



# ROYAL MILITARY COLLEGE OF CANADA

2024-25 VARSITY TEAM  
STUDENT-ATHLETE HANDBOOK

## Message from DAth

Being a varsity athlete at RMC – a Paladin – is a tremendous honour and one which you have worked very hard to achieve.

The College has a storied history in athletic competition, some of which is enshrined on the Athletics Wall of Distinction located in Yeo Hall. Maybe one day your name will join the ranks of these distinguished athletes.

With being a varsity athlete comes additional opportunities and responsibilities. This handbook was created to assist you in ensuring you are successful in your sport, in the classroom and at the College. It contains important information relevant to your participation as a varsity athlete, as well as the contact information of various support services in case you ever need assistance.

I personally appreciate your commitment and the responsibility it takes to be an RMC Paladin. I look forward to watching you compete as you represent the Royal Military College of Canada.

If you ever need assistance, please ask. We are here for you!

Darren Cates  
Director of Athletics

## ATHLETIC DEPARTMENT MISSION AND VISION STATEMENT

### MISSION

As an integrated part of the Royal Military College, the Athletic Department supports the mission of RMC by providing operationally oriented physical education, competitive intramural, varsity sports and Recreational Club programs for Officer Cadets. These programs provide extensive leadership development opportunities in an atmosphere that helps instill the values of the Canadian Forces, the College and the Department. This is achieved through mandatory Cadet involvement in physically and mentally challenging activities.

### VISION

The Athletic Component of the Royal Military College will provide programs of excellence that contribute to the development of outstanding leaders for the CAF who value physically active and healthy lifestyles. These programs will enhance the national reputation and profile of the College and help attract outstanding student-athletes.

## Table of Contents

<b>Section 1 – Introduction</b>	3	<b>Section 7 – Concussion Protocol</b>	17
• General		• Concussion Protocol	
• Aim		• Annex A – Return to Lean Strategy	
• Key Contacts		• Annex B – Sport Specific Return to Play Strategy	
• Authorized Programs			
• Paladins Logo Usage			
<b>Section 2 – Code of Conduct</b>	4	<b>Section 8 – Injuries, Insurance and Pension Coverage</b>	21
• Code of Conduct			
• Annex A – RMC Student-Athlete Guidelines for Behaviour			
<b>Section 3 – Diversity, Equity and Inclusiveness</b>	9	<b>Section 9 – RMC Success Centre</b>	23
		• Services de soutien académique	
		• Ressources de santé mentale	
<b>Section 4 – Eligibility</b>	11	<b>Section 10 – Media / Social Media</b>	24
• College Eligibility			
• OUA / U SPORTS Eligibility Criteria		<b>Section 11 – Student-Athlete Advisory Committee</b>	25
• U SPORTS Portal Registration			
<b>Section 5 – Academic Policy</b>	13	<b>Section 12 – Awards and Recognition</b>	26
• Academic Assistance			
• Absence From Class Process			
<b>Section 6 – Doping and Medication</b>	15		
• Doping and Medication			
• Annual CCES E-Learning Program			

## SECTION I – INTRODUCTION

1. The Varsity Student-Athlete Handbook is published to provide RMC student-athletes with a reference and direction concerning the operation and conduct of the varsity program.

2. The Varsity Program is sanctioned by the Commandant and administered by the Athletic Director (DAth). The Varsity Manager (VM) is responsible to the Athletic Director and shall arrange competitions against other universities and colleges; this includes scheduling, transportation, accommodation, game administration, officials, and sports information.

3. The Royal Military College of Canada is dedicated to ensuring the inclusion, advancement and success of all personnel, in every College activity, regardless of their gender, age, abilities, religion, race or languages.

### Aim

4. The objectives of the Varsity Program are to:

- a. provide an opportunity for Officer-Cadets (OCdts) and Naval-Cadets (NCdts) to participate in highly skilled, competitive and organized athletics;
- b. instill, through the demands of training and competition, self-discipline, the desire to excel and willingness to compete in a team effort;
- c. create, through the effort of varsity teams, a College “esprit de corps”;
- d. provide an opportunity for interaction with other contemporary university student-athletes; thereby, bringing RMC into the focus of the civilian community;
- e. improve physical fitness; and
- f. provide leadership opportunities.

#### Director of Athletics

Darren Cates

[Darren.Cates@rmc.ca](mailto:Darren.Cates@rmc.ca)

613-541-6000

ext 6422

#### Varsity Manager

Guy Dubé

[Guy.Dube@rmc.ca](mailto:Guy.Dube@rmc.ca)

ext 6258

#### Varsity Coordinator

Jo-Anie Moreau

[Jo-Anie.Moreau@rmc.ca](mailto:Jo-Anie.Moreau@rmc.ca)

ext 6280

#### Head Athletic Trainer

Nikki Antonopoulos

[Nikki.Antonopoulos@rmc.ca](mailto:Nikki.Antonopoulos@rmc.ca)

ext 6341

### Authorized Program

5. The varsity program is defined as team or individual sports that compete in structured leagues within the OUA/U SPORTS or as activities competed at a local/regional/provincial and national level.

