

CHEF DE MISSION FINAL REPORT

2018 ARCTIC WINTER GAMES

Team Northwest Territories, Chef de Mission - Doug Rentmeister

Section I

Evaluation of Performance of the Host Society

Registration and Accreditation

- We feel a few more mandatory fields need to be put in place for a complete registration to be accepted. A lot of information we spent time trying to collect after the fact, could have been collected by GEMs (Health card #, PO Box, additional personal information, picture). If all these fields are made mandatory by GEMs, it would be a big-time saver for us.
- Continued leniency needs to be afforded for our community kids that do not have ready access to computers, internet etc. or someone to assist them with their applications. *i.e. supplying photos continues to be difficult from the community kids.*
- This is specific to Team NT but being able to access the registration system prior to our selection process i.e. October being initiated at that time and preventing us from having to register the same participant 2-3 times proved beneficial. Unfortunately, this also bit us in the butt as there were several Hodgson Trophy voting eligible candidates left on our gems pro registration list that did not vote because they were no longer on the team which then were subtracted from our final count.
- Strongly feel that all and any Chef & Assistant Chefs to meet with the person in charge (in person, prior to the games) of this area to go through and update their team list and accreditation needs...it would save contingents a HUGE headache and allowed them to deal with those participants that did not register on time or had missing information effectively and quickly.

Welcome/Arrival Services

- It was reported by our participants that the receiving groups and baggage handlers were exceptional and very accommodating, enthusiastic, whomever

was responsible, took their job seriously and made sure our participants were taken care of.

- As always, we continue to receive very positive feedback from our coaches in having their completed accreditation and their respective athletes ready for them at the airport. This should be fostered and encouraged as it really helps in the transitioning of athletes upon their arrival into their dorms and cafeteria access while fully accredited without burdening the coaches.

Opening Ceremonies

- We feel the marshalling of the athletes right across the entire stage should be encouraged as it is one of the few moments that we receive considerable feedback from the parents and spectators that this is one of the few occasions they can see their sons and daughters.
- There was a lot of concern with bussing the athletes in from Ft Smith prior to the Ceremonies considering the length of ride and early competition for several sports the next day in Ft Smith. We did receive comments from Ft Smith organizers that they would have preferred conducting their own version of an opening ceremonies but we understand the logistics with that undertaking.
- Our contingent was very impressed with the spectators that were standing outside cheering on the athletes as they marshaled to the main opening ceremonies staging area. Our Ft Smith participants felt the same stating "Parading down Main Street was refreshing after a 3-hour bus ride and thought it had more of a community feel due to the limited seating in the arena."
- Performance was excellent though difficult to see for a lot of our younger (shorter) athletes because they were standing amongst a field of giants. Seating the athletes is always preferred but understand the additional pressure this may cause on the host. It would have been nice to put the performances on the huge side screens so that everyone standing on the floor could have seen the performances better.
- We thought the political speeches via video was a nice touch and made them concise and on time. In an era of streaming and video presentations this seemed to be well received.
- Overall the opening ceremonies were well done and gave us all a perspective on what South Slave Region is about culturally.

Team Accommodations

In JBT/Fort Smith;

- Not having showers at the school was very inconvenient.
- The showers in the Atco trailers were always clean and warm.
- Classrooms were very small for 20 people.
- Mattresses were moldy and the athletes had health issues with sore throats, swollen eyes and runny noses.
- Bathrooms were dirty. Toilet paper had run out by mid-day. The containers for sanitary napkins were so small and overflowing. The soap ran out and did not get refilled often.

- The security at the dorms was hit and miss as it varied from facility to facility and communities. We encountered a couple of incidents regarding noise levels during the quiet time with a few of our teams staying together but we could quickly resolve it with the respective teams and host security.

- We continue to receive a lot of positive feedback in having the same sports stay together in the dorms at these games. This would also have the athletes on the same schedule as each other which caused some problems for us at the beginning of the games. Though it would create extra burden on mission staffs, a lot of people felt that it would have proven beneficial to get to know other contingent's respective athletes/coaches off the playing field. Another benefit would centre around the concept of being understanding and respectful of each other's preparation for competition etc.

- The shower facilities in Hay River always seem to be an issue at these games, the separate shower facility did encounter difficulty throughout the week;
 - Only cold water worked one day
 - Kids were walking in shorts in sub-zero weather
 - Shower facilities were not monitored on a continual basis subsequently they became dirty, vandalized etc.
 - The shower houses needed to have boardwalks or something to reduce the mud inside.
 - There wasn't enough space for a person to take their winter coat with them to the shower building. There were only 1 or 2 hooks in a stall where things could get wet, and one couldn't put anything on the floor because of the mud.

Food Service/Village Dining

- From the feedback we received the food was excellent at these games. Perhaps we should limit the number of sugar cereals as that seemed a bit too popular from a healthy eating perspective.
- It was disappointing that disposable Styrofoam and plastic was used everywhere. We heard many people comment on this, especially Fort Smith locals!
- We were very pleased with the responsiveness to our box lunch requests.
- Really appreciated the extra effort done by catering on our departure in setting aside some box lunches for our Ft Smith athletes on the return home after closing ceremonies.
- We did not get any direct complaints but would like to offer an observation, kids/coaches are becoming more aware when it comes to knowing the 4 food groups and eating healthy along with the fact that food allergies are becoming more prominent amongst northern youth, it is a tricky and delicate balance for each host to address and maintain. It would be proactive for each host to contract a nutritionist or support group to ensure these areas are addressed professionally well in advance of the games.

Awards Ceremonies

- We are unable to offer many comments or suggestions to any of the specific awards ceremonies.

Information Technology/Communications/Computer and Network Services

- IT staff were very knowledgeable and helpful and could address needs and concerns readily. Surprisingly, internet connection wasn't that big of an issue despite the concerns leading into the games. It was intermittent throughout the week but passed the test when needed.
- We used our own cell phones throughout the week and absorbed the cost normally provided by the host. Though with advancing technology and cell plans it may be more beneficial for each contingent to come with their own cells and be able to access a plan set up by the host which would accommodate their needs without compromising the host's budget. Not sure the host should

get out of contributing to this cost perhaps a subsidy should be provided to each contingent pending the number of mission staff they have identified.

Mission Offices, Services and Accommodations

- The mission offices were appropriate and fulfilled our needs but really did not understand why these offices could not have been identified earlier. This would have alleviated a lot of issues surrounding mission office space leading up to the games. The mission office chair was very helpful and accommodating which really addressed any issues that had a potential in arising. The location was central in each community as coaches had the opportunity to come by to get an update or questions answered.

Cultural Program and Facilities

- We got a lot of positive feedback from our cultural performers (Tuk Drummers & Dancers) who had a great time. Our cultural people presented themselves professionally and with dedication as they performed over what their schedule called for. They were excellent ambassadors and performers. The host did a great job moving the cultural performers throughout both communities and from what we saw they each were well attended.

Forms and Publications

- We were unable to view any of Ulu news online which must have saved the Host some unnecessary costs. A stronger effort by everyone is needed to communicate where these publications can be accessed or there is a tendency to neglect that they are there and somewhat undermines the effort of the host. It would be nice to get copies of each for each contingent after the games.
- All the other Host Society publications & forms seemed very well done but came out rather late in the process!
- One publication that would have worked extremely well from the previous games was a Q and A on the Host website which could have addressed most if not all the pertinent information associated with coming to the South Slave.

Media

- We were very responsive to our media requests for travel and information on Team NT. We had numerous media on our charters, from all accounts we brought the most media to these games as a contingent. Thankfully,

accommodations weren't an issue as all were able to book in at the hotel. We did receive a strong recommendation that the media be identified with their own jacket provided by the Host, it just needs to be a shell with media on the back! We continue to strongly recommend that the AWGIC negotiate a long-term agreement with a TV provider versus the Host very similar to the Canada Games Council. There should still be the flexibility in the agreement for the Host to sign on a local provider when it is hosted outside of Canada.

Medical Services/Polyclinic

- We received a lot of positive feedback about the medical services and the respective polyclinic from amongst our contingent, it seemed that the volunteers were very genuine and interested in the wellbeing of our athletes.
- We found the medical staff at the hospital to be very accommodating and going out of their way to ensure our requests were addressed. This proved extremely beneficial as we encountered some major injuries throughout the games. Big callout to these folks!
- We were very encouraged by the attention given to quarantining athletes should there have been an outbreak. We are not sure whether it was luck or our recommendation to participants in getting their flu shots prior to the games, accommodation setup, strong messaging to wash hands after meals, bathrooms etc. but whatever it was we will hope to follow this trend for future games.

Results

- The results were not updated as quickly or thoroughly as in previous games, not sure if this was because of the two communities hosting or other reasons but it did not turn out to be that great of a deal.

Security

- We found the security folks from top to bottom to be very supportive and approachable throughout the week. Most took their responsibility very seriously which was great to see. Not one notification of a missed curfew or security infraction, we will take that every games.

Social Program

- We thought this was one of the highlights of these games, the attention to detail, the variety and dedication to ensuring the athletes had options beyond their competition was great to see. The athletes took advantage of this and the participation numbers were high throughout the week which was great to see.

This was an area the Host did a tremendous job at, in particular Hay River! Unfortunately, this wasn't the same in Ft Smith which became noticeable to the athletes there, if a two-community approach to hosting these games continues then it is imperative that both communities offer very similar programs.

