent, or any other person working with, treating or assisting an Athlete participating in or preparing for sports competition with Team NT.
- c) **Designated Person:** Refers to a person/people designated by Team NT or the Event/Games/Host Society to oversee removal-from-sport protocol and return-to-sport protocol for the purposes of fulfilling various duties indicated in this Policy. The Designated Person(s) is/are responsible for ensuring that:
 - i. an athlete is immediately removed from further training, practice or competition if the athlete is suspected of having sustained a concussion,
 - ii. if the athlete is under 18 years of age or such other age as may be prescribed, the parent or guardian is informed of the removal,
 - iii. such persons or entities as may be prescribed are informed of the removal, and
 - iv. once removed, the athlete is not permitted to return to training, practice or competition, except in accordance with Team NT's Return-to-Sport protocol.
- d) **Team NT Participant** includes Athletes, Athlete Support Personnel, and other Individuals as defined in Team NT's By-Laws and policies.
- e) **Qualified Healthcare Professional:** Refers to a licensed health care professional who has been trained in concussion assessment and treatment.

- f) **Return-to-sport (RTS):** completion of the RTS strategy with no symptoms and no clinical findings associated with the current concussion at rest and with maximal physical exertion.

Registration

11. When a Team NT Participant under the age of 26 years old registers with Team NT, Team NT recommends that the Team NT Participant provide written or electronic confirmation that they have reviewed concussion awareness resources within the past 12 months, pursuant to *Rowan's Law*. The Ontario Government has produced age-appropriate concussion resources:
 - a) [Ages 10 and under](#)
 - b) [Ages 11-14](#)
 - c) [Ages 15+](#)
12. It is also recommended that Team NT Participants under the age of 26 years old sign the *Concussion Code of Conduct* ([Appendix A, Part A](#)).
13. For Team NT Participants younger than 18 years old, their parent or guardian should also provide confirmation that they have also reviewed the concussion resources as well and signed the *Concussion Code of Conduct*.
14. Athlete Support Personnel should provide confirmation that they have also reviewed the concussion resources and sign the *Concussion Code of Conduct* ([Appendix A, Part B](#)).
15. Team NT recommends that those over the age of 26 familiarize themselves with relevant concussion information and sign on the Concussion Code of Conduct.

Removal from Sport Protocol: Recognizing Concussions

16. Although the formal diagnosis of concussion should be made following a medical assessment, the broader sport community including athletes, parents, teachers, coaches, officials, and Qualified Healthcare Professionals are responsible for the recognition and reporting of athletes who may demonstrate visual signs of a head injury or who report concussion-related symptoms. Some sport and recreation venues will not have access to on-site Qualified Healthcare Professionals.
17. A concussion should be suspected:
 - a) in any athlete who sustains a significant impact to the head, face, neck, or body and demonstrates ANY of the visual signs of a suspected concussion or reports ANY symptoms of a suspected concussion as detailed in the Concussion Recognition Tool ([see Appendix B](#)); and/or

- b) if an athlete reports ANY concussion symptoms to one of their peers, parents, teachers, or coaches or if anyone witnesses an athlete exhibiting any of the visual signs of concussion.
18. Concussions can be identified with the help of the Concussion Recognition Tool, 6th Edition (CRT6), [Appendix B](#).⁴
 19. If an ambulance is called involving a minor Team NT Participant, the parent/guardian and/or emergency contact of the minor Team NT Participant must be contacted immediately.

Removal from Sport Protocol: Steps and Process

20. Removal of a Team NT Participant from the field of play should be done by the Designated Person(s) for the Event if there is suspicion of a possible concussion.
21. Team NT will identify the Designated Person(s), pursuant to any applicable Event/Games/Host Society procedures.
22. Recognition and removal from sport are actions that should be taken following reference to the CRT6 ([Appendix B](#)) The CRT6 is provided as a tool that non-medically trained personnel can use (i.e., the Designated Person(s)) for the identification and immediate management of a suspected concussion. It is not used to diagnose a concussion.
23. Following the removal of any Team NT Participant on the basis of a suspected concussion⁵:
 - a) the Designated Person(s) who removed the Team NT Participant must call 9-1-1 if, in the Designated Person's opinion, doing so is necessary;
 - b) Team NT must keep a record of the removal;
 - c) Team NT will inform the Team NT Participant's parent or guardian of the removal if the Team NT Participant is younger than 18 years old, and inform the parent or guardian that the Team NT Participant is required to undergo a medical assessment by a Qualified Healthcare Professional before the Team NT Participant will be permitted to return to participation; and
 - d) Team NT will remind the Team NT Participant, and the Team NT Participant's parent or guardian as applicable, of Team NT's Removal from Sport and Return-to-Sport protocol as described in this Policy.