### Paladins Logo

6. Please refer to the Paladins Branding Guide for permitted usage of the Paladins logo:

[https://gopaladinsgo.ca/documents/2022/5/8/2022\\_Paladins\\_Branding\\_Guide.pdf](https://gopaladinsgo.ca/documents/2022/5/8/2022_Paladins_Branding_Guide.pdf)

## SECTION 2 – CODE OF CONDUCT

1. Student-athletes and coaches are representatives of not only their respective varsity team, but of the Royal Military College of Canada (RMC) and the Canadian Armed Forces (CAF). With this in mind, individuals should conduct themselves in such a manner as to reflect positively on themselves, their team, the college and the CAF, and according to the highest standards of ethical behavior.

2. It is the responsibility of each student-athlete to be fully aware of the expectations of the Department of Athletics in relation to conduct of student-athletes. It is also the responsibility of the coach to inform the Athletic Director immediately of any infraction of the Code of Conduct by their student-athletes.

3. Conduct unbecoming of an RMC student-athlete may result in probation, suspension or removal from the team, pending a review by the Director of Athletics.

### Dress and deportment

4. When appearing in public while representing RMC, varsity team members shall dress and act so as to reflect positively on the image of the college and the CAF. Specifically:

- a. Varsity team members will wear their approved team training gear or military issued PT gear when traveling to and from and attending practices or individual training sessions;
- b. for all games taking place off-campus, team members will travel in approved team tracksuit or jacket & tie (or equivalent). If the team wants to go out during their duty away, they will do so in their assigned leave dress. While en route, tracksuit tops or jackets may be removed and ties loosened or removed; however,
- c. at all times when in the public eye, teams must be uniformly well dressed.

### Hazing and Harassment

5. DAOD 5012-0 on Harassment and Hazing governs all members of the CAF, including N/OCdts. Hazing or team rookie initiations are prohibited. Any student-athlete found guilty of hazing, will be immediately suspended from athletics for the duration of their studies at RMC.

6. Hazing includes any initiation practices that do not follow accepted modern practices at the College. Recognition includes the approval and supervision of such practices by the chain of command.

7. Any form of verbal, written or physical action that is judged to be lewd, suggestive, degrading or threatening is considered to be an act of harassment or intimidation. Actions of this nature perpetrated by any individual or groups of individuals towards any team member are strictly forbidden. Tasks related to the normal team operations may be assigned to team members, provided they are not excessive in nature.

8. The Department of Athletics will severely penalize teams and individuals engaging in rookie initiations. Infractions will be dealt with on a case-by-case basis. The Athletic Director will review the case and impose the sanction, and inform all necessary individuals including the college administration.

## **Varsity Alcohol Policy**

9. It is important to support the RMC athletic program philosophy and adhere to the responsibilities and obligations of being a member of a RMC varsity team. At Athletic Department sanctioned events, or those events sanctioned by other OUA/U SPORTS member institutions where alcohol may be available, the consumption of alcohol should be considered in light of the competitive expectation and demands of weekend competition.

10. There will be a 2-drink maximum per student-athlete at such events. The Varsity Manager shall be notified in advance (in writing) when alcohol will be available to student-athletes and coaches prior to each specific event. All team members are to abide by and respect applicable laws related to alcohol consumption, and must at all-time behave in a socially appropriate manner, respecting the rights of others.

11. Alcohol possession or consumption is strictly prohibited in DND vehicles (including vehicles and rental by DND), and/or at the site of competitions or practices, either at home or away.

## **RMC Alcohol Policy**

12. The complete RMC alcohol policy can be found in Chapter 4, Section 6 of CADWINS.

## **Personal Relationships**

13. Personal relationships between cadets and RMC staff members, including coaches and assistant coaches, are prohibited. Policy relating to personal relationships can be found in DAOD 5019-1.

## Annex A – RMC Student-Athletes – Guidelines for Behaviour

### Overview

Membership on a varsity team or competitive club at RMC is considered an honour and should not be taken lightly.

An RMC student-athlete is expected to be a positive role model and ambassador of the CAF, the College, the Athletic Department and their team, demonstrating the pursuit of ethical sport, fair play, honesty, integrity and respect for others at all times. In addition, s/he is expected to abide by all College policies, Athletic Department policies, team rules and the policies and procedures of Ontario University Athletics (OUA), U SPORTS and/or other sport-governing bodies.

As a guiding principle, RMC student-athletes devote themselves to living by the creed of: Truth, the quality to speak and act in an honest and straightforward way; Duty, the obligation to comply with directives and do what is right; and, Valour, the moral courage to perform our duties rightly in difficult situations.

It is the expectation that RMC's student-athletes will be responsible citizens, achieving academically and performing athletically in a manner that reflects the core values of both RMC and the CAF. In addition to those rules and responsibilities outlined in CADWINS, RMC student-athletes are expected to:

- ◇ Pursue academic success while a student-athlete, being a responsible member of each class, which includes attending, being prepared, completing requirements and participating.
- ◇ Fulfill all team commitments throughout the year, including, pre-, mid-, post- or off-season activities as required by their respective sport, and to notify their coach regarding any conflict or problems which might reasonably interfere with the fulfillment of these commitments.
- ◇ Exhibit conduct at all times which complements and enhances the College and team's reputation, reflecting the highest standards of honour and dignity that should characterize participation in competitive Inter-University sport.
- ◇ Demonstrate at all times a high standard of uniform and dress by ensuring dress smartly and sharply in compliance with direction provided by the College and Head Coach. Male student-athletes must be clean shaven at all times.
- ◇ Not engage in and always separate themselves from any conduct that might be considered unsporting, or that might bring their own reputation, the reputation of the team, the College, the CAF or their sport into disrepute.

