

## Appendix B: Ontario Games General Rules

### Ontario Games General Rules

These rules represent the basic principles of hosting the Ontario Games. They are rules which must be followed and implemented by the Provincial Sport Organization (PSO), the Games Organizing Committee (GOC) and the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI). Any variation from the following rules MUST be approved by the MHSTCI before any changes are made. These rules form part of the Competition Agreement, and all parties agree to abide by these rules. Failure to abide by these rules may result in a negative score on future Sport Selection Applications, potentially resulting in the removal from future Games

Should any circumstance arise that these rules are not being adhered to; the MHSTCI will have the responsibility to address the situation with the necessary parties.

### 2.0 REGISTRATION

All participants of the Games must register as specified in this Agreement.

Registration will be accepted up to the registration deadline as established by the MHSTCI. The PSO has the sole responsibility to ensure the registration of their participants (including athletes, coaches, managers, sport assistants, trainers, major officials, and PSO representatives) on or before the registration deadline.

Only participants who have completed the registration package, including submitting registration, reading the Participant Code of Conduct and signing the Participant Waiver Form and Notice and Authorization Form will be eligible to compete in the Games. (NOTE: The Participant Waiver Form and the Notice and Authorization Form must be signed by the parent or legal guardian or legally authorized representative for participants under the age of 18.)

PSOs must provide written confirmation of their Final Participant Numbers one (1) month prior to the first day of the Games. The Final Participant Numbers must meet a minimum of 95% of the agreed upon participant numbers from the Competition Agreement. The PSO cannot exceed the agreed upon participant numbers in the Competition Agreement/Technical Package. The PSO will not be reimbursed for any cancellations.

Substitutions:

- i. After the registration deadline, only substitutions will be allowed (e.g. for each new individual registered, a previously registered individual must be eliminated).
- ii. Participant substitutions will only be permitted due to illness, injury or extenuating circumstances of a previously registered individual.
- iii. Participant substitutions are permitted up to the date of on-site registration. Each PSO will be required to inform the MHSTCI for any participant substitutions. The PSO is then responsible to register the substitute as specified in the registration procedures.
- iv. No substitutions will be allowed unless properly completed Participant Waiver Form and Notice and Authorization Form are submitted and signed by a parent, legal guardian or legally authorized representative if the substitute is under 18 years of age.

## On-Site Registration Procedures:

- i. Only coaches, managers, PSO representatives, and major officials are permitted to register at the location designated by the GOC.
- ii. Except in cases where special arrangements have been made between the PSO and the GOC, these are the only times during which athletes need to register directly with the GOC on site.

### 3.0 MAJOR OFFICIALS

The PSO must ensure that each major official who is included in the Technical Package properly completes the Registration Form. (NOTE: The Participant Waiver Form and Notice and Authorization Form must be signed by the parent or legal guardian or legally authorized representative for participants under the age of 18.)

A complete major officials' schedule indicating the major official's name, location from which they are traveling (i.e. their home) to the Games, their responsibility during the Games, and the dates they are officiating may be requested.

Meals for all major officials will be provided based on their officiating schedules.

During the Games, all major officials will only be provided transportation upon request by the PSO or GOC; otherwise it is assumed that major officials are traveling by their own means to the venue(s). Reimbursement will not be provided for officials' travel between the venue(s) and their accommodation.

All travel to the host community by major officials will be reimbursed according to the Appendix C: External Travel Policy.

### 4.0 ACCOMMODATIONS

Participants receiving accommodation from the GOC will include eligible athletes, sport assistants, trainers, coaches, managers, trainers, major officials, and PSO representatives as set out in the Technical Package. The accommodation of these participants will be provided at no charge for the duration of the sport competition. **All participants will be required to check-out at the time designated by the GOC on their departure day. The departure day will be determined based on the sport's competition schedule. Participants will be required to depart on the day that competition is completed unless alternative arrangements have been made between the MHSTCI, the PSO and the GOC.**

**For any unused rooms by the PSO that are cancelled less than one (1) month prior to competition, the PSO will be responsible for all fees associated with their cancellation.**

Coaches, managers and PSO representatives will be responsible for ensuring the proper conduct of athletes under their supervision at all times, including while staying at the arranged place of accommodation. Coaches, managers and PSO representatives will take appropriate measures to ensure athletes at in their designated accommodations by the times outlined below, this may include room checks and walks of the floor and accommodation property.