⁴ As the CRT6 is updated and new versions are implemented, Team NT will update this Policy.

⁵ An Athlete must be removed by the Designated Person on the basis of a suspected concussion regardless of whether the concussion was sustained or is suspected to having been sustained during a sport activity associated with Team NT.

24. If a Team NT Participant is suspected of sustaining a concussion but there is no concern for a more serious head or spine injury (i.e., no red flags as indicated in the CRT6), they should be immediately removed from the field of play, and proceed as follows:
- a) If a Qualified Healthcare Professional is present, the Team NT Participant should be taken to a quiet area and undergo sideline medical assessment.
 - b) If a Qualified Healthcare Professional is not present, the Team NT Participant should be referred for medical assessment by a Qualified Healthcare Professional as soon as possible. They must not return to play until medical clearance is received.
25. Once a Team NT Participant is assessed medically, and:
- a) is determined to **not** have not sustained a concussion, they must provide a [Medical Assessment Letter](#) indicating this. The Team NT Participant can return to sport activities without restriction.
 - b) **is** diagnosed with a concussion, they should be provided with a [Medical Assessment Letter](#) indicating this. The Team NT Participant may return in accordance with the Return-to-Sport Protocol in this Policy.

Return-to-Sport (RTS) Protocol

26. The table below contains the RTS Protocol, which is a requirement of Rowan's Law, once medical clearance has been received.

Stage	Aim	Activity	Stage Goal
1	Activities of daily living and relative rest (first 24 to 48 hours)	Daily activities that do not exacerbate symptoms	Gradual reintroduction of work/school activities
After a maximum of twenty-four (24) to forty-eight (48) hours after injury, progress to Step 2			

2A	Light effort and aerobic exercise	<p>Light aerobic exercise, such as stationary cycling or walking at slow to medium pace.</p> <p>Light resistance training that does not result in more than mild and brief exacerbation^{6*} of concussion symptoms. <i>*(see footnote 3)</i></p> <p>Exercise up to approximately 55% of maximum heart rate</p> <p>Take breaks and modify activities as needed</p>	Increase heart rate
2B	Moderate effort aerobic exercise	<p>Gradually increase tolerance and intensity of aerobic activities, such as stationary cycling and walking at a brisk pace</p> <p>Exercise up to approximately 70% of maximum heart rate</p> <p>Take breaks</p>	Increase heart rate
3	Individual sport-specific activities, without risk of inadvertent head impact with school accommodations (as needed)	<p>Add sport-specific activities</p> <p>Perform activities individually and under supervision from a teacher, parent/caregiver, or coach</p> <p>Progress to where athlete is free of concussion-related symptoms, even when exercising</p>	Increase the intensity of aerobic activities and introduce low-risk sport-specific movements
<p>Medical clearance</p> <p>If the Team NT Participant has been medically cleared, progress to Step 4⁷.</p>			

⁶ *Mild and brief exacerbation of symptoms (i.e., an increase of no more than 2 points on a 0–10 point scale for less than an hour when compared with the baseline value reported prior to physical activity).

Athletes may begin Step 1 (i.e., symptom-limited activity) within twenty-four (24) hours of injury, with progression through each subsequent step typically taking a minimum of twenty-four (24) hours. If more than mild exacerbation of symptoms (i.e., more than 2 points on a 0–10 scale) occurs during Steps 1–3, the athlete should stop and attempt to exercise the next day. Athletes experiencing concussion-related symptoms during Steps 4–6 should return to Step 3 to establish full resolution of symptoms with exertion before engaging in at-risk activities. Written determination of readiness to RTS should be provided by a healthcare provider before unrestricted RTS as directed by local laws and/or sporting regulations.

⁷ Athletes who have been diagnosed with a concussion can be considered for medical clearance to return to sport activities with risk of contact or fall once they have successfully completed: Steps 1 to 3 of the sport-specific RTS strategy. To progress to Step 4 of RTS, the athlete must provide their coach with a Medical Clearance Letter that specifies that a medical doctor or nurse practitioner has personally evaluated the patient and has cleared the athlete to return to sport. In geographic regions of Canada with limited access to medical doctors (i.e., rural, remote, or northern communities), a Qualified Healthcare Professional (i.e. a nurse) with pre-arranged access to a medical doctor or nurse practitioner can provide this documentation.