Transportation at the Games

- We understand the need to utilize buses to and from Yellowknife for some of the contingents and bussing to and from Ft Smith. But with all the breakdowns, unstable driving conditions, buses going off the road etc. associated with bussing athletes it was a minor miracle that a serious incident did not occur. If this is considered in the future every effort should be made to go with the safest option despite the cost.
- Not sure why the air transportation deals between Yellowknife and the two communities wasn't made sooner? It would have allowed a greater number of parents to view their athletes competing.
- Access to the motor pool by coaches should be considered especially those that need to go to venues at odd hours. It did for Ft Smith but not Hay River, it eliminates the need to organize separate transportation by the host and probably gives the motor pool something to do right off the bat.
- The bus schedule was considered vague by several of our coaches. We knew there was a bus but you never knew when it would be available so it made getting to the distant venues more challenging.

Website

- We thought the website was well done and utilized, again, the Q and A would have been very effective as would links to all the attractions in the South Slave Region. We suggest in the future that links are maintained to each respective delegation's website so there would be a cross-flow of information.

Closing Ceremonies

- We received a lot of positive feedback for these ceremonies. They were relatively short and had excellent local performances.
- Being able to sit the participants would make the ceremonies a bit more orderly and allow our shorter participants to actually view the performances.

- Also funneling all the participants through a very small porthole put extra stress on security and participants that were pressuring them.
- Something to consider for future games is that after the closing ceremonies if the host wants to entertain the holding area athletes perhaps they should consider a not using headbanging entertainers. Everyone is winding down from a long week of games, something softer should be considered. Perhaps some movies on the large screen could be considered.

Send Off and Departure

- Again, we were very dependent on the buses to get to the airport and we were delayed due to the fact some broke down and most others were on their way to Yellowknife. This could have become a disaster should the charter pilots have timed out. Better contingency planning should have occurred.
- Checkout was unclear with who was running what. We had to ensure many of our mission staff were on hand to make sure our luggage went into the right holding areas. Thankfully all our participant's luggage made it to the right communities.

Miscellaneous

- We thought that the Host Society staff and Committee chairs were very responsive at the games. They had great staff and volunteers, very accessible and enthusiastic and should be commended for a well administered games.
- The games clothing and promotional items being sold were of exceptional quality and in high demand. Kudos to the host for their efforts in this area.
- An excellent strategy could be to prepare and sell prepackaged items for the athletes and parents coming down using an online purchase system.
- A continued recommendation would be to have access to an embroider that handles Host Society clothing but puts on contingent logos for parents and athletes from that respective area, great way of selling additional clothing.
- A strong recommendation moving forward if another two-community host will be considered is ensuring staff, specifically the General Manager is hired well in advance of the games. It would probably be beneficial to have this position and other key areas in place an additional year than is normally required. This would allow these individuals to address areas that are not commonly encountered in larger, one community sites.

Section II

Comments and Recommendations Pertaining To Your Unit

General Unit Management

- Sport North was charged with the general management for Team NT through an agreement with the Sport and Recreation Council of the NWT.
- Sport North/MACA staff were the Chef and Asst Chef de Mission which allowed for ease of decision making abilities and accountability along with an additional Asst Chef de Mission from MACA due to the fact we had two communities hosting.
- Mission staff were chosen through a public callout conducted in November of 2017, we had close to 20 applications. A number of predetermined criteria were used to make up the final selections.
- Each mission staff was assigned a sport after they indicated their preferences. They then took on the role of working with their assigned sports to build a relationship and connection.
- We had an additional mission staff member who was responsible for Team NT's photos and media relations and this helped immensely as they were given access to venues and spots normally not reserved for photographers.
- We also had the same mission staff in charge of our social media which we focused on versus preparing daily newsletters. It seemed to work very well considering the number of hits we received on a daily basis, much larger than printed newsletters.
- At the games we met with the entire mission staff each morning after the Chef's meetings and then could relay information coming from those meetings while it was fresh in our minds.
- We had to send one athlete home due to a major infraction that occurred at the beginning of the games, we encountered no other infractions!
- Our team handbook and conduct and discipline code are attached.

TEAM NT MISSION STAFF ASSIGNMENTS

Fort Smith

Jeff O'Keefe - X-Country Skiing/Basketball

Doug Rankin – Female Hockey/ Curling

Stacey Christie – Speedskating/Figure Skating

Austin Miller – Table Tennis/Snowboard

Paige McDonald – Arctic Sports/Cultural

Hay River

Miriam Lewis – Badminton/Gymnastics

Colin Pybus – Futsal

Sabrina Broadhead – Hockey

David Shears – Volleyball/Wrestling

Spider Jones – Dog Mushing/Dene Games

Lori Rutherford – Ski/Snowshoe Biathlon/Snowshoe

Kendra Lakeman – Media/Communication

Intra-team Communications

- We had our customary morning meetings that gave us the ability to communicate effectively and update each other on daily happenings. Another critical communication piece were our cell phones, we made it a habit to phone each one of our mission staff on a daily basis just to let them know we were out there and to have them feel comfortable in using this medium to contact Chef and Asst. Chefs whenever they desired. We also utilized the web to communicate with the media and to get information back to our offices.

Cultural Delegation Selection

- Sport North, in conjunction with the NWT Arts Council, did a public call out and accepted applications for Cultural Delegates for Team NT. A total of four cultural delegates (Tuk Drummers & Dancers) including one manager and one chaperone/senior cultural delegate were identified that demonstrated a strong interest in participating at the Arctic Winter Games in the South Slave Region.
- The Manager of Community Programs GNWT - ECE Culture & Heritage Division reviewed the applications and submitted them to the NWT Arts Council for their selection.

Our recommendations related to culture continue as follows:

- The selection process should occur the year before so they have the time to prepare and get ready for this major event;
- Utilizing the NWT Arts Council should be fostered and encouraged but right through and at the Arctic Winter Games;
- The NWT Arts Council should identify someone to assist in coordination and overseeing the cultural group right at the games;
- A criminal records check should be conducted with this group as well;
- Gala was awesome and well attended.
- Better communication was needed at the beginning as the Cultural Host rep was in Hay River leading up to the Games while all the delegations were in Fort Smith.

Finance

- We only received half our funding up front with the other half back ended after the games. Having our organization bankroll these games is very taxing and nerve racking with the potential for disaster. We were very fortunate through a number of strategies and cost saving measures to eventually come under budget, a significant achievement considering the potential for over runs.
- We couldn't create a running budget for a variety of reasons that we could monitor on a weekly basis which would have proved very beneficial as it gives us an idea where we sit relative to the budget on an ongoing basis
- We generated in excess of \$400,000 dollars through direct contributions from participants and Value in Kind which was a significant accomplishment. The funding received was a combination of funding from the Sport and Recreation Council of the NWT, Government depts. MACA, ITI, Games participant fees and sponsors.

- The participants were required to pay a games participation fee of \$350.00 each except for Mission staff, who we feel contribute significantly through taking vacation leave and the amount of work they do and the demands we place on them over the week.
- We did charge a Territorial Trial fee of \$100.00 per participant, there were continued concerns over, charging chaperones. We see the validity in this argument but if no one pays there has been a tendency in the past of community “chaperones” not taking their roles seriously and coming to the larger centres for things other than what they were responsible for.

Forms, Publications, Team Booklets/Manuals/Handbooks

Attached

- Consider using a check box instead of having to print and sign forms, hopefully this can be incorporated into future Games.

Insurance

- We made initial inquiries on insurance with our broker and were advised that since we were hosting that all participants would be covered. There were a few injuries but these were absorbed by NWT healthcare.
- We need to determine what is already being covered, i.e. airline insurance, facility insurance, healthcare coverage, respective Territorial Sport Organization or NSO coverage etc. The AWGIC could determine what is essential and what is optional to allow contingents and Hosts to budget and prepare properly.

Media

- We continue to make strides in working with the media from Team NT’s perspective as we made ourselves very accessible to the media at every turn, we honoured a multitude of interview requests along with keeping our media contacts informed and updated on anything related to Team NT.
- We probably had the most media at the games considering we hosted. with invites to access our mission Centre at their discretion.
- We met with each of our media contacts going to the games prior to the event to give them a general idea of the makeup and potential of certain individuals and teams on Team NT.

Sports

Arctic Sports

Team composition no issues. We need to have coaches that have extensive experience so they can deal with any technical issues. Coaches need to know the technical package so they can have good discussions with officials and athletes.

Coaches need to have a code of conduct meeting with their selected athletes so that they are fully aware of code of conduct violations and the consequences that follow.

All officials need to know the technical package so they can answer any issues while on the competition floor. Officials need to have good discussions with the other officials on the floor to either say it's a good attempt or give good reason why the execution was called.

Officials need to know the brackets for arm pull and head pull in the event we do not have score keepers.

Maintaining Time for each athlete is the responsibility of the coach to let them know. Officials should only be letting the coaches know so they are not disturbing the focus of the athlete.

- Well attended by spectators,
- Great competition, records were broken!!
- Criminal Records check for open categories in Arctic Sport/Dene Games,

Badminton

- Utilizing two small venues was beneficial to get full competition completed.
- No issues with competition itself.

Basketball

- small venue, limited viewing
- made it work
- no issues with competition

VENUE

Fort Smith Rec Centre

- The gym was a bit small

- The spectator space was not ideal as there was glass so it felt very separated.
- Fans could only cheer from the above deck.
- The above deck had a mesh that was difficult to see through and there was limited seating.

Biathlon Ski & Snowshoe

VENUE

The venue was great. All the organizers were helpful out at the biathlon venue. Need more trail monitors which could have prevented the blocking of trails that happened on the first race day, but the organizers found the best solution possible under the circumstances.