All athletes will be in their sleeping accommodation by 10:00 pm each night. Quiet time will apply from 10:00-11:00 pm and lights out at 11:00 pm. Participants will show respect for fellow competitors by significantly reducing noise during the above-mentioned time. It is the responsibility of the coaches, managers and PSO representatives to alert the GOC, at the Games Headquarters immediately, if athletes are not in their assigned sleeping accommodation with lights out by 11:00 pm. Note: exceptions will be made for those sports whose competition schedule runs outside of these hours.

Participants arriving before the official start of their competition or remaining beyond the official checkout following their competition will do so at their own expense. The PSO is responsible for booking any additional accommodations at their own expense, as required.

Adult participants may not share accommodations with athletes, except for sport assistants for athletes with a disability.

Participants will remain in the accommodation that is assigned to them by the GOC. Changing of rooms will not be permitted without permission from the GOC.

Participants will abide by all policies set out by the GOC for the accommodation site.

Participants agree to respect the rights and property of all other individuals staying at any of the Games accommodations. The accommodation sites, the GOC and the MHSTCI accept no liability for participant valuables lost or damaged by however which way during the Games.

Participants are legally and financially responsible for all losses or damage to property caused by their actions and omissions, and the PSO guarantees this obligation. PSOs will be held accountable for any incidental costs that are not covered at the time of check-out.

There is a zero-tolerance policy for tobacco, alcohol consumption, or drug use throughout the duration of the Games. Games accommodations will be considered 'dry' venues for all participants. Absolutely none of the above-mentioned substances will be permitted at Games accommodations or in the participants' rooms.

## 5.0 FOOD SERVICES

Details regarding distribution and locations of meals will be outlined as part of the Technical Package.

Only participants who are officially registered for the Games are eligible for meals. Participants will be required to show Games accreditation at meal times.

Food services will be provided starting on the evening of **Wednesday February 26, 2020** to breakfast of the last day of competition for each participant. Accommodations and food services may be provided outside these times if agreed upon by the PSO, the GOC and the MHSTCI.

The GOC will follow the Standardized Meal Requirement and Guidelines provided by the MHSTCI.

The GOC accepts no responsibility for expenses related to meals for participants over and above what is provided for the Games.

## **6.0 TRAVEL EXPENSES**

### **INTERNAL TRAVEL EXPENSES:**

Internal transportation from the Games accommodation sites to and from the competition venues and special event sites, as well as an airport/train/bus shuttle, will be provided by the GOC for participants with appropriate accreditation. Schedules for this service will be provided by the GOC. The GOC and the MHSTCI accept no responsibility for travel expenses incurred by participants outside the scheduled internal transportation service.

It is the responsibility of the PSO to notify the GOC no later than 1 month prior to the start of the Games, of cases where teams or individuals will be utilizing their own transportation during the Games (team vehicles, etc.).

### **EXTERNAL TRAVEL EXPENSES:**

Participants that qualify will be subsidized in accordance to Appendix C: External Travel Policy

## **7.0 MEDICAL SERVICES**

Medical personnel and equipment will be provided by the GOC at Games venues based on the Technical Packages.

The PSO shall throughout the Games: maintain guardianship for each athlete, collect and maintain each athlete's medical information and provide information in the event it is required by the GOC

If an athlete requires transportation in an emergency vehicle, a PSO representative or team personnel must accompany them.

## **8.0 SPECIAL EVENTS**

All participants are required to participate in the Opening Ceremony and remain for the entire event.

The GOC is responsible for coordinating the medal ceremonies based on the time outlined in the Technical Package; exceptions may apply if the competition schedule changes during the Games. Please note: the PSO does not have the authority to change the scheduled medal ceremonies without prior permission from the GOC;

## **9.0 CANCELLATION OF EVENTS DUE TO WEATHER**

Games event(s) and competitions may be cancelled, postponed or re-scheduled in an abridged format due to weather conditions. The GOC will notify the MHSTCI and the PSO of any potential and actual cancellations, postponements or rescheduling in a timely manner. Standard rules of the PSO will apply, time permitting, if Games competitions are postponed or rescheduled. In this case, the GOC, in consultation with the Chief Medical Officer, will be responsible for taking all appropriate actions.