4	Non-contact training drills and activities	Progress to exercises with no body contact at high intensity, including more challenging drills and activities	Resume usual intensity of exercise, coordination, and activity-related cognitive skills.
If the Team NT Participant can tolerate usual intensity of activities with no return of symptoms, progress to step 5.			
5	Return to all non-competitive activities, full contact practice and physical education activities	Progress to higher-risk activities including typical training activities Do not participate in competitive gameplay	Return to activities that have a risk of falling or body contact, restore confidence and assess functional skills by team staff
6	Return to sport	Normal participation; unrestricted sport and physical activity	

27. The Team NT Participant's Return-to-Sport strategy should be guided and approved by a physician with regular consultations throughout the process. Specifically, progression through the later RTS strategy (Steps 4–6) should be monitored by a health care professional.
28. To fully return to sport, the affected Team NT Participant must provide Team NT with acceptable notice following Stage 5 and before proceeding to Stage 6.
29. Additional consultation with a Qualified Healthcare Professional is recommended if there is recurrence of symptoms when progressing through RTS strategies.⁸

Administrative Responsibilities

30. Team NT will conduct a review of this policy annually.

Non-Compliance

⁸ In some cases, it may be in the best interest of the Athlete to discontinue their participation in Curling as a result of potential head injuries and concussions.

31. Failure to abide by any of the guidelines and/or protocols contained within this policy may result in disciplinary action in accordance with Team NT's policies for Discipline and Complaints.

Not Advice

32. Nothing in this Policy is to be interpreted as medical or legal advice.

Appendix A - Concussion Code of Conduct

PART A

The following section of the Concussion Code of Conduct should be signed by all Team NT Participants under the age of 26 years old. For Team NT Participants who are younger than the age of majority in the applicable territory, it is recommended that a parent/guardian also sign this section.

I will help prevent concussions by:

- wearing the proper equipment for my sport and wearing it correctly;
- developing my skills and strength so that I can participate to the best of my ability;
- respecting the rules of my sport or activity;
- demonstrating my commitment to fair play and respect for all (respecting other athletes, coaches, team trainers and officials).

I will care for my health and safety by taking concussions seriously, and I understand that:

- a concussion is a brain injury that can have both short-term and long-term effects;
- a blow to my head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion;
- I don't need to lose consciousness to have had a concussion;
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when and an Team NT Participant suspects that another Team NT Participant may have sustained a concussion. (Meaning: If I think I might have a concussion I should stop participating in further training, practice, or competition **immediately**, and I will tell an adult if I think another athlete has a concussion);
- continuing to participate in further training, practice or competition with a possible concussion increases my risk of more severe, longer lasting symptoms, and increases my risk of other injuries;
- I have a commitment to zero-tolerance for prohibited play that is considered high-risk for causing concussions;
- I acknowledge that mandatory expulsion from competition may occur for violating zero-tolerance for prohibited play that is considered high-risk for causing consequences; and
- I acknowledge that there are escalating consequences for those who repeatedly violate this Concussion Code of Conduct.

I will not hide concussion symptoms. I will speak up for myself and others.

- I will not hide my symptoms. I will tell a coach, official, team trainer, parent or another adult I trust if I experience **any** symptoms of concussion.

- If someone else tells me about concussion symptoms, or I see signs they might have a concussion, I will tell a coach, official, team trainer, parent or another adult I trust so they can help.
- I understand that, if I have a Suspected Concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice or competition.
- I have a commitment to sharing any pertinent information regarding incidents of removal from sport with my school and any other sport organization with which I have registered. (Meaning: If I am diagnosed with a concussion, I understand that letting all of my other coaches and teachers know about my injury will help them support me while I recover.)

I will take the time I need to recover because it is important for my health.

- I understand my commitment to supporting the return-to-sport process and I will follow my sport's Return-to-Sport Protocol.
- I understand I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition.
- I will respect my coaches, team trainers, parents, health-care professionals, and medical doctors and nurse practitioners, regarding my health and safety.

By signing here, I acknowledge that I have fully reviewed and commit to this *Concussion Code of Conduct*.