- ◇ Treat everyone with courtesy and respect, and without discrimination (including harassment) for any reason including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, family status, or disability. This expectation prohibits any form of harassment or discrimination.
- ◇ RMC, U SPORTS and OUA have a zero tolerance policy regarding the abuse of officials. It is the responsibility of the student-athlete to respect the officials.
- ◇ Avoid any negative interaction or conflict with members of the opposing team (including fans, spectators and officials), except as they occur in the actual course of competition, and which constitute a reasonable expression of the competitive spirit of the team or team members.
- ◇ Refrain from posting or contributing material to any social networking (Facebook, Twitter, etc.) or other internet site, and/or any other public medium that reflects negatively upon themselves, their team, the coaching staff, the Athletics Department, the College the CAF, the OUA or U SPORTS.
- ◇ Abide by the rules and regulations of their sport as set out by the OUA, U SPORTS and/or the respective sport-governing body.
- ◇ Alcohol is not permitted at any time in any location while on Duty Away from RMC, unless preapproved in writing by the RMC Varsity Manager.
- ◇ Conduct all team welcoming and/or social activities in a manner that respects the individual's rights, integrity, dignity, safety and well-being, including the right to participate voluntarily without any pressure. Activities that have forced participation, are demeaning, humiliating or disrespectful, are unacceptable. Hazing is unacceptable. We uphold the "no tolerance" harassment policy and will apply the DND/CAF policies, modified as necessary for non-DND civilians follow CAF protocols to resolve any issues.
- ◇ Avoid the use of banned substances as outlined by the World Anti-Doping Code, supported by the Canadian Centre for Ethics in Sport ([www.cces.ca](http://www.cces.ca)). Student-athletes who engage in or observe the use of such substance or techniques by another student-athlete are required to report the conduct to their Chain of Command as per QR&O 4.02(1)(e).

## Informed Consent

I, (print name) \_\_\_\_\_,  
am a student-athlete at RMC. My signature below confirms that I have read the RMC Student-Athlete –  
Guidelines for Behaviour and that I agree to abide by all of the expectations and responsibilities outlined  
above. I also acknowledge that any violation of the RMC Student-Athlete – Guidelines for Behaviour  
will result in appropriate sport-related discipline as determined by my Head Coach, and/or the Athletics  
Department.

Signature:

\_\_\_\_\_

Date :

\_\_\_\_\_

I, (print name) \_\_\_\_\_,  
consent to the release of the following personal information, for use by the RMC Athletic Department in  
reporting to OUA and U SPORTS as per league requirements:

Phone number:

\_\_\_\_\_

Kingston address, if not living at RMC (street number, street name, city, province and postal code):

\_\_\_\_\_

\_\_\_\_\_

Home address (street number, street name, city, province and postal code):

\_\_\_\_\_

\_\_\_\_\_

## SECTION 3 – DIVERSITY, EQUITY AND INCLUSIVENESS

1. In Canada, every person has the right to equal treatment in the workplace without discrimination pursuant to the Canadian Charter of Rights and Freedoms and as reflected in the prohibited grounds of discrimination under the Canadian Human Rights Act. The Government of Canada is committed to a work environment that is inclusive, obstacle-free and non-discriminatory. It strives to adopt hiring practices that are non-discriminatory, and to fulfill its duty to accommodate to the point of undue hardship.

2. More information can be found at <https://www.rmc-cmr.ca/en/corporate-wing/diversity-equity-and-inclusiveness>.

3. The Defence Ethics Programme (DAOD 7023-1) provides a comprehensive framework to assist DND employees and CAF members in maintaining the highest ethical standards. In order to work effectively together, the DND and the CAF must operate from ethical principles, values and expected behaviours that provide a common basis for all DND employees and CAF members, while respecting the terms and conditions of employment of DND employees and the terms of service of CAF members.

4. More details can be found at <https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/7000-series/7023/7023-1-defence-ethics-programme.html>.

### **OUA Black, Biracial and Indigenous (BBI) Task Force**

5. The OUA formed the Black, Biracial, and Indigenous (BBI) Task Force as a platform to make positive change across the province, through building strategies to increase diversity and representation across the OUA, and to drive policy change to remove systemic barriers regarding racism.

6. More details can be found at [https://oua.ca/sports/2020/8/31/bbi\\_task\\_force.aspx](https://oua.ca/sports/2020/8/31/bbi_task_force.aspx).

# OUA Equity, Diversity, and Inclusion Policy

## Purpose

7. The OUA is committed to encouraging inclusion, equity and access in its administration, policies, programming and events.

## Definitions

8. **Equity:** the fair and respectful treatment of all individuals

9. **Diversity:** the demographic mix of a community

10. **Inclusion:** an environment where all individuals feel welcome, are treated respectfully and are able to fully participate

## Procedures

11. OUA will ensure equitable, diverse, and inclusive programs by:

- a. Supporting equity, diversity, and inclusion;
- b. Ensuring that the achievement of equitable, diverse, and inclusive opportunities is a key consideration when developing, updating, or delivering OUA's programs and policies;
- c. Ensuring that individuals have no barriers to participation in OUA programming, training, and coaching/development opportunities;
- d. Fostering inclusive environments for all OUA members and participants;
- e. Dealing with any incidence of discriminatory behaviour according to OUA's Code of Conduct and Ethics and Policy on Member, Administrator, Participant, and Coach Discipline.