In the event of extreme weather conditions, emergency situations, natural disasters, or other unsafe conditions, all reasonable efforts will be made to reschedule Games events, however, the GOC will not be responsible for any losses, damages or refunds due to the cancellation of event(s) due to unsafe conditions.

## Appendix C: External Travel Policy

There are four (4) modes of transportation that will receive reimbursement depending on the one-way distance of travel from the participant's home community to the sport accommodation destination as measured by Google Maps.

Eligible participants – athletes, coaches, managers, sport assistants and major officials.

Travel subsidies for each eligible participant will be reimbursed to the appropriate PSO approximately 6 weeks following the submission deadlines set by the GOC. It will be the PSO's responsibility to reimburse each participant. No subsidies will be reimbursed directly to the participant by the GOC.

A total budget of **\$50,000** has been set to be provided to the participants of the Games. Once all travel claims are collected, they will be totaled and either:

- Total claims do not exceed the total budget, each claim will be reimbursed 100%
- Total claims exceed the total budget, a percentage will be provided to all claims. Example:
  - Total budget for travel claims is \$50,000.
  - Total claims submitted is \$60,000.
  - Each claim will be reimbursed at 83.3% of the total claim.
  - If a team has submitted for a \$5,000.00 bus, they will receive \$4,166 or 83.3% of \$5,000.

If PSOs do not submit their travel claims by the submission deadlines set by the GOC, they will not be eligible for reimbursement.

Eligible travel is outlined below:

Method of Travel	Distance from Host City (One Way)		
	0-300 KMs	301 KMs to 600 KMs	601+ KMs
Car	Not-Eligible	Eligible	Eligible
Van Rental	Not-Eligible	Not-Eligible	Eligible
Air/Train	Not-Eligible	Not-Eligible	Eligible
Chartered Bus	Not-Eligible	Not-Eligible	Eligible

### Ineligible for reimbursement

- Meals during travel.
- Parking.
- Ground transportation to/from the participant's home airport/train/bus station.
- Hotel rooms during air/train/bus travel.
- Flights/trains/buses booked with Air Miles or other reward programs.

### Car

For every Games participant in a car, reimbursement will be \$0.10 per kilometer.

First 300km one way (600km total round trip) are ineligible for reimbursement.

### Example:

1500km round trip – 600km ineligible = 900km eligible for reimbursement

### **Van Rentals**

A van rental will be considered in the following two situations:

- Restrictive sport competition equipment.
- Transporting four or more participants.

Should a van be required, rental reimbursement will be provided as per the following:

- The GOC must pre-approve van rental (car rental is not eligible).
- Van rental will be covered up to a maximum allowable claim of \$600 including kilometre reimbursement.

### **Air/Train/Bus**

If traveling by air/train/bus, the GOC must pre-approve any flight/train/bus before the participant can book the ticket. If air/train/bus is booked before approval from GOC, reimbursement is not guaranteed.

Baggage fees related to the transportation of sport competition equipment is eligible for reimbursement. The GOC must pre-approve any baggage claim; personal baggage is not eligible for reimbursement.

The GOC will organize shuttles to and from the host community airport/train/bus station (for registered Games Participants ONLY).

All air/train/bus travel costs will be covered up to a maximum claim of \$500.

All travel must begin no earlier than one (1) week prior to the start of the Games and be completed no later than one (1) week after the Games.

### **Charter bus**

Charter buses will be eligible for reimbursement where there are at least 25 registered Games participants coming from one community/district/region. The GOC must pre-approve charter buses prior to booking.

Reimbursement for charter buses will be up to a maximum of \$5,000.

Charter buses with less than 25 participants must be pre-approved by the GOC. Charter buses must be utilized if it is more cost efficient than air /train travel for the number of participants travelling from one area, if under 25 participants.