_____	_____	_____
Name of Team NT	Signature of Team NT	Date
Participant (Print)	Participant	
_____	_____	_____
Name of Parent or	Signature of Parent or	Date
Guardian (print)	Guardian	

PART B

The following section of the Concussion Code of Conduct should be signed by all coaches and team trainers who interact with Team NT Participants under the age of 26 years old.

I can help prevent concussions through my:

- efforts to ensure that my athletes wear the proper equipment and wear it correctly;
- efforts to help my athletes develop their skills and strength so they can participate to the best of their abilities;
- respect for the rules of my sport or activity and my efforts to ensure that my athletes do too; and
- commitment to fair play and respect for all (respecting other coaches, team trainers, officials and all Team NT Participants and ensuring my athletes respect others and play fair).

I will care for the health and safety of all Team NT Participants by taking concussions seriously. I understand that:

- a concussion is a brain injury that can have both short-term and long-term effects;
- a blow to the head, face, or neck, or a blow to the body may cause the brain to move around inside the skull and result in a concussion;
- a person doesn't need to lose consciousness to have had a concussion;
- an Team NT Participant with a Suspected Concussion should stop participating in training, practice or competition **immediately**;
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an Team NT Participant suspects that another Team NT Participant may have sustained a concussion;
- continuing to participate in further training, practice or competition with a Suspected Concussion increases a person's risk of more severe, longer lasting symptoms, and increases their risk of other injuries or even death;
- I have a commitment to zero-tolerance for prohibited play that is considered high-risk for causing concussions;
- I acknowledge that mandatory expulsion from competition may occur for violating zero-tolerance for prohibited play that is considered high-risk for causing consequences; and
- I acknowledge that there are escalating consequences for those who repeatedly violate this Concussion Code of Conduct.

I will create an environment where Team NT Participants feel safe and comfortable speaking up. I will:

- encourage athletes not to hide their symptoms, but to tell me, an official, parent or another adult they trust if they experience **any** symptoms of concussion after an impact;
- lead by example. I will tell a fellow coach, official, team trainer and seek medical attention by a physician or nurse practitioner if I am experiencing any concussion symptoms;
- understand and respect that any athlete with a Suspected Concussion must be removed from sport and not permitted to return until they undergo a medical assessment by a physician or nurse practitioner and have been medically cleared to return to training, practice or competition.
- *For coaches only:* commit to providing opportunities before and after each training, practice and competition to enable athletes to discuss potential issues related to concussions.

I will support all Team NT Participants to take the time they need to recover.

- I understand my commitment to supporting the Return-to-Sport process.
- I understand the athletes will have to be cleared by a physician or nurse practitioner before returning to sport.
- I will respect my fellow coaches, team trainers, parents, physicians and nurse practitioners and any decisions made with regards to the health and safety of my athletes.

By signing here, I acknowledge that I have fully reviewed and commit to this *Concussion Code of Conduct*.

Name and role (print)

Signature

Date

Appendix B – Concussion Recognition Tool 6 (CRT6)

CRT6™

Concussion Recognition Tool

To Help Identify Concussion in Children, Adolescents and Adults



What is the Concussion Recognition Tool?

A concussion is a brain injury. The Concussion Recognition Tool 6 (CRT6) is to be used by non-medically trained individuals for the identification and immediate management of suspected concussion. It is not designed to diagnose concussion.

Recognise and Remove

Red Flags: CALL AN AMBULANCE

If **ANY** of the following signs are observed or complaints are reported after an impact to the head or body the athlete should be immediately removed from play/game/activity and transported for urgent medical care by a healthcare professional (HCP):

- Neck pain or tenderness
- Seizure, 'fits', or convulsion
- Loss of vision or double vision
- Loss of consciousness
- Increased confusion or deteriorating conscious state (becoming less responsive, drowsy)
- Weakness or numbness/tingling in more than one arm or leg
- Repeated Vomiting
- Severe or increasing headache
- Increasingly restless, agitated or combative
- Visible deformity of the skull

Remember

- In all cases, the basic principles of first aid should be followed: assess danger at the scene, check airway, breathing, circulation; look for reduced awareness of surroundings or slowness or difficulty answering questions.
- Do not attempt to move the athlete (other than required for airway support) unless trained to do so.
- Do not remove helmet (if present) or other equipment.
- Assume a possible spinal cord injury in all cases of head injury.
- Athletes with known physical or developmental disabilities should have a lower threshold for removal from play.