## Communications

12. OUA will ensure that promotional materials and official publications have equitable, diverse, and inclusive representation, and that gender-neutral language is used in all communications.

## Ongoing Commitment to Equity, Diversity, and Inclusion

13. OUA understands that one key to being a more equitable, diverse, and inclusive organization is to incorporate the three principles in all strategies, plans and actions of the organization, whether they relate to technical programs, operations, business management, sponsorship, marketing, media or communications. OUA resolves to incorporate equity priorities in its own strategies, plans, actions, and operations on a continuing basis.

## Evaluation

14. OUA will continually monitor and evaluate its equity, diversity, and inclusion progress.

## SECTION 4 – ELIGIBILITY

1. Participation in varsity sports is voluntary until the N/OCdt has been selected to the team, then participation becomes compulsory. N/OCdts are then obligated to attend all practices and games. N/OCdts who wish to leave the team, for reasons other than academic restrictions, must submit a written request to the coach who shall get approval from the Director of Athletics prior to taking action. Student-athletes leaving a team are required to meet with the Director of Athletics to discuss their departure.

2. Due to the importance of physical fitness, it is essential that varsity student-athletes set an example to the rest of the N/OCdts population by maintaining an above average score on the RMC Physical Fitness test. s who fail to achieve a pass standard on the RMC Physical Fitness test shall participate in the Supplemental PT program and may be permitted to practice with their varsity team until they are able to achieve the pass standard. Varsity student-athletes who are medically excused from the RMC PPT may practice or participate with their team, observing the limitations set by the MO.

3. CADWINS Chapter 2, Section 5 para 27 e: Participation on Competitive Clubs or on a Varsity Team is contingent on the N/OCdt maintaining a good standing in all four pillars. Varsity student-athletes must therefore pass the PPT test in order to be allowed to compete with their team. Should a Varsity athlete fail to achieve a pass standard on the PPT at any given time, DCdts, with input from DAth, will determine the extent to which the athlete's participation will be limited until successful completion of the next PPT.

### OUA / U SPORTS Eligibility Criteria

4. As a general rule OUA/U SPORTS sports have a maximum of 5 years eligibility. However, OUA sports that are not part of the U SPORTS normally have unlimited eligibility, unless sport specific rules in place (i.e. age cap).

5. It is the responsibility of each student-athlete to ensure that their academic affairs are in order. Feel free to contact the Department of Athletics for any advice or assistance regarding eligibility.

6. In order to compete in OUA / U Sports competition, each student-athlete must comply with the following rules:

- a. Be a full-time student and/or registered in 3 full courses, 6 half courses or 18 semester hours. A student-athlete must be enrolled in a minimum of 3 courses (9 credit hours or equivalent) in the same term in which they are competing.
- b. Masters students must be enrolled in full time studies and have paid full time tuition fees;
- c. Student-athletes may take summer courses in order to qualify, as long as the summer courses are fully recognized by RMC.
- d. A student-athlete who, for the first time, enrolls full-time for academic study in January of any year must successfully complete 3 half courses or 9 semester hours prior to September 1st in order to be eligible to compete in the following year.
- e. Academic records will be checked weekly on a regular a regular basis. A student-athlete will not be permitted to compete if their reduces his or her course load below the eligibility requirement.

7. More specifics on eligibility can be found at the following sites:

- OUA: [https://oua.ca/documents/2020/8/25/OUA\\_Administrative\\_Policies\\_March\\_13\\_2020\\_.pdf](https://oua.ca/documents/2020/8/25/OUA_Administrative_Policies_March_13_2020_.pdf)
- U SPORTS: <https://U SPORTS.ca/hq/by-laws-policies-procedures>

## **U SPORTS Portal Registration**

8. All new U SPORTS student-athletes must register at <https://U SPORTScentral.ca/StudentCentre> in order to be added to the eligibility roster. A one-time mandatory fee will be assessed prior to completion of your registration. This fee must be paid by the student-athlete and cannot be covered by the institution.

9. Returning student-athletes who have previously registered with U SPORTS Central can access the system by logging in.

## SECTION 5 – ACADEMIC POLICY

1. Academics are one of the four components in which N/OCdts must succeed at the College. The Athletic Department is committed to ensuring the academic success of all student-athletes within the varsity program. It is ultimately the coaches' responsibility to monitor their student-athletes' academic progress. When student-athletes are having academic difficulties, coaches, professors and Squadron Commanders should intervene as necessary to assist the N/OCdts.

### Academic Assistance

2. On occasion such assistance may result in limiting or denying the student-athlete's participation in the Varsity program. Here are the recommendations of an advisory board on how academic restriction should now be approached:

- a. To reflect the non-disciplinary aspect of measures taken to resolve problems of a N/OCdt in academic difficulties, the term academic assistance shall be used
- b. The consultative process must include all key personnel, including the N/OCdt having academic difficulties. It was agreed that upon confirmation that a problem exists, the Sqn Comd would canvass all key personnel with an E-mail message to all concerned, including the N/OCdt in question;
- c. Student-athletes who have an average between 55 and 60% will not be allowed to participate in any optional practices or weight trg sessions scheduled outside normal Varsity practices.
- d. Student-athletes who have an average between 50 and 55% will reduce their normal practice load by 25% i.e from 4 to 3 or from 3 to 2 per week.
- e. Student-athletes who have failed a term or the previous year or are repeating a failed course will be allowed to practice twice a week with the Varsity team, without being able to participate in away games.
- f. With a noted improvement, student-athletes may be allowed to return to their team with or without restrictions.
- g. After a marks review meeting at Faculty Council, DAth will send out messages to Training Wing Chain of Command and Coaches with the student-athletes facing academic difficulty and the applicable restriction as required. Any exceptional cases will be discussed between the Sqn Comds and the coach / Director of Athletics.