Special kudos to the Fort Smith community for the race set-up and the women in charge of the girls' dorm made it a great place to be with the foyer active with pin trading, popcorn, clean-room competition and town scavenger hunt.

The girls were in fact in a divided room with hockey; since our schedules were really different, speed skating would have been better.

In terms of travel, we had concerns about liability when sport organizations were asked at very short notice to find billets in communities. I think in most cases (biathlon too anyway) it was the athletes and their families who found their own billets.

TECHNICAL PACKAGE

It was clear and covered the details of the competitions. The technical delegate was very good as well, and made sure that everything was clear as well as asking for feedback in a coaches meeting at the ends of the games.

SPORT SCHEDULE

The sport schedule was good. It allowed time for adjustments due to weather. It may have been good to have the flexibility to change skiing to the morning, particularly on the last day when ski conditions got worse with the snow (this would not have affected the snowshoers much).

Curling

VENUE

Mainly good, but Ice conditions were very poor. Would have benefited from having someone brought in to help prep the ice.

ACCOMMODATIONS

Ok, showers were a fair distance away. Worked out fine since the weather was warmer but if it was colder it would not have been pleasant. Curfew was 11:00pm which meant that most people were not asleep before midnight which is not ideal when you must be up at 6:30am to get ready for games.

TECHNICAL PACKAGE

Over all was good, but had a question on the age requirements and never did get confirmation that it had been adjusted.

TRANSPORTATION AIR & GROUND

Only used bus transportation From Smith to Hay River and Return for Opening Ceremonies, but was very efficient and well done with RCMP blocking off roads and an ambulance escort for emergencies was very well thought out.

SPORT SCHEDULE

Arriving in Fort Smith and then having to go back to Hay River the very next day for opening ceremonies and not returning until around 11:30pm with early games the next morning was very tiring, and not very fair to the athletes that must try to compete when they are not well rested. The curling draws began very early (8:30am which means you need to be up by 6:30am) and ended fairly late. Curfew was not till 11:00pm so most nights people were not sleeping until 12pm or later. Made it difficult to get a good rest.

Culture

- Gala was well received and attended
- Minor communication issues with Host rep as she was in Hay River for first few days dealing with Opening ceremonies.

Dene Games

- Great venue
- Well attended
- No issues with competition

Dogmushing

- Unfortunate that only two contingents participated in this event.
- No issues with competition.

Figure Skating

- No issues with venue or competition.

Futsal

- Lots of competition with 5 categories, seemed to work
- Time to look at keeping the Int. female category with only three teams participating

SPORT: Hockey FT Smith

VENUE

FT Smith Arena, The Arena was very good, clean, staff did a great job on maintenance

TECHNICAL PACKAGE

Tech Package was good and informative

TRANSPORTATION AIR & GROUND

All good other 12-hour day from Ft Smith to Hay River and back. But it had to be done it was a long day for the younger kids

SPORT SCHEDULE

Under the circumstances with one ice surface it was a little busy and limited time for proper warm up and cool downs, but we got through it and didn't have any effects on our results

With later games in the day it gave us limited access to food after hours

MISCELLANEOUS

All and all it was a good week in Ft smith and I believe the community did the best they could with what they had to work with.

Futsal

-great venue which allowed for teams to display their skill versus banging the ball off the wall and running

-too many spectators for the venue to accommodate though the competition was intense and fierce

Gymnastics

VENUE:

Rows Construction- This venue was very well cleaned up, the facilities were heated for spectators, showers and bathrooms were clean.

ACCOMMODATIONS:

Ecole Boreal School- Accommodations, where clean and well kept, my recommendation is that similar aged athletes are housed together, based on sleep needs and social aspects.

TECHNICAL PACKAGE:

The technical package was well laid out and given in advance.

TRANSPORTATION AIR & GROUND:

Transportation to and from the games I suggest being given out more than a few days prior, as parents and coaches try to do their planning.

Bus routes to and from our venue, were not always on time and often waiting longer than 30 mins

SPORT SCHEDULE

For gymnastics to have gymnasts have no training for two to three days is not good on the body. For future games, I suggest having multiple training days and times, with less breaks in between.

MISCELLANEOUS

As stated in the technical meeting our suggestion is to make the games a JO6 competition so that it is fair for every territory and province. And that if you have competed in a higher level in the previous competition session, you do not qualify to compete at the games.

Snowboarding

- Great venue
- No issues with competition

Snowshoeing

- Great venue

- No issues with competition

ACCOMMODATIONS: Harry Camsell school, was ok, a bit cramped but what can you do?

CAFETERIA: better than most, hats off to a job well done

TECHNICAL PACKAGE: great!!

TRANSPORTATION AIR & GROUND, better than expected, great job all around

SPORT SCHEDULE: no complaints, only thought is the track should have been "ribboned off", one of our girls got lost and took wrong lead ended up 4th....

Speedskating

- Smaller than normal field of play.
- No issues with competition

Table Tennis

- Small venue, with limited spectator viewing
- Competition went well.

Volleyball

VENUE

- Two volleyball courts would have allowed for more games (double-round-robin...best 2/3) and better flexibility with the schedule. Having said that, one court worked out okay.
- Low hanging duct down the length of the court didn't interfere in play too much
- Limit free space at the sides was an issue
- Concrete curb at the sides was a hazard and the cause of at least one serious injury to an athlete

ACCOMMODATIONS

- Room was okay
- Didn't like that younger athletes were in the same school as older athletes
- Kids play in hallways was at times "rowdy" without any correction by coach/security/school/ "mayor" (soccer players playing with balls in the hallways)
- Back door of school was marked as "for emergency use only", yet athletes continually used that door and there was no security at that door.

- I realize space is limited, but it would be ideal if each team could have their own room. It would limit conflicts when schedules differ (i.e. early games...elimination from playoffs...early curfews by coaches etc.)
- Fact that there were no showers available in the school was very bad. There were shower trailers set up just down the street, but it was cold outside and I wasn't feeling well most of the week. Walking out in the cold air, being damp (having just showered) was not ideal.

CAFETERIA

- Limited seating
- Food was very good...lots of options
- Like that they kept it open for snacking
- Didn't like that food/beverages could be removed from the cafeteria
- Our team was told to check our bags before entering (good idea), yet this wasn't consistently enforced.

TECHNICAL PACKAGE

- Could/should have included more details
- Alaska is used to playing under USA Volleyball rules. Yukon, NWT, Nunavut, Alberta all play under Volleyball Canada rules. This event is ruled by FIVB (international) volleyball rules, which are significantly different for all.
- Key points about FIVB rules should be outlined out in the Tech Package
- There are even many exceptions to FIVB rules, that should be stated in the tech package. (substitution rules, libero, free space, uniforms etc.)

TRANSPORTATION AIR & GROUND

- Excellent ground travel (to-from the airport)
- Air travel was very good

SPORT SCHEDULE

- Needs to be better thought out. Format this year was really un-balanced and seemed thrown-together
- I had asked for a copy of the schedule in December and was told "there's nothing yet". I asked again in late January and was again told "there's nothing yet". A couple weeks before the games official start, I get a copy of the schedule. I noticed many issues and requested changes, but was told it was too late.
- Apparently, the original draft of the schedule was sent to a select few people in August, prior to the AWGs. That draft showed "team A vs team B". It needs to show the team/contingent names so the teams have something concrete to look at and constructive to provide feedback on.

- This year, there were 4 days of round robin play. Boys started Monday and Tuesday with 9am games. Girls started Wed and Thur with 9am games. There were 6 teams in each gender/category. No way NWT boys should have played at 9am both days (Mon AND Tues) and Greenland girls should also have not have had to start Wed AND Thur with 9am games.
- Also, boys match ended round robin play on the Thursday and then the 9am match was a boy's semi-final game. Standard practice at all volleyball events, from just local elementary school tournaments all the way up to the Olympics is to have female semis, then men's...female bronze then men's...female gold, then men's. This event had the opposite.
- All of this leads me to believe the schedule was prepared by someone who didn't have any idea about volleyball schedules. In the future, it should be prepared by the sport governing body of the host and then get it signed-off by the respective coaches of each contingent.

MISCELLANEOUS

- Security at the showers consisted of a single person sitting in their truck. Not checking id's
- One evening, I went to have a shower and someone had defecated in one of the stalls. Having security inside the unit, recording the names/times of users and regular checks of the facilities could have eliminated that from happening or at least allowed officials to figure out who it might have been.

Cross Country Skiing

VENUE

Well set up, convenient and well organized. Waxing facilities not optimal but workable (no ventilation, meaning any fluorinated waxing needed to be done outside).

ACCOMMODATIONS

No issues –boys lodging with speedskaters was great as the sports were on the same schedule. Girls had room to themselves which is ideal.

CAFETERIA

Ingredient listings were needed – some athletes couldn't eat the first few days due to dietary restrictions and not being able to tell what meals had gluten, dairy or egg in them.

TECHNICAL PACKAGE

Was missing section on sprints which led to a long, unnecessarily protracted coaches meeting

Originally had race schedule set for four straight days of racing, with no rest. Amended to include a rest day, which should be incorporated into future packages.

The short race distances for the midgets should be lowered to 2.5km or 3.5km (down from 5km, also raised at sport technical meeting)

TRANSPORTATION AIR & GROUND

Not ideal having to travel 6 hours for opening ceremonies the day before competition. Several athletes weren't feeling well and had to make the trip, which impacted their performance the next day.

