ARCTIC WINTER GAMES POLICIES
CHEF DE MISSION FINAL REPORT
20__ ARCTIC WINTER GAMES
Team ________________, Chef de Mission

Section I
Evaluation of Performance of the Host Society

Registration and Accreditation
- Was pre-Games registration convenient and functional?
- Did the accreditation system at the Games work well?
- Provide comments or recommendations.

Welcome/Arrival Services
- Was the arrival of your team handled in a timely manner with a minimum of confusion?
- Provide comments or recommendations.

Opening Ceremonies
- Did the Opening Ceremonies do a good job of kicking off the week?
- Were they well organized and choreographed? Provide comments or recommendations.

Team Accommodations
- Were accommodations sufficiently spacious or too crowded?
- Were they well-located or too spread out?
- Were there sufficient washrooms and shower facilities?
- Was cleaning during the Games adequate for the maintenance of hygiene?
- Was security in the accommodations area functional and effective?
- Provide comments or recommendations.

Food Service/Village Dining
- Were the hours of operation/serving sufficient and convenient?
- Was the quality of food adequate?
- Was enough food available to meet your team's needs and appetites?
- Did the box lunch program work well? Provide details of how many and to what sports and what days box lunches were used
- Provide comments or recommendations.
ARCTIC WINTER GAMES POLICIES

Awards Ceremonies
• Provide comments or recommendations on awards ceremonies both at sport venues and at the main awards venue.

Information Technology/Communications/Computer and Network Services
• Evaluate how the Games’ IT system and staff, communications system and computer and network services performed and provide any comments or recommendations.

Mission Offices, Services and Accommodations
• Were the mission offices located in a place that facilitated the work of the mission staff, and were the offices conveniently reached by coaches?
• Were offices sufficiently spacious and adequately furnished?
• Were the supplies provided adequate for the mission staff to do its work?
• Provide comments or recommendations.

Cultural Program and Facilities
• Did your cultural delegation feel that they were an integral part of the Games?
• Did they have enough performance opportunities? Too many?
• Did your Unit members attend entertainment events? What is your impression of their experience?
• Provide comments or recommendations related to the Cultural program only. See Entertainment Program section below for other comments.

Forms and Publications
• Evaluate the effectiveness of forms provided by the Host Society and any publications of the Host Society; including Ulu News, directories, sport schedules/programs, results, posters, etc.

Media
• Describe the media coverage you saw in the host community, both print and electronic.
• Provide comments or recommendations.

Medical Services/Polyclinic
• Was the medical staff helpful? Did they provide quality care?
• Was the location of the polyclinic convenient and the hours it was open sufficient?
• Provide comments or recommendations.
ARCTIC WINTER GAMES POLICIES

Results
• Were accurate results produced and disseminated in a timely manner?
• Provide comments or recommendations.

Security
• Did the security arm of the Games work effectively?
• Were the security people helpful?
• Did you note any security lapses that affected members of your team?
• Provide comments or recommendations.

Social Program
• Were there sufficient opportunities for your young people to socialize with their peers from other delegations?
• Were social functions well run and well supervised? Provide comments or recommendations.

Transportation at the Games
• Provide comments or recommendations on the internal Games transportation system.

Website
• Did the Host Society’s website and web presence function in a way that was helpful to you, your team, and parents from your area?
• Provide comments or recommendations.

Closing Ceremonies
• Did the Closing Ceremonies provide a fitting ending to the week?
• Were they of an appropriate length?
• Did they keep the spirit of the Games going?
• Provide comments or recommendations.

Send Off and Departure
• Was your team’s departure handled smoothly with a minimum of confusion and hassle?
• Provide comments or recommendations.
ARCTIC WINTER GAMES POLICIES

Miscellaneous
- Provide a summary as outlined above or in other areas where the Host Society established a separate committee or operating unit.
- Provide any other comments or recommendations that will improve the operation of future Arctic Winter Games.

Section II
Comments and Recommendations Pertaining To Your Unit

General Unit Management
- Provide a brief description of how the Unit was managed.
- Include any recommendations on changes to previous methods of operation that worked well.
- Include copies of organizational charts, job descriptions, etc.

Intra-team Communications
- Describe the system of communications within the team at the Games and provide any comments or recommendations.

Cultural Delegation Selection
- Describe the selection system used by your contingent. Provide comments or recommendations.

Finance
- Describe how the Unit raised the funds necessary to finance its involvement in the Games.
- Complete the charts provided at the end of this section.

Forms, Publications, Team Booklets/Manuals/Handbooks
- Provide one copy of each form, publication or manual developed and used by this Unit.

Insurance
- Describe the insurance obtained for the Games and provide recommendations.


Media
• Describe the media coverage provided by media located within your Unit for the Games, and describe how you promoted it. Provide comments or recommendations.

Medical Services
• What sort of medical services did you provide within your team? Provide comments or recommendations.

Sports
• Provide a brief summary of the Unit’s involvement in and any comments or recommendations on each sport.

Transportation
• Describe the logistics of transporting your team to and from the Games.

Team Selection Process
• Describe the process used to select team members including specifics on the trials process. Complete the attached form.

Your Team’s Website
• Describe your team’s web presence and how you used the Web and the Internet to facilitate your administrative tasks. Complete the attached form.
Section III
General Comments and Recommendations Related to the Arctic Winter Games International Committee

Executive Summary and Recommendations
• Provide a synopsis of the general observations and recommendations that the Chef has made in the body of the report.

Arctic Winter Games International Committee
• Provide any recommendations on how the AWGIC could improve the assistance provided to the Units involved in the Arctic Winter Games.

Miscellaneous
• Provide any other comments or recommendations that will improve the operation of future Arctic Winter Games.
# ARCTIC WINTER GAMES POLICIES

## Section IV
Complete the following Charts

### ARCTIC WINTER GAMES UNIT INVOLVEMENT SUMMARY

20 _______ GAMES  
TEAM ______________________________

<table>
<thead>
<tr>
<th>Participation Summary</th>
<th>Regional Trials</th>
<th>Jurisdictional Trials</th>
<th>Games</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coaches</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mission Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sport Officials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communities Involved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aboriginal Athletes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Involved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male Athletes Involved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female Athletes Involved</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[www.arcticwintergames.org](http://www.arcticwintergames.org)
# ARCTIC WINTER GAMES POLICIES

## Summary by Sport

<table>
<thead>
<tr>
<th>Sport</th>
<th>Regional Trials</th>
<th>Jurisdictional Trials</th>
<th>Games</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ARCTIC WINTER GAMES POLICIES

### Summary of Revenue and Expenditures
(Please complete separate sheet for regional trials, jurisdictional trials and Games)

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>EXPENDITURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Contribution</td>
<td>Transportation</td>
</tr>
<tr>
<td>Territorial/Provincial/State</td>
<td>Accommodations</td>
</tr>
<tr>
<td>Contribution</td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td>Clothing &amp; Accessories</td>
</tr>
<tr>
<td>Athlete Contribution</td>
<td>Facilities</td>
</tr>
<tr>
<td>Sales</td>
<td>Sport Officials</td>
</tr>
<tr>
<td>Other (Please specify)</td>
<td>Administration</td>
</tr>
<tr>
<td></td>
<td>Other (Please specify)</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
</tbody>
</table>

Please complete separate sheets for regional trials, jurisdictional trials and Games.