3. Academic assistance can be obtained through the RMC Success Center ([SuccessCentre-CentredeSucces@rmc.ca](mailto:SuccessCentre-CentredeSucces@rmc.ca)). See Section 12 for more info.

## Absence from Class Process

4. All absence from class requests for Varsity reasons must be approved using the following process. Attempts to circulate requests at the last minute may result in player not being permitted to participate in the requested event.
5. On Monday (approx 12 days out from trips/competition), the Athletic Department sends the full list of N/OCdt athletes from affected teams, as well as times of departure/return, to be reviewed by the CoC.
6. By that Tuesday afternoon (approx. 11 days out from trips/competition), the Athletic Department will receive a response outlining any potential issues with listed athletes, which is then forwarded to the head coaches.
7. As of that Wednesday (approx 10 days out from trips/competition), student-athletes can send out an email to their affected professors and are expected to receive confirmation from them within 48 hours.
8. Sample text for the absence from class email is as follows:

*Good day,*

*I have been authorized to be duty away from RMC from xxxx hrs on [date, month, 2022] until xxxx hrs on [date, month, 2022]. My chain of command has reviewed and approved my attendance at [insert the event]. Should you have any concerns about my absence from your class / activity, please communicate your reservations to my chain of command (cc'd) as soon as possible, but NLT midnight of the next business day after the receipt of this correspondence.*

## SECTION 6 – DOPING AND MEDICATION

1. RMC is committed to a drug-free sport environment. U SPORTS and RMC Athletics are unequivocally opposed to any doping practices by student-athletes or by individuals in positions of leadership in amateur sport (i.e. coaches, medical practitioners, administrators).

2. U SPORTS and the Canadian Centre for Ethics in Sport (CCES) are partnering in an effort to address the problematic and ongoing issue of doping in sport, to protect the integrity of U SPORTS sports and to protect the health of student-athletes.

More information can be found at [https://U\\_SPORTS.ca/uploads/hq/By\\_Laws-Policies-Procedures/2019/EN/Policy\\_90.10\\_Drug\\_Education\\_%282019-2020%29.pdf](https://U_SPORTS.ca/uploads/hq/By_Laws-Policies-Procedures/2019/EN/Policy_90.10_Drug_Education_%282019-2020%29.pdf).

3. Some medications (prescribed or not) contain prohibited substances. It is the student-athlete's responsibility to check all medications and each ingredient to ensure it is not prohibited. Some vitamins and nutritional supplements may also contain prohibited substances. Use these products at your own risk, but never without the advice of a qualified person.

4. Under certain medical conditions and circumstances, prescribed medications containing a prohibited substance may be permitted upon declaration and approval by the CCES. For information regarding "Therapeutic Use Exemption" process for a prohibited substance, please advise your head coach or contact CCES directly at [substanceinquiries@cces.ca](mailto:substanceinquiries@cces.ca).

5. CCES no longer registers Adverse Analytical Findings (AAFs) for cannabinoids, and accordingly, no Anti-Doping Rule Violations (ADRVs) shall occur for student-athletes who participate exclusively within U SPORTS. For further clarity, student-athletes who participate in another jurisdiction's event (ie: an NSO or FISU event) would be subject to the more restrictive testing protocols, which would include in-competition samples being analyzed for cannabinoids (and all other prohibited substances).

6. U SPORTS, in cooperation with the CCES, coordinates a doping control program that incorporates both "in-competition" and "out-of-competition" testing, as well as "event" testing. Every U SPORTS student-athlete is eligible for testing, which occurs in all sports, throughout the calendar year.

7. Any student-athlete who has been proven through appropriate and due process to be using doping substances or illegal drugs shall be subject to sanctions from U SPORTS and / or the CAF respectively, including suspension from all U Sports competition, including conference and non-conference play as per U Sports policy.

8. You can verify banned substances at the following sites:

[www.cces.ca](http://www.cces.ca)

[www.wada-ama.org](http://www.wada-ama.org)

Or you can e-mail the Canadian Centre for Ethics in Sport at:

[substanceinquiries@cces.ca](mailto:substanceinquiries@cces.ca)

Or call toll-free at 1-800-672-7775.

## Annual CCES e-Learning Program

9. As per U SPORTS Policy 40.30.2.1.2, all U SPORTS student-athletes and coaches are required to annually complete their e-learning in advance of participating (or coaching) in competition.

10. RMC requires all of their varsity student-athletes to complete this e-learning prior to participating (<http://education.cces.ca>).

## SECTION 7 – CONCUSSION PROTOCOL

1. A concussion is a brain injury. It can't be seen on X-rays, CT scans or MRIs. It may affect the way a person thinks, feels and acts.

2. Any blow to the head, face or neck may cause a concussion. A concussion may also be caused by a blow to the body if the force of the blow causes the brain to move around inside the skull.

3. A concussion is a serious injury. While the effects are typically short-term, a concussion can lead to long-lasting symptoms and even long-term effects.