Travel within Fort Smith was excellent after the first day, when a few hiccups occurred with bussing. Coaches being able to access the motor pool was amazing.

SPORT SCHEDULE

Schedule was good, once amended. The technical package originally listed racing four days straight with no rest. Amended rest day was inserted on Wednesday, as has been done at previous games.

MISCELLANEOUS

The Fort Smith Ski Club did a phenomenal job putting on a week of racing.

Forcing athletes to attend the opening ceremonies negatively affected their performance in the following day's race. This would have been exacerbated had the race start not been delayed. Due to a late arrival and confusion over whether athletes were permitted to ski on Saturday, athletes did not have much of a chance to ski the course on Sunday, nor did coaches have adequate time to test wax and make decisions for how to prepare the skis.

Wrestling

ACCOMMODATIONS

- Mission staff was great and could provide lunches on competition day
- Portable showers were kept very clean

SPORT SCHEDULE

- Although wrestling was sharing the venue with gymnastics, it would have been better to have the Inuit style wrestling the day after freestyle was done. It only takes 2-3 hours.
- The 2 competitions (freestyle and Inuit style) were too spread out for a Weight-Specific sport.

MISCELLANEOUS

- Very organized with great volunteers, amazing games!
- Thank you, Team NWT, 😊

Transportation

- We incorporated a strategy to work with our sponsor airline right from the time that our contract to run the games was awarded. This alleviated a lot of unknowns as they could forecast charter costs for the games so that we could set aside necessary funds without going over.
- The TSOs need to be more accountable on the selection of their teams and as such a timeline should be implemented when it comes to travel for the games. A deadline date should be provided to the TSOs and AWG coaches to when all travel requests must be submitted, including anyone not coming back on the charter. Any changes made after this deadline date would be subject to an administration fee, including any related change fees from the travel agency. All these charges would be billed back to the TSO and they can sort out reimbursement from their members. Sport North was hit with a lot of unnecessary fees due to people constantly changing and then cancelling their tickets. Sport North was still taking request for changes the week of the games, and that is unnecessary – TSOs should be better organized than that! Whomever; needs to have that info at minimum 2 months outside the games, but 3 months would be better.
- It also needs to be very clear in the handbook what is covered if people are driving, gas receipts or mileage.
- There needs to be a “positioning policy” created for those participants in remote communities, what is being covered for them to get to a main community to travel.

- The better job we do in getting athletes from the communities the more cost it involves. Our positioning costs were huge and if we didn't schedule a charter from the Inuvik along with Yellowknife, we surely would have had cost overruns in positioning of athletes.
- We did have several seats available on our charters coming over which we were able to allocate to media and officials.

Team Selection Process

Despite all the challenges we face in conducting our team selection process through a Territorial Trials, the benefits greatly outweigh the negatives. They are as close to a Territorial games that we have in the NWT and the largest athlete development events we host every two years. Politically this event justifies the expenditures we allocate to the games, as has been pointed out to us many times by these same politicians. The ROI for these events probably ranks first in all the sport and recreation programs and events we deliver in the sport and recreation sector.

We built on the team selection process we implemented the last games which continued to give us significant representation from the smaller communities *p/s note: surprising as the numbers go down significantly when we host the AWG as the location is not as exotic when it is out of the NWT* along with cutting costs and making our selection process a bit more efficient:

- Increasing Territorial Trial #s to allow for more regional/community athletes to participate at that level;
- Contracting four Regional Coordinators that were accountable to the organization in administering their designated regions;
- Access to charters and hotel sponsors provided us cost efficiency
- Hosting criteria needs to be looked at more thoroughly as Yellowknife our largest Centre does not fulfill its hosting requirements as is provided by the smaller centres. This is probably due to the fact on the continued demands on the same people and venues and because Yellowknife is the most popular venue to conduct some of the trials.

Your Team's Website

- We continue to utilize our website extensively, through the downloading and access of registration forms, notification of deadlines, community, regional and territorial contacts, newsletters, AWG publications etc. One of the more

significant modifications was processing registration payments through our website and we will continue to do upgrades and modifications to make this as seamless as possible. This medium is one of our primary methods in keeping participants informed and updated. We have incorporated some other social media pieces, Facebook, twitter to keep the participants informed and engaged.

Section III

General Comments and Recommendations Related to the Arctic Winter Games International Committee

Executive Summary and Recommendations

- These games in our view were very athlete centred and from our perspective that is the way it should be. The Host Society was very responsive to our concerns though leading up to the games it wasn't as prominent.
- The largest complaints we received were leading into these games but as always happens in the north people step up at the last minute and everything seems to work out.
- We like the strategy of keeping both Opening and Closing ceremonies to a certain time limit. We like the concept of having the athletes marshaled over an extended stage has merit and should be recommended to future Hosts.
- Having the sports housed together should be followed and promoted for future games.
- Remember more accommodating at the beginning of the week is going to alleviate a lot of unnecessary pressure for the remainder of the games.
- Satellite kitchens have more merit than box lunches if planned properly and are more accommodating to the participants competing at the venue they are housed.
- Otherwise a great set of games that everyone should be proud of. Great job everyone!

Arctic Winter Games International Committee

- The recognition of mission staff is always appreciated and having it early in the week is a sound strategy.

- We support the concept of raising the number of mission staff at these games since specific assignments for the benefit of each of the teams are given to a few mission staff i.e. social media, photographer etc. and the burden of carrying for over 350 participants.
- The concept of voting for the Hodgson Trophy online has merit but needs a bit more work in making sure it is fair and equitable for all. Not too confident it is now especially if the gems pro database is the foundation for identifying voting candidates.
- We like the concept of the fair play pins but there must be a better way to distribute them while educating the participants to the aspects of fair play? Couldn't the contingents receive a number of these pins, along with a short presentation on the premise of fair play and the benefits it brings, prior to the games at any of the selection camps and competitions? This would give people a better idea of what these are all about and have them better prepared to hand these out to deserving candidates at the games.
- Circulate the minutes of the Technical meetings to the contingents.
- Continue with the post Games teleconference call to discuss highlights and areas for consideration while it is still fresh in everyone's mind.

Miscellaneous

- Having the Youth Ambassadors from NT and NU seemed to help with the Host Society.
- Having everyone coming in with an open mind and being flexible alleviated any tension or preconceived notions on what to expect from a small two community host.

Customs Process

- Sport North took on the Customs process for the AWG Host Society and involved a lot more work than anticipated. A major reason was the numerous parties involved which changed the conditions and rules daily as everyone had a different angle and demand i.e. Sport North, Canada Border Services Agency, Yellowknife Airport Authorities, Det'on Cho (First Air), Strategic Aviation, Chief Firearms Officer for the NWT, Alaska Airlines, Greenland Airlines, Strategic Bus Lines, Inflight Services, Department of National Defence (DND), RCMP, City of Yellowknife, Seniors Volunteer Group.
- This included months of planning and meetings to ensure the right process was followed, there were many times that the process changed, or that the information

provided changed from one meeting to the next, especially in relation to bringing firearms for biathlon.

- The Federation secured the DND/RCMP Hanger to facilitate the customs process. We were able to access the facility the day before to set up. We rented stanchions, drapery and porta potties. DND provide tables, chairs and benches. It took approximately 1.5 hours to set up the facility, during that time the Customs Agents also set up their equipment.
- We utilized the full size of the hanger, making one side a 'clean side' which was the customs area, and the other side was a holding area, where athletes could get food, lounge around and access the busses.
- To accommodate the size of the teams there were 2 Sport North staff, 5 Customs Agents (2 were locals), 2 Commissionaires, 4 military personal, and approximately 10 additional volunteers.
- Coach buses were utilized to transport athletes from the main terminal to the DND/RCMP Hanger, these busses also transported the teams to Hay River/Fort Smith. The busses were stationed at the Long Lake parking lot until they were needed. Thirteen coach buses were used.
- For the Alaska arrivals, the busses, Sport North staff person and a Customs Agent were met at the airport and escorted onto the tarmac to greet the flight. A Sport North staff person addressed the passengers on the plane to outline the customs process, while the Customs Agent cleared the flight crew, and watched the luggage be offloaded. Once the passengers were loaded onto the bus they were escorted (airport side) to the DND/RCMP Hanger.
- Once arriving at the hangar, the passengers were offloaded and held in the 'clean side' of the hanger while their luggage was offloaded, after which they collected their luggage and went through customs.
- After the passengers were released from customs they could access a boxed lunch/breakfast and water. These meals were provided by Inflight Services, and were delivered to the Hangers prior to each flight arriving. We ordered 680 meals.
- The Customs process for the first Alaska flight went very smooth and it moved quickly, however the process for the Greenland flight and the 2nd Alaska flight was slow. It did not appear that all the agents were working during these times, and they only had two scanners to process all the individuals. We also believe there was a language barrier with the Greenland contingent that added to the process being slow.
- The Greenland flight arrived at the First Air terminal which is very close to the DND/RCMP terminal so the participants could walk over to the hanger. The

luggage was transported over. The Greenland flight was late in arriving, which allowed us to process the 2nd Alaska flight prior to Greenland.

- It was not made clear from the Host what was to happen with the luggage, so there was some confusion on how that was going to be transported. In the end we used the busses to transport most of the luggage and to trailers to transport the equipment.
- Staff arrived at the hanger at 5:00 am, and did not leave until approximately 7:30 pm after the teardown. There were a few small breaks in-between.
- The volunteer seniors group was fantastic, and very eager to help. It was very beneficial to have them there.