If there are no Red Flags, identification of possible concussion should proceed as follows:

Concussion should be suspected after an impact to the head or body when the athlete seems different than usual. Such changes include the presence of **any one or more** of the following: visible clues of concussion, signs and symptoms (such as headache or unsteadiness), impaired brain function (e.g. confusion), or unusual behaviour.

This tool may be freely copied in its current form for distribution to individuals, teams, groups, and organizations. Any alteration (including translations and digital re-formatting), re-branding, or sale for commercial gain is not permissible without the expressed written consent of BMJ.

CRT6™

Developed by: **The Concussion in Sport Group (CISG)**

Supported by:










CRT6

Concussion Recognition Tool

To Help Identify Concussion in Children, Adolescents and Adults



1: Visible Clues of Suspected Concussion

Visible clues that suggest concussion include:

- Loss of consciousness or responsiveness
- Lying motionless on the playing surface
- Falling unprotected to the playing surface
- Disorientation or confusion, staring or limited responsiveness, or an inability to respond appropriately to questions
- Dazed, blank, or vacant look
- Seizure, fits, or convulsions
- Slow to get up after a direct or indirect hit to the head
- Unsteady on feet / balance problems or falling over / poor coordination / wobbly
- Facial injury

2: Symptoms of Suspected Concussion

Physical Symptoms	Changes in Emotions
Headache	More emotional
"Pressure in head"	More irritable
Balance problems	Sadness
Nausea or vomiting	Nervous or anxious
Drowsiness	
Dizziness	Changes in Thinking
Blurred vision	Difficulty concentrating
More sensitive to light	Difficulty remembering
More sensitive to noise	Feeling slowed down
Fatigue or low energy	Feeling like "in a fog"
"Don't feel right"	
Neck Pain	

Remember, symptoms may develop over minutes or hours following a head injury.

3: Awareness

(Modify each question appropriately for each sport and age of athlete)

Failure to answer any of these questions correctly may suggest a concussion:

"Where are we today?"

"What event were you doing?"

"Who scored last in this game?"

"What team did you play last week/game?"

"Did your team win the last game?"

Any athlete with a suspected concussion should be - IMMEDIATELY REMOVED FROM PRACTICE OR PLAY and should NOT RETURN TO ANY ACTIVITY WITH RISK OF HEAD CONTACT, FALL OR COLLISION, including SPORT ACTIVITY until ASSESSED MEDICALLY, even if the symptoms resolve.

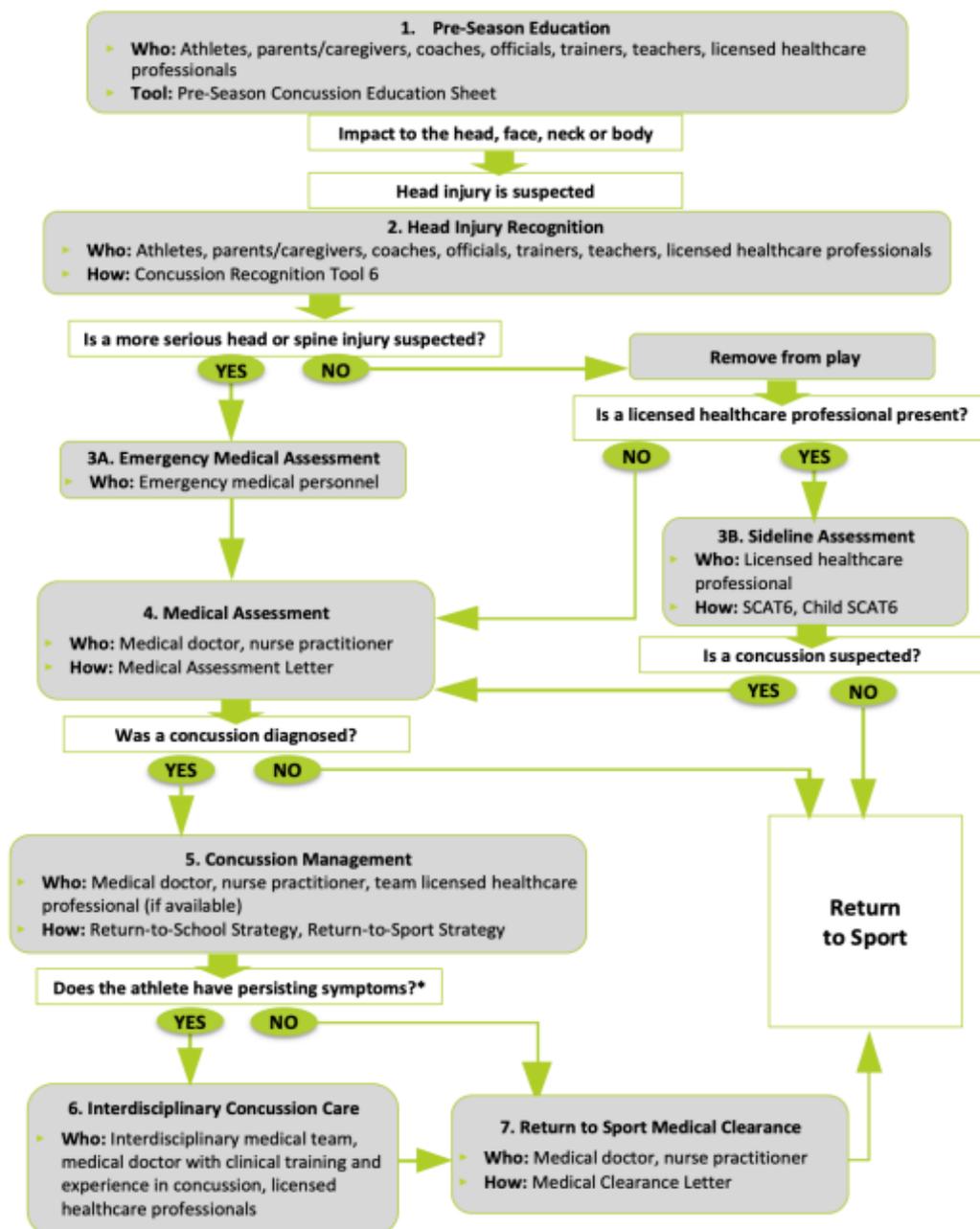
Athletes with suspected concussion should **NOT**:

- Be left alone initially (at least for the first 3 hours). Worsening of symptoms should lead to immediate medical attention.
- Be sent home by themselves. They need to be with a responsible adult.
- Drink alcohol, use recreational drugs or drugs not prescribed by their HCP
- Drive a motor vehicle until cleared to do so by a healthcare professional

Appendix C – Sport Concussion Pathway

Canadian Sport Concussion Pathway

The flowchart that follows is a visual representation of the decision-making pathway that reflects the recommendations in this guideline.



*Persisting symptoms: lasting longer than 4 weeks

Appendix D – Key Points from CISG Recommendations

Refine

- The 2022 CISG identified several areas of refinement to strengthen future consensus statements: *Para Sport, Paediatrics, the Athlete’s Voice* and *Ethical Considerations, limitations, and improvements*. The following are relevant for Team NT’s application of this policy.

Para Sport

- The concussion experience of the para-athlete is unique, due to the interaction of the Team NT Participant’s primary impairment and the pathophysiology of concussion. Para athletes require a more individualised approach when it comes to evaluating concussions.
- Team NT should be aware that prevention approaches, detection of initial symptoms, diagnosis, recovery (i.e., potential for persisting symptoms of concussion) and treatment strategies may be impacted by the characteristics of the Team NT Participant’s underlying impairment.
- Team NT Participants with visual impairment may be at even greater risk of concussion, as the mechanisms of injury in this population are primarily through collisions or direct head contact.
- The following considerations by the Concussion in Para Sport Group are important for Team NT to keep in mind when dealing with para-sport Team NT Participants:
 - a) Para-sport Team NT Participants may benefit from baseline testing given the variable nature of their disability and the potential for atypical presenting signs/symptoms of concussion;
 - b) Para-sport Team NT Participants with a history of central nervous system injuries (i.e., cerebral palsy, stroke) may require an extended period of initial rest;
 - c) testing for symptoms of concussion through recovery may require modification such as the use of arm ergometry as opposed to a treadmill/stationary bike; and
 - d) RTS protocols must be tailored and include the use of the individual’s personal adaptive equipment and, for applicable participants with visual impairment, partnership with their guide.

Paediatrics

- Child and adolescent athletes are less likely to have trained medical personnel available on the sidelines, and it is strongly recommended that the CRT6 be used by all adults supervising child and adolescent sport.
- Children and adolescents with repeat concussions wishing to continue to play or to progress to the next age-level group or programmes require individualised assessment.