4. It is important to note that all concussion cases are different and are handled accordingly. Wherever possible, we will follow our protocol, but it may sometimes need to be modified based on each specific case.

### Rowan's Law

5. Ontario is a national leader in concussion management and prevention. Rowan's Law (Concussion Safety), 2018 makes it mandatory for sports organizations to:

- a. Ensure that athletes under 26 years of age,\* parents of athletes under 18, coaches, team trainers and officials confirm every year that they have reviewed Ontario's Concussion Awareness Resources
- b. Establish a Concussion Code of Conduct that sets out rules of behaviour to support concussion prevention
- c. Establish a Removal-from-Sport and Return-to-Sport protocol.

\*Special Rule: A sport organization that is a university, college of applied arts and technology or other post-secondary institution must not register any athlete regardless of age unless the same requirements are met.

6. The new rules requiring the review of Concussion Awareness Resources and Concussion Codes of Conduct came into effect on July 1, 2019.

### Education and Baseline Testing

7. Prior to commencement of the pre-season/regular season each year, all varsity student-athletes are required to:

- a. Complete concussion education through CATT at [www.cattonline.com](http://www.cattonline.com) (every year)
- b. Create a HeadCheck profile and sign the Concussion Code of Conduct at [www.headcheckhealth.ca](http://www.headcheckhealth.ca) (create profile only once, sign Code of Conduct every year)
- c. Complete baseline testing, which includes:
  - ImPACT computer test (every other year)
  - SCAT5/VOMS (done by AT or Student Trainer every year)

## Head Injury Recognition

### 8. When a concussion is suspected by Student Therapist:

- a. Player is removed from play immediately if the student-athlete expresses symptoms of concussion or if supervising therapy staff or coaches indicate any concern for the student-athlete, and must complete the sideline concussion assessment;
- b. Assessment by a Certified AT or Physician may allow the student-athlete to return to play if they are deemed not to have sustained a concussion:
  - For N/OCdts, if the incident occurred during practice, the student-athlete **MUST** be referred to the MIR for further direction
  - For Reservists, if the incident occurred during practice and re-assessment happens at the AT clinic or Certified AT is on site, the student-athlete may be cleared, and allowed to return to play/practice if initial Student Trainer concussion suspicion is overturned by both of 1) Certified AT or Physician; AND 2) ImPACT test, ideally within 24 hours

### 9. When a concussion is suspected by Certified Athletic Therapist:

- a. Player removed from play. Assessed on sideline:
  - For N/OCdts, re-assessment to follow at the MIR at the next available appointment
  - For Reservists, re-assessment to follow at clinic by AT, ideally within 24 hours, and re-assessment by Physician/Nurse Practitioner at next available appointment

## Medical Assessment

### 10. Officer Cadets must follow the following steps:

- a. All N/OCdts must be seen by a Physician at the MIR at the first available appointment;
- b. The student-athlete must **ALSO** complete a full concussion assessment in the AT clinic, which will include an ImPACT post-injury test within 48 hours of initial injury (if symptoms allow);
- c. The student-athlete is to follow the orders of the MIR Physician, but will not progress through RTP or return to sport until cleared by the MIR Physician, **AS WELL AS** the Head AT

### 11. Reservists must follow the following steps:

- a. Following the suspected concussion, the student-athlete must complete a full concussion assessment in the AT clinic and see a Physician at the next available appointment
- b. If there are positive findings on the concussion assessment the student-athlete begins the concussion rehab protocol
- c. If the assessment shows there is no concussion, and this is confirmed by ImPACT results, the student-athlete must pass the Return to Learn and Return to Play protocols prior to returning to play

## Return to Sport Medical Clearance

12. The player must pass the Return to Learn Protocol (see Annex A), ImPACT test (back to pre-injury values) and physician's clinical assessment to be cleared for contact (progression to stage 6 of Return to Play, see Annex B).

13. This process can take anywhere from days to months.

14. After a successful, symptom-free, full-contact practice, the student-athlete may return to normal, unrestricted gameplay with the provision that they remove themselves and report any symptoms that may recur.

## ANNEX A – Return to Learn strategy

<u>Stage</u>	<u>Aim</u>	<u>Activity</u>	<u>Goal of each step</u>
1	Daily activities at home that do not give the student-athlete symptoms	Typical activities during the day as long as they do not increase symptoms (i.e. reading, texting, screen time). Start at 5-15 minutes at a time and gradually build up.	Gradual return to typical activities.
2	School activities	Homework, reading or other cognitive activities outside of the classroom.	Increase tolerance for cognitive work.
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day.	Increase academic activities.
4	Return to school full-time	Gradually progress.	Return to full academic activities and catch up on missed school work.

Annexes A and B have been adapted from McCrory et al. (2017). Consensus statement on concussion in sport – the 5th international conference on concussion in sport held in Berlin, October 2016. British Journal of Sports Medicine, 51(11), 838-847.

## ANNEX B – Sport-Specific Return to Play Strategy

Only one stage can be passed in a given 24-hour period.