ARCTIC WINTER GAMES UNIT INVOLVEMENT SUMMARY

2018 GAMES TEAM Northwest Territories

	Regional Trials	Jurisdictional Trials	Games
Athletes			284
Coaches			52
Mission Staff			16
Sport Officials			19
Total		720	371
Communities Involved		26	18
Aboriginal Athletes Involved		58%	54%
Male Athletes Involved		54%	48%
Female Athletes Involved		46%	52%

2018 Arctic Winter Games Team NT Breakdown

Arctic Sports	Open Male	4
	Open Female	4
	Junior Male	5
	Junior Female	5
	Coaches (Male)	1
	Coaches (Female)	1
	Translator (Female)*	0
		20
	Badminton	Junior Male
Junior Female		2
Juvenile Male		2
Juvenile Female		2

	Coaches (Male)	1
	Coaches (Female)	1
		10
Basketball	Junior Male	10
	Junior Female	10
	Coaches (Male)	2
	Coaches (Female)	1
		23
Biathlon - Ski	Ski - Junior Male	1
	Ski - Juvenile Male	2
	Ski - Junior Female	2
	Ski - Juvenile Female	2
	Coaches (Male)	1
	Coaches (Female)	1
	Translator (Male)*	0
		9
		NWT
Biathlon - Snowshoe	Snowshoe - Junior Male	2
	Snowshoe - Juvenile Male	2
	Snowshoe - Junior Female	2
	Snowshoe - Juvenile Female	2
	Coaches (Male)	1
	Coaches (Female)	1
	Translator (Male)*	0
		10
Cross Country Skiing	Junior Male	3
	Junior Female	2
	Juvenile Male	2
	Juvenile Female	4
	Midget Male	4
	Midget Female	4
	Coaches (Male)	2
	Coaches (Female)	1
	Translator (Male)*	0
		22
Cultural	Junior Co-ed	
	Male	3
	Female	3
	Manager (Male)	0
	Manager (Female)	1
	Translator (Female)*	0
Participants		7

Curling	Junior Male	4
	Junior Female	4
	Coaches (Male)	2
	Coaches (Female)	
		10
Dene Games	Open Male	4
	Junior Male	4
	Junior Female	4
	Juvenile Female	4
	Coaches (Male)	0
	Coaches (Female)	2
		18
		NWT
Dog Mushing	Junior Co-ed	
	Male	1
	Female	1
	Juvenile Co-ed	
	Male	1
	Female	1
	Coaches (Male)	3
	Coaches (Female)	1
	8	
Figure Skating	Junior Female	8
	Coaches (Male)	0
	Coaches (Female)	2
	Translator (Female)*	0
		10
Gymnastics	Junior Female	4
	Coaches (Male)	1
	Coaches (Female)	1
		6
Hockey	Junior Women	16
	Midget	17
	Bantam	17
	Coaches (Male)	5
	Coaches (Female)	1
		56
Futsal	Junior Male	9
	Junior Female	9
	Juvenile Male	9
	Juvenile Female	9
	Intermediate Female	9

	Coaches (Male)	3
	Coaches (Female)	3
	Translator (Male)*	0
	51	
	NWT	
Snowboarding	Junior Male	2
	Junior Female	1
	Juvenile Male	2
	Juvenile Female	2
	Coaches (Male)	1
	Coaches (Female)	1
	9	
Snowshoeing	Junior Male	2
	Junior Female	2
	Juvenile Male	2
	Juvenile Female	2
	Coaches (Male)	1
	Coaches (Female)	1
	Translator (Male)*	0
	10	
Speed Skating	Junior Male	4
	Junior Female	4
	Juvenile Male	3
	Juvenile Female	4
	Coaches (Male)	1
	Coaches (Female)	1
	17	
Table Tennis	Junior Male	2
	Junior Female	1
	Juvenile Male	2
	Juvenile Female	2
	Coaches (Male)	1
	Coaches (Female)	1
	Translator (Male)*	0
	9	
Volleyball	Junior Male	10
	Junior Female	10
	Coaches (Male)	2
	Coaches (Female)	1
	23	
Wrestling		NWT
	Junior Male	4

	Junior Female	0
	Coaches (Male)	1
	Coaches (Female)	1
		6
TOTALS	Athletes	276
	Culture	6
	Coaches/Managers	52
	Translators	0
	Mission Staff	16
	Contingent	352
		NWT

Summary of Revenue and Expenditures

(Please complete separate sheet for regional trials, jurisdictional trials and Games)

<u>REVENUE</u>		<u>EXPENDITURES</u>	
Federal Contribution		Transportation	\$808,600
Territorial/Provincial/State Contribution	\$848,057	Accommodations	Incl. above
Donations	\$41,253	Clothing & Accessories	\$215,000
Athlete Contribution	\$193,756	Facilities	0
Sales		Sport Officials	0
Other (Please specify)		Administration	\$59,466
		Other (Please specify)	0
Total	\$1,083,066	Total	1,083,066



2018 Arctic Winter Games



Handbook

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1. INTRODUCTION

For the Northwest Territories (NWT), athletes/teams are selected for the Arctic Winter Games through the Territorial Trials. Territorial Trials are held to select the individual or team who will represent the Northwest Territories at the Arctic Winter Games. This Handbook will outline the general rules, details of the process, and responsibilities of each organization involved.

2. GENERAL RULES

a. Eligibility

These general rules apply to components of the Arctic Winter Games process where applicable; (Territorial Trials and the AWG).

- Except individuals or teams that have been approved for direct-entry to the Arctic Winter Games by the Chef de Mission, all participants must participate in the Territorial Trials. Where no minimum age limit exists for a division within a sport, an athlete must be within 3 years of the maximum age allowed. A TSO may submit a request to the Chef de Mission for specific age considerations.
- Each athlete/coach must meet individual TSO sport requirements.
- An athlete shall not have competed in, or been selected for, an international competition as a representative of his/her NSO and Canada in that sport within one year of the opening day of the Games. If he/she participates in a national camp he/she is still eligible to compete in the Games.

b. Residency

- Each athlete/coach must be a resident of the Northwest Territories 6 months prior to the Games and continue to reside in the NWT until the completion of those Games.
- Each athlete/coach must register under a single Region (see Appendix # A), which may be either the Region in which they reside or the Region in which they attend school.
- Athletes attending school or university outside of the NWT will be eligible to participate in the AWG process if their permanent residence is within the NWT.
- Exchange students or those individuals on a temporary work visa or who are otherwise temporarily living in their respective Region are not considered residents and therefore ineligible to participate in the Arctic Winter Games process.
- Extenuating circumstances beyond everyone's control will be considered and dealt with on a case by case scenario.
- Proof of residency will be required by athletes/coaches and include:
 1. Copy of Health Care Card;
 2. Letter from school, employer, social services, church or other equivalent acceptable documentation.

c. Registration

- To participate in the AWG process, each athlete, coach, must be a registered member of the Territorial Sport Organization (TSO) and pay the appropriate TSO

- Membership fee, where a TSO exists.
 - All athletes, coaches, must also pay the appropriate Territorial, and AWG fee.
- d. Uniforms
- The Territorial Sport Organizations are responsible for providing field of play uniforms at the Arctic Winter Games. Team NT's official colours are navy, light blue and white.
- e. Alternates
- All TSO's must identify a maximum of five alternates per team/sport from the Territorial Trials. Alternates do not pay the registration fee until they have replaced an athlete.
- f. Refunds
- Refunds of Territorial and AWG fees will be provided to registered participants for the following situations:
- Family or Medical Emergency (must provide proof).
 - Cancellation due to inclement weather.
 - Other requests for refunds will be dealt with by Sport North on a case by case basis.

Refunds will not be provided if a participant is removed from the team due to a Discipline Issue – See Sport North Federation Event Discipline Procedures Policy (Appendix D).

- g. Chaperones
- Individuals or teams with members under the age of 18 years must be accompanied by a coach or chaperone to and from their community to the Territorial Trials. The coach or chaperone must occupy the same accommodations as the athletes and are responsible for their athletes during the entire Territorial Trials process. Where reasonable Sport North will endorse a ratio of 1 chaperone to 8 athletes.

3. TERRITORIAL TRIALS

- a. Eligibility
- An athlete can participate in both Territorial Trials should they not be selected at the first Territorials. All participants identified for Team NT must confirm their position in that sport upon the conclusion of that sport's Territorial Trials, once confirmed they are no longer eligible to participate in further Trials.
 - An alternate athlete identified after the first Territorials can participate in the second Territorial Trials; however, the athlete must decide immediately following the conclusion of the second Territorial Trials what sport he/she will be involved in.
 - Each athlete/coach must meet individual TSO sport requirements.
 - Each TSO can register the maximum number of players/coaches per region as

- indicated in the respective AWG technical package (visit [the AWG 2018 website](#)).
- A TSO may submit a request to the Chef de Mission for additional players & coaches to attend the Territorial Trials.

b. Registration

The registration fees are set by Sport North and collected by the Regional Coordinator.

Territorial Trial Registration Fee - \$100.00 per coach/athlete/sport – payable to Sport North.

All athletes, coaches & chaperones, participating in the Territorial Trials must be registered by November 23^d for the December Trials & January 4th for the January Trials.

c. Dates & Location

The TSOs must indicate to Sport North by June 1st of the year preceding the Games whether they will host their Territorial Trials either in December, of the year preceding the Games, or in January in the year of the Games.

In cases where the health and safety of athletes are involved, or for logistical reasons, Sport North will permit Territorial Sport Organizations to conduct their Trials at a date agreeable to all concerned parties.

d. Transportation

- Sport North coordinates transportation for all athletes, coaches, and chaperones.
- Sport North will not be responsible for travel costs of any Team NT participant who misses the departure travel arrangements to and from the Territorial Trials.

e. Accommodation & Facilities

- Accommodation will be arranged by the Host Community (via the TSO) in consultation with the Regional Coordinator for all athletes, coaches and chaperones.
- Coaches and chaperones must reside in the same residence as their athletes. Host community (via the TSO) is responsible for scheduling and paying for facilities.

f. Meals

- Each participant is responsible for their own meals.
- The Host Community will arrange meals in circumstances where there are no restaurants available and provide them either for free or at a nominal fee to all athletes, coaches, and chaperones.

- g. Officials
- The TSOs are responsible for identifying officials and paying their game fees/honoraria.
 - Sport North will provide transportation for all officials within the NWT.
 - The host community (via the TSO) will be responsible for officials' meals and accommodations.

4. ARCTIC WINTER GAMES

- a. Eligibility
- Each athlete and coach can only compete in one sport.
 - Athletes must have been registered in the same sport and age category at the Territorial Trials to be eligible to compete at the Arctic Winter Games as an athlete or alternate in that sport.
 - Each athlete/coach must meet individual sport requirements.
 - All Coaches, chaperones, and Mission Staff are required to submit a Criminal Records Check by the AWG registration deadline on February 10, 2018.

- b. Registration
All Team NT participants must be registered online and payment made to Sport North by February 10th.

AWG Registration Fee \$350.00 per participant – payable to Sport North

After Deadline \$400.00 per participant – payable to Sport North

- c. Dates & Location
The Arctic Winter Games will take place March 17-24, 2018 in Fort Smith/Hay River, South Slave Region.

- d. Team Size
Each sport is allowed the maximum team size as indicated in the technical package.

- e. Transportation
Sport North will provide transportation for all athletes, coaches, and chaperones that comprise Team NT. Sport North will not be responsible for expenses incurred for transportation by players, coaches, chaperones, or cultural delegates who travel by means other than designated by Sport North. Coaches and chaperones must travel with their teams to and from the Games.

Sport North will not be responsible for travel costs of any Team NT participant who misses the departure travel arrangements to and from the AWG's (charter or scheduled flight that has been arranged for Team NT).

f. Accommodation & Meals

The AWG Host Society will provide accommodation and meals for all AWG participants. All athletes, coaches, chaperones, and cultural delegates must occupy the accommodation provided by the Host Society.

g. Officials

The AWG Host Society will coordinate logistics (travel, accommodation and meals) for all sport officials for the Arctic Winter Games.

5. ADDITIONAL RESPONSIBILITIES

The following section outlines responsibilities that are not previously mentioned in the Handbook.

a. Sport North

- Promote the Arctic Winter Games within the Northwest Territories.
- Identify Regional Coordinators to assist with the delivery of the AWG process.
- Approve competition sites and coordinate transportation arrangements for Territorial Trials.
- Approve the final selection process (camp or competition), appeals mechanism, and neutral evaluators provided by TSO.
- Coordinate transportation for athletes, coaches, chaperones, cultural delegates and Mission Staff of Team NT to and from the Territorial Trials and the Games.
- Liaise with the Arctic Winter Games International Committee and the Host Society respecting all arrangements affecting Team NT.
- Select Mission Staff.
- Operate a Mission Office during the Games.
- Account for all funds under its charge.

b. Regional Coordinators

- The Regional Coordinator is the liaison and contract person for Sport North in their respective Region. Their duties include:
 - Report to and take direction from the AWG Chef de Mission on all aspects of the Arctic Winter Games process.
 - Update their respective communities on all aspects of the Arctic Winter Games.
 - Maintain a close working relationship with Host Community, TSO's, and Sport North, to ensure that all parties are properly informed of all developments.

- Oversee the program logistics of the Territorial Trials.

c. Host Community / Local Organizing Committee

- Maintain a liaison with all local authorities (i.e. Council, Recreation Committee, Education Board, community and school staff) to ensure support and assistance.
- Book facilities and ensure access to all competition venues.
- Assist the Territorial Sport Organizations (TSO) and/or AWG Regional Coordinator with securing locally available equipment.
- Facilitate all necessary logistics with local authorities.
- Provide accommodation (via schools/community centers) for the duration of competition. Teams that book accommodations other than what the host provides will do so at the team's expense. In addition, the team must notify the host if private accommodations are going to be used.
- Provide official's accommodation and meals in consultation with the TSO.
- Provide a meal package if there are no commercial restaurants available in the community. The cost for the meal package will be the responsibility of each participant or free of charge.
- Responsible for the cost of rental facilities.
- Oversee the Territorial Trials.
- Identify instructors and pay for their game fees & honorarium.
- Ensure the equipment necessary for competitions is available.
- Ensure all athletes registered for Territorial Trials are affiliated with their TSO.

d. Territorial Sport Organization (TSO)

- Advise the AWGIC through the Chef de Mission on all technical aspects relating to their sport.
- Oversee the sport selection at the Territorial Trials in consultation with Sport North.
- Ensure the equipment necessary for competitions is available at the Territorial competition sites in consultation with Sport North.
- Develop a camp schedule.
- Provide registration forms - preferably electronic version - to ensure that all participants are properly affiliated with their respective Sport prior to the Territorial Trials.
- Provide a copy of their Team Selection Policy, Discipline Policy and Appeals Policy to Sport North 6 months prior the Arctic Winter Games.

6. REGIONAL COORDINATORS

MAJOR DUTIES:

Territorial Trials

- To collect all registration fees for participants who have qualified for the Territorial Trials and remit these funds to Sport North.
- To assist Sport North with all participant transportation arrangements.
- To assist the communities with their hosting responsibilities.
- To assist the Territorial Sport Organizations with their responsibilities.

- To relay results on a regular basis.

Games

- To coordinate the distribution of Team NT walk-out uniforms to the athletes and coaches for the Games within their region.
- To assist Sport North with all transportation and accommodation arrangements.

After the Games

- Submit a comprehensive report to Sport North within thirty (30) days after the completion of the Games.

APPENDIX A

REGIONAL COORDINATORS

<p>Mackenzie & South Slave Region</p> <p>Val Gendron – Fort Simpson</p> <p>Email : pillingmrtv@gmail.com</p> <p>Jeff O'Keefe – Fort Smith</p> <p>Email : jeff.nwt@gmail.com</p>	<p>Yellowknife Region</p> <p>Bill Othmer</p> <p>Box 11089</p> <p>Yellowknife, NT X1A 3X7</p> <p>Tel: (867) 669-8339</p> <p>Fax: (867) 669-8327</p> <p>Email: bothmer@sportnorth.com</p>	<p>Beaufort Delta & Sahtu Region</p> <p>Colin Pybus</p> <p>Box 1339</p> <p>Inuvik, NT XOE OTO</p> <p>Tel: (867) 678-5465 / 905-401-4675</p> <p>Fax: (867) 777-2850 /</p> <p>Email: colinpybus@gmail.com</p>
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COMMUNITIES BY REGION

SOUTH SLAVE REGION

Fort Smith
Hay River

BEAUFORT DELTA REGION

Aklavik
Fort McPherson
Inuvik
Paulatuk
Sachs Harbour
Tsiigehtchic
Tuktoyaktuk
Ulukhaktok

MACKENZIE REGION

Behchoko	Kakisa Lake
Dettah/N'Dilo	K'atlodeeche
Enterprise	Lutsel K'e
Fort Liard	Nahanni Butte
Fort Providence	Trout Lake
Fort Resolution	Wekweeti
Fort Simpson	Wha Ti
Gameti	Wrigley
Jean Marie River	

SAHTU REGION

Colville Lake
Deline
Fort Good Hope
Norman Wells
Tulita

YELLOWKNIFE REGION

Yellowknife

Appendix B - 2018 Arctic Winter Games Age Categories

Athletes must be within three years of the age requirement where no minimum age limit exists. A TSO may submit a request to Sport North for specific age considerations relevant to its Sport.

SPORT	CATEGORY	AGE REQUIREMENT
Arctic Sports	Open M/F Junior M/F	Junior Male: Born in 1999 or later Junior Female: Born in 1999 or later
Badminton	Junior M/F Juvenile M/F	Junior Male: born in 1997 or later Junior Female: born in 1997 or later Juvenile Male: born in 2000 or later Juvenile Female: born in 2000 or later
Basketball	Junior M/F	Junior Male & Female: Born in 1997 or later. Athletes participating in Post-Secondary school basketball programs are ineligible.
Biathlon - ski	Junior M/F Juvenile M/F	Junior Male Born in 1997, 1998, 1999 or 2000 Junior Female Born in 1997, 1998, 1999 or 2000 Juvenile Male Born in 2001 or later Juvenile Female Born in 2001 or later
Biathlon – snowshoe	Junior M/F Juvenile M/F	Junior Male Born in 1997, 1998, 1999 or 2000 Junior Female Born in 1997, 1998, 1999 or 2000 Juvenile Male Born in 2001 or later Juvenile Female Born in 2001 or later
Cross Country Ski	Junior M/F Juvenile M/F Midget M/F	Junior Males: Born in 1998 and 1999 Junior Females: Born in 1998 and 1999 Juvenile Males: Born in 2000 and 2001 Juvenile Females: Born in 2000 and 2001 Midget Males: Born in 2002 and 2003 Midget Females: Born in 2002 and 2003
Dene Games	Open Male Junior M/F Juvenile Female	Open Male No age restriction Junior Female Born in 1996 or later Junior Male Born in 1996 or later Juvenile Female Born in 2000 or later
Hockey	Bantam Junior Female	Bantam: born in 2001 or later Junior Female: born in 1997 or later
Futsal	Intermediate Female Junior M/F Juvenile M/F	Female Intermediate 1998 or later Junior Male 2000 or later Junior Female 2000 or later Juvenile Male 2002 or later Juvenile Female 2002 or later
Snowboarding	Junior M/F Juvenile M/F	Junior Male: Born in 1997 or later Junior Female: Born in 1997 or later Juvenile Male: Born in 1999 or later Juvenile Female: Born in 1999 or later
Snowshoeing	Junior M/F Juvenile M/F	Junior Male & Female: Born in 1997 or later Juvenile Male & Female: Born in 2001 or later
Table Tennis	Junior M/F Juvenile M/F	Junior Male & Female born in 1998 or later Juvenile Male & Female: born in 2001 or later
Volleyball	Junior M/F	Junior Male: born in 1997 or later Junior Female: born in 1997 or later
Wrestling	Junior M/F	Junior male/female: Born in 1998, 1999, or 2000.