<u>Stage</u>	<u>Aim</u>	<u>Activity</u>	<u>Goal of each step</u>
1	Symptom limited activity	Daily activities that do not provoke significant symptoms.	Gradual re-introduction of activities
2	Light aerobic activity	Walking or stationary cycling at slow to medium pace. (i.e. 5 min w/u, 10 min exertion – HR ~60-70%, 5 min cool down). No resistance training.	Increase in heart rate
3	Moderate aerobic activity	Jogging or stationary cycling at a medium to fast pace (i.e. 5 min w/u, 15 min exertion – HR 70-80%, 5 min cooldown). No resistance training.	Increase HR exertion intensity
4	Sport-specific exercise	Running or skating drills. No head impact activities. BW resistance.	Add movement
5	Non-contact training drills	Harder training drills, e.g. passing drills. May start progressive resistance training.	Exercise, coordination and increased thinking
6	Full contact practice	Following medical clearance and return to school.	Restore confidence and assess functional skills by coaching/training staff
7	Return to sport	Normal gameplay.	Return to normal activity

## SECTION 8 – INJURIES, INSURANCE AND PENSION COVERAGE

### Insurance

1. Recent examples of Canada Pension Board decisions have highlighted an area of uncertainty surrounding the provision of medical and financial entitlements for members seriously injured or killed while participating in recreational activities. In short, there is no guarantee of any benefit to any member who sustains injuries resulting in a medical release if there is any doubt concerning their duty status. This doubt apparently arises from status while traveling and while engaging in Recreation Council sanctioned activities. However, authorized Varsity sports activities are considered to have duty status.

2. The Athletic Department does purchase limited insurance coverage for our Reservist and civilian student-athletes through the Canadian Athlete Insurance Plan (<https://mkirsch.ca/home-caip/>). This insurance is included as part of the annual athletic fee paid by these student-athletes.

3. Specific details about level of coverage will be shared with affected student-athletes and coaches at the start of each competitive season; however, student-athletes are encouraged to supplement this coverage with their own personal insurance coverage.

4. The PSP Policy Manual governs sports in the CAF ([https://www.cfmws.com/en/AboutUs/Library/PoliciesandRegulations/PSP/Documents/PSP-Policy-Manual\\_En\\_Rev-20Jan21.pdf](https://www.cfmws.com/en/AboutUs/Library/PoliciesandRegulations/PSP/Documents/PSP-Policy-Manual_En_Rev-20Jan21.pdf)). The following excerpts are included as having significance to Varsity Sports at RMC:

**Table 5-1-2 Participation in Sports Competitions, Conditions and Approving Authorities**

<u>Types of competitions</u>	<u>Conditions</u>	<u>Approving Authority</u>
2. Officer cadets representing their Canadian Military College (CMC) in inter-collegiate athletics.	a. The required financial, administrative and logistic support is available within the resources of the CMC; b. Participation in the competition is part of the physical education and athletic program of the CMC.	Commandant of the CMC

### Duty Status

12. Canadian Forces members are on duty while participating in authorized sports activities as described in Table 5-1-2, Participation in Sports Competitions, Conditions and Approving Authorities. Note: Canadian Forces members are not authorized to participate in authorized sports activities while on leave.

## **Pension Coverage**

13. A member who suffers a disability, or the surviving spouse of a deceased member, may be entitled to a pension under the Pension Act (R.S.C., 1985, C.P-6), if the member or their representative can clearly establish in accordance with Part IV of the said Act, that the disability or death is the result of an injury or disease, or the aggravation of an injury or disease, that arose out of or was directly connected with military service. Pursuant to subsections 21(2) and (3) of the Pension Act, an injury or disease, or aggravation thereof, resulting in the disability or death of a member is deemed to have arisen out of or to have been directly connected with military service if it was incurred in the course of:

- a. any physical training or any sports activity in which the member was participating that was authorized or organized by a military authority, or performed in the interests of the service although not authorized or organized by a military authority;
- b. any activity incidental to or directly connected with an activity described in sub-paragraph a, including the transportation of the member by any means between the place the member normally performed their duties and the place of that activity.

14. Pursuant to paragraph (d) of QR&O 21.47, Findings on Injury or Death, the report of a summary investigation or the minutes of proceedings of a board of inquiry into an injury or death are required to contain a finding as to whether the injury or death was attributable to military service. In order to support the finding all available evidence of military control of, and the requirement to participate in, the activity, including copies of any appropriate written orders, shall be included. Members who prefer to participate in sports activities or physical training which are not conducted in accordance with this order are encouraged to review their disability and life insurance policies since disability or death which occurs as a result of such participation may not give rise to a pension entitlement under the Pension Act.

## SECTION 9 – RMC SUCCESS CENTRE

1. The RMC Success Centre (<https://www.rmc-cmr.ca/en/rmc-success-centre>) was developed to enhance the quality of life on campus for students, faculty, and staff. The Centre is a one-stop shop where people can come for academic help, conflict services, to meet with a financial planner, discuss healthier eating and access other programs and services personalized to individual needs.

2. The Success Centre is located in Massey 107A, and they can be reached by email at [SuccessCentre-CentredeSucces@rmc.ca](mailto:SuccessCentre-CentredeSucces@rmc.ca).

### Academic Support Services

3. RMC provides traditional academic support services to the student population:

a. Writing Centre: In addition to arranging tutorials, the Writing Centre also recommends books or exercises to help with particular problems. It also offers online resources for developing writing and learning skills.