Appendix C

Territorial Trial Sites & Dates

December 10-12, 2017

Sport	Trial Date	Trial Site	Trial Contact
Basketball	Dec. 7-9	Yellowknife	Basketball NWT www.bnwt.ca
Biathlon – Ski	Dec. 7-9	Hay River	NWT Biathlon Association www.nwtbiathlon.com
Biathlon – Snowshoe	Dec. 7-9	Hay River	NWT Biathlon Association www.nwtbiathlon.com
Cross Country Ski	Dec. 7-19	Yellowknife	NWT Ski Division www.nwtski.com
Bantam Hockey	Dec. 7-9	Inuvik	Hockey NWT
Female Hockey	Dec. 7-9	Fort Smith	Spider Jones – (867) 669-8329 spider@sportnorth.com
Futsal	Dec. 7-9	Yellowknife	NWT Soccer Association www.nwtkicks.ca
Volleyball	Dec. 7-9	Yellowknife	NWT Volleyball Association www.nwtvolleyball.ca

Sport	Trial Date	Trial Site	Trial Contact
Arctic Sports	Jan. 17-20	Inuvik	Traditional Sports Assoc. Donald Kuptana Donald_Kuptana@gov.nt.ca
Badminton	Jan. 17-20	Yellowknife	NWT Badminton Association www.nwtbadminton.ca
Dene Games	Jan. 17-20	Fort Smith	Traditional Sports Assoc. Peter Daniels

			Peter_Daniels@gov.nt.ca
Snowboarding	Jan. 17-20	Fort Smith	NWT Boardsport Association www.nwtboardsport.com
Table Tennis	Jan. 17-20	Fort Smith	NWT Table Tennis Assoc. Thorsten Gohl thor@ttcan.ca
Wrestling	Jan. 17-20	Yellowknife	NWT Wrestling Assoc. dreid@mail.ycs.nt.ca
Snowshoeing	Jan. 17-20	Inuvik	Traditional Sports Assoc. Jeffery Amos JAmos@inuvialuit.com

Appendix D

SPORT NORTH FEDERATION

EVENT DISCIPLINE PROCEDURES

1. DEFINITIONS

1.1 The following terms have these meanings in this Procedure:

- a. "Event" – A Sport North Federation-sponsored event.
- b. "Participant" - anyone participating in the Event including, but not limited to: athletes, coaches, officials, chaperones, cultural representatives, and mission staff.
- c. "Athlete's Village" - any area that has been designated by the Sport North Federation or a host community/society for Participants to stay at including, but not limited to: schools, hotels, motels, dormitories, apartments, and billets.
- d. "Territorial Sport Organization" – an affiliated member of the Sport North Federation
- e. "Anti-Doping Campaign" – a campaign designed by the Canadian Centre for Ethics in Sport (CCES).
- f. "Fair Play Initiative" – an initiative that is based on respect for others and respect for the institution of sport.
- g. "Minor" – an individual who has not yet reached the age of majority as defined by the applicable legislation in the jurisdiction in which the Event is being held.
- h. "Minor Infraction" – an infraction that is less serious than a major infraction and that is subject to informal discipline by a Head Coach.
- i. "Major Infraction" – an infraction of the most serious nature that is subject to discipline by the Discipline Committee.
- j. "Head Coach" – the coach who is responsible for the athlete at the time of the alleged infraction
- k. "Discipline Committee" – a three-person committee appointed by the Sport North Federation that is responsible for the discipline of all major infractions at the Event. The Discipline Committee consists of the Assistant Chef-de-Mission (who shall serve as Chair), the mission staff member assigned to the sport, and one other mission staff member appointed by the Chair.
- l. "Representative" – an individual permitted to advise and support an athlete who has been accused of a minor or major infraction.

2. PURPOSE

- a. The Sport North Federation is committed to providing a game environment in which all participants at a Sport North Federation-sponsored Event are treated with respect. This procedure outlines how participants shall be disciplined during an Event.

3. SCOPE AND APPLICATION

3.1 This Procedure will be applied to Sport North Federation-sponsored Events including:

- a. Canada Winter/Summer Games
- b. Western Canada Summer Games
- c. NWT Winter/Summer Games
- d. Arctic Winter Games (including Regional Development and Territorial Trials)

3.2 This Procedure only applies to disciplinary matters during Events. It does not apply to disputes, selection processes, appeals, or conduct and discipline that occurs outside of an Event.

4. STANDARD OF CONDUCT

4.1 It is expected that all Participants will fulfil their roles and responsibilities as outlined in this Procedure. Participants who fail to comply will be subject to disciplinary action.

4.2 Participants (along with the Participant's parent or guardian if the Participant is a minor) are required to sign the Participant Agreement (**Appendix A**).

4.3 Participants are expected to conduct themselves always in a sportsmanlike and responsible manner. This includes ensuring they are informed and understand the expectations of conduct as outlined in this Procedure as well as any expectations of conduct endorsed by their Territorial Sport Organization. This standard of conduct is expected of Participants always during Sport North Federation-sponsored Events.

Respect for Others

4.4 The Sport North Federation is committed to providing a safe, harassment-free environment where all team members are treated with respect and which is conducive to maximal performance by each Participant. This commitment includes providing equal opportunities and prohibits discriminatory practices. All Participants will refrain from comments or behaviours which are disrespectful, offensive, abusive, racist, or sexist.

Ceremonies and Official Team NT Functions

4.5 Participants must attend the Games and Sport Opening and/or Closing Ceremonies as well as all official Team NT functions in their full Team NT walkout uniform.

Residence

4.6 All athletes, their coaches, managers and chaperone(s) must reside in the area designated by the Sport North Federation, such as an Athletes' Village, in the rooms they are assigned.

Curfew

4.7 Participants who reside in the Athletes' Village must adhere to the curfew that has been established by the Sport North Federation or the host community/society. This includes a specified quiet time and lights out

time. Coaches may set an earlier curfew.

Drugs, Doping Penalties and Fair Play

- 4.8 The Sport North Federation and all other Games' Councils and Committees strongly embrace the Fair Play Initiative, and unequivocally oppose cheating, which includes the use of substances and methods banned by National Sport Organizations and the Canadian Centre for Ethics in Sport.
- 4.9 The Sport North Federation recognizes and adapts the Canadian Policy on Penalties for Doping in Sport (endorsed by the Canadian Centre for Ethics in Sport, and adopted by Fitness and Amateur Sport and the National Sport Organizations) and will honour suspensions of athletes or others determined to have committed doping or doping-related infractions. Therefore, any person under suspension by their National or Territorial Sport Organization shall be ineligible to participate in Sport North Federation-sponsored Events until the suspension has been lifted by the NSO or TSO.

Alcohol and Tobacco

- 4.10 Athletes shall not consume alcohol, nor use any tobacco products, including snuff, at any time during the Event or during travel to or from an Event. Minors found possessing any alcohol or tobacco products will have these items confiscated, and will be subject to further discipline.
- 4.11 Adults shall not consume alcohol in the designated Athletes' Village, nor shall they be under the influence of alcohol at any time they are performing their official duties during the Event.
- 4.12 Adults shall refrain from smoking in the designated Athletes' Village, at all Events, functions, and competition sites.

5. **INFRACTIONS**

5.1 Breaches of the Standard of Conduct in this Procedure are divided into two types: minor infractions and major infractions. Minor infractions by athletes are dealt with informally by the Head Coach. Minor infractions involving coaches, managers, chaperones and mission staff, as well as Major infractions involving any member of Team NT, are dealt with more formally by the Discipline Committee.