- Telephone: 613 541-5010, ext 2367 or 6615
- Email: [writingcentre@rmc.ca](mailto:writingcentre@rmc.ca)

b. Math Centre :

- Email: [mathcentre@rmc.ca](mailto:mathcentre@rmc.ca)

### Mental Health Resources

4. The resources below are available if you feel in need of mental health support. If it is an urgent or life-threatening situation, call 911.

a. N/OCdts and military personnel:

- CAF Member Assistance Program (CFMAP): 1-800-268-7708
- Family Info Line: 1-800-866-4546
- 24/7 Mental Health Crisis Line: 1-866-996-0991
- RMC Padre – Through the Officer of the Day: 613-453-5007

b. Civilians:

- Addiction and Mental Health Services Kingston, Frontenac, Lennox and Addington (crisis line) 613-544-4229

## **SECTION 10 – MEDIA / SOCIAL MEDIA**

### **Media**

1. As a varsity student-athlete, you are likely to have some contact with the media. As a military institution, rules for dealing with the media are somewhat more stringent than other organizations. Members at the College are not permitted to comment on politics or military matters, unless specifically authorized by the College Public Affairs Officer. However, you may comment on sports related matters within established guidelines.
2. Each student-athlete will be expected to follow the media interview guidelines published and distributed by the Sports Information Coordinator (SIC). Each coach will also be provided a copy of these guidelines as well.
3. The SIC must be notified of all relevant contact between coaches, student-athletes and the media, and should be notified 24 hours in advance for any pre-booked interviews.

### **Social Media**

4. As leaders, student-athletes are expected to be a positive role model and ambassador for the CAF, RMC and their team at all times and as such, must adhere to the RMC Code of Conduct as well as the OUA Code of Conduct in the use of their personal social media accounts.
5. CADWINS Chapter 4, Section 7, para 26. Blogs and Videos on the Internet: No N/OCdt shall post content on the Internet that could embarrass the CAF or any of its personnel. Inappropriate use of the Internet and social media may lead to administrative and/or disciplinary action.
6. As well as refraining from commenting on politics or military matters, social media posts must be respectful at all times (i.e. never negative towards opponents, coaches, teammates, referees, etc.).
7. While the Athletic Department does not actively monitor student-athlete social media accounts, a best practice would be to assume that was the case. A poor decision on social media will usually end up being seen by an administrator and a violation of the RMC Code of Conduct may result in disciplinary action.

### **OUA Social Media Policy**

8. The OUA Code of Conduct and Ethics establishes the expectation that members will use social media in a positive manner. The OUA will work with the OUA member regarding any issues that are brought forward to ensure that any complaints or concerns are addressed appropriately and are in line with the OUA's Policy on Member, Administrator, Participant, and Coach Discipline. This Policy applies to all Individuals.

## **SECTION II – STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)**

1. The mandate of the Student-Athlete Advisory Committee (SAAC) is to promote communication between the athletic department and student-athletes. Goals of the SAAC include:

- a. Serve as liaisons between the athletic department and all student-athletes;
- b. Provide feedback and insight to the SAAC, on behalf of their respective teams, on athletic department and college issues affecting varsity student-athletes;
- c. Enhance the overall image of student-athletes to all RMC constituents;
- d. Assist in the promotion of varsity athletics both on and off campus;
- e. Establish community relations efforts in Kingston; and
- f. Propose policies or amendments and forward recommendations to DAth for endorsement.

2. The committee is composed of one student-athlete representative per team, either the captain or a designated senior team member.

3. The SAAC will meet at least twice per year, in September and in January. The committee may also meet at other times during the academic year, as required. The DCWSRO will chair the meetings. All current RMC varsity student-athletes are welcome to attend SAAC meetings.

## SECTION 12 – AWARDS AND RECOGNITION

### Varsity Awards Ceremony

1. The annual Varsity Awards Ceremony is a memorable event each March presented by the Athletic Department. The outstanding achievements of our student-athletes, teams and support staff are recognized through a wide variety of awards and recognitions.

2. Varsity awards presented each year for each team are as follows:

- a. MVP; and
- b. Truth, Duty, Valor (TDV).

3. Other awards presented during this ceremony include:

- a. Top First, Second, Third and Fourth Year Award;
- b. Top Team Captain;
- c. Team of the Year;
- d. Fair Play Award;
- e. Male and Female Athlete of the Year Award;
- f. Captain Matthew Dawe Memorial Cup (awarded to the student-athlete who best exemplifies the values of Truth, Duty, and Valour); and
- g. Prince of Wales Cup (awarded annually to a fourth-year cadet for athletic performance and excellence in the four components throughout their entire college years).

3. There are also various awards each year presented on behalf of the OUA and U SPORTS. These awards will be presented at the banquet to recognize the contribution of our student-athletes to Intercollegiate Athletics in Ontario, and include:

- a. U SPORTS Academic All-Canadian and OUA Academic Achievement awards;
- b. OUA and U SPORTS Athlete of the Week awards;
- c. OUA and U SPORTS individual awards (i.e. All-Star, MVP, etc.).



**Director of Athletics**

Darren Cates

[Darren.Cates@rmc.ca](mailto:Darren.Cates@rmc.ca)

613-541-6000

ext 6422

**Varsity Manager**

Guy Dubé

[Guy.Dube@rmc.ca](mailto:Guy.Dube@rmc.ca)

ext 6258

**Varsity Coordinator**

Jo-Anie Moreau

[Jo-Anie.Moreau@rmc.ca](mailto:Jo-Anie.Moreau@rmc.ca)

ext 6280

**Head Athletic Trainer**

Nikki Antonopoulos

[Nikki.Antonopoulos@rmc.ca](mailto:Nikki.Antonopoulos@rmc.ca)

ext 6341