5.2 Examples of **minor infractions** include, but are not limited to:

- a. use of tobacco products, including snuff, by minors
- b. use of tobacco products by adults in the designated Athletes' Village, at all Events, functions, and competition sites
- c. disturbance or disruption after quiet time in the designated Athletes' Village
- d. disrespectful, offensive, abusive, racist or sexist comments or behaviour
- e. unsportsmanlike conduct such as arguing
- f. being late for, or absent from, activities or functions
- g. failing to follow the dress code for official functions
- h. other similar infractions of minor severity

5.3 Examples of **major infractions** include, but are not limited to:

- a. unsportsmanlike conduct such as fighting
- b. curfew violations
- c. repeated disturbances or disruptions after quiet time in the designated Athletes' Village
- d. repeated or gross display of disrespectful, offensive, abusive, racist or sexist comments or behaviour
- e. repeated lateness for, or absence from activities or functions
- f. bringing disgrace to Team NT or any Event
- g. use of alcohol by a minor at any time
- h. use of alcohol by an adult within the designated Athletes' Village, or being under the influence of alcohol

- while performing official duties as a Participant at an Event
- i. intoxication
- j. activities or behaviour which disrupts competition
- k. pranks, jokes or other activities which endanger the safety of others
- l. criminal activities
- m. betting or gambling
- n. other similar infractions of major severity

6. DISCIPLINE PROCESS

Incident Reporting

- 6.1 Incidents that potentially violate the Standard of Conduct, per section 4 of this Procedure, should be reported to the Mission Desk in the form of an Infraction Report (**Appendix B**). The individuals receiving the report of the alleged incident shall use their discretion to determine if the incident should be classified as a minor infraction (and referred to the Head Coach for disciplinary action) or as a major infraction (and referred to the Chef-de-Mission for action by a Discipline Committee).
- 6.2 Head Coaches who receive Infraction Reports directly should still report the incident to the Mission Desk to confirm that it is a minor infraction and not a major infraction. Head Coaches found to have not reported incidents may themselves be considered to have committed an infraction by virtue of an intentional omission.

Discipline Procedure

- 6.3 All minor infractions will be referred to the Head Coach. The Head Coach will decide on the appropriate disciplinary sanctions in accordance with the guidelines outlined in this Procedure. In determining discipline, the coach shall give the individual being disciplined an opportunity to respond to the allegations. Minor infractions, and corresponding sanctions, will be documented using the Discipline Decision (**Appendix C**), and a copy of this completed decision shall be provided to mission staff.
- 6.4 All major infractions shall be reported to the Chef de Mission. During an Event, the infraction must be reported using the Infraction Report Form (**Appendix B**) to the Mission Desk or, if this is not possible, to any member of the Mission Staff.
- 6.5 The Participant alleged to have committed a major infraction will be advised of the procedures in this Procedure, and of the right to consult with a Representative, a parent/guardian (if the Participant is a minor), and/or legal counsel. The Participant alleged to have committed the infraction will also have an opportunity to submit a written response.

Hearing

- 6.6 As soon as possible after the incident is reported, the Discipline Committee at the Event shall convene a hearing. The hearing shall be governed by such procedures as the Discipline Committee sees fit, provided that the following principles are observed:
- a. the individual shall be given reasonable notice of the hearing and shall have an opportunity to address the Discipline Committee
 - b. the individual may be accompanied by a Representative, or any other adviser including legal counsel
 - c. the hearing shall be held in private
 - d. the presence of witnesses to the incident may be requested
- 6.7 The Discipline Committee shall determine appropriate sanctions in accordance with section 7 of this policy. The Committee's decision shall be communicated to the individual in writing, with reasons, using the Discipline Decision (**Appendix C**) and shall take effect immediately. A copy of the Discipline Committee's decision shall also be provided to the Chef-de-Mission.

7. SANCTIONS

- 7.1 The following sanctions may be applied, singly or in combination, for minor infractions:
- a. earlier curfew
 - b. verbal or written reprimand
 - c. formal verbal apology (witnessed)
 - d. formal written apology (hand-delivered)
 - e. suspension from the next scheduled competition(s) at the Event
 - f. other sanctions as may be considered appropriate by the Head Coach
- 7.2 The following sanctions may be applied, singly or in combination, for major infractions:
- a. revocation of Team NT clothing
 - b. removal of certain Team NT or Athletes' Village privileges
 - c. removal of return travel privileges
 - d. removal from a portion of the Event
 - e. expulsion from the Event
 - f. other sanctions as may be considered appropriate by the Discipline Committee
- 7.3 If the Discipline Committee determines that the major infraction may warrant criminal charges, it shall report the incident to the police.
- 7.4 Incidents which involve several team members, whether they are minor or major infractions, may result in the entire team receiving disciplinary sanctions.
- 7.5 Any sanction, whether for minor or major infractions, may be appealed under the Sport North Federation's Appeal Policy.
- 7.6 Further disciplinary action may be taken after the event by the Sport North Federation and may involve suspension from future Events.
- 7.7 After the Event, the Chef-de-Mission shall submit all Infraction Reports and Discipline Decisions to the Sport North Federation.

8. POST-EVENT DISCIPLINE

- 8.1 Upon receiving and reviewing all Discipline Decisions, the Sport North Federation may determine that further sanctions are necessary. While investigating the incident(s), the Sport North Federation will follow the following procedure:
- a. Collect and consider any reports of the incident and any evidence
 - b. Determine if the infraction was of such a serious nature that further discipline should be applied beyond the sanctions applied during the event
 - c. Establish a three-person Hearing Tribunal that consists at least one Sport North Federation Board Member
 - d. Invite written or oral comments from the disciplined Participant and from other parties or individuals, as necessary
 - e. Determine additional sanctions which can only include the following
 - f. Recommendation to the Participant's TSO that the Participant face discipline according to the TSO's policies and procedures, and/or;
 - g. Ineligibility from Sport North Federation-sponsored Events for a period determined by the Hearing Tribunal.
- 8.2 If the Hearing Tribunal declares the Participant ineligible from future Sport North Federation-sponsored Events, this decision may be appealed under the Sport North Federation's Appeal Policy.

9. CONFIDENTIALITY

9.1 All communication of disciplinary matters to outside parties shall be handled by a Sport North Federation representative. Every effort will be made to keep the investigative process, including all information and written documents, confidential.

9.2 All individuals involved in a disciplinary matter, including the individual being disciplined, shall refrain from disclosing the details of the matter to outside parties.

**SPORT NORTH FEDERATION
PARTICIPANT AGREEMENT**

PARTICIPANT CLOTHING AGREEMENT

My name is _____, my TSO is _____, and I acknowledge having read and understand that as a Participant for a Sport North Federation-sponsored Event, I hereby accept the clothing provided and agree to follow the dress code.

The clothing provided remains the property of Team NT during the Event, but if no sanctions are levied upon me by the conclusion of the Games, the clothing becomes my property.

SIGNATURE

DATE

PARTICIPANT CONDUCT AGREEMENT

"I acknowledge and agree that I have read and understood this Event Discipline Procedure as published at www.sportnorth.com and that I agree to abide by the rules and regulations set out therein as well as the rules and regulations set down by Team NT & the Host Society."

"I understand that I am subject to being photographed by Games organizers and I agree to release my name and any photos to the Sport North Federation for marketing purposes."

Date:

Name of Participant:

Signature of Participant:

Name of Parent/Guardian (if the Participant is a Minor):

Signature of Parent/Guardian (if the Participant is a Minor):

APPENDIX D

SPORT NORTH FEDERATION

CONDUCT AND DISCIPLINE CODE

A. Introduction

The *Conduct and Discipline Code* applies to all Sport North sponsored events. Sport North Sponsored events are:

Canada Winter/Summer Games

Western Canada Summer Games

Arctic Winter Games (includes Regional Development & Territorial Trials)

B. Definitions

For the purposes of this Code

“Participant” – means anyone participating in a Sport North sponsored event. This includes but is not limited to: athletes, coaches, officials, chaperons, cultural representative and mission staff.

“Athletes Village” – means any area that has been designated by Sport North or a host community/society for participants to stay, such as, but not limited to, school(s), hotel(s), motel(s), dormitories, apartments and billets.

“Fair Play Initiative” - means an initiative that is based on respect for others and respect for the institution of sport.

“Anti-Doping Campaign” – means a campaign designed by the Canadian Centre for Ethics in Sport.

“Minor” - means a person who has not yet reached the age of majority as that is defined by the applicable legislation in the jurisdiction in which the event is being held

“Territorial Sport Organization” (TSO) – means an affiliated member of Sport North Federation.

“Discipline Committee” – means a committee developed who is responsible for discipline of all major infractions.

“Appeal Committee” – means a committee developed who is responsible for hearing appeals of disciplinary decisions made by the Discipline Committee.

“Athlete’s Advocate” – means a person who advises an athlete of his/her rights, to provide support and to speak on behalf of the athlete.

"Minor Infraction" - means any infraction that is less serious than a major infraction and is subject to informal discipline by a Head Coach.

"Major Infraction" - means all infractions of the most serious nature and is subject to discipline by the Team NT Discipline Committee.

C. Standard of Conduct

It is expected that all participants will fulfil their roles and responsibilities as outlined in this Handbook. Individuals who fail to comply will be subject to disciplinary action.

Participants are expected to conduct themselves always in a sportsmanlike and responsible manner. This includes ensuring they are informed and understand the expectations of conduct as outlined in this Handbook as well as any expectations of conduct endorsed by their Territorial Sport Organization. This standard of conduct is expected of participants always during Sport North sponsored events.

1. Respect for Others

Sport North is committed to providing a safe, harassment-free environment where all team members are treated with respect and which is conducive to maximal performance of each member. This commitment includes providing equal opportunities and prohibits discriminatory practices. All participants will refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist.

2. Ceremonies and Official Team NT Functions

Team NT participants must attend the Games and Sport Opening and/or Closing Ceremonies as well as all official Team NT functions in their full Team NT walkout uniform.

3. Residence

All athletes, their coaches, managers and chaperone(s) must reside in the area designated by Sport North, such as an Athletes' Village, that is must reside in the rooms they are assigned, as well coaches and chaperone(s) must sleep in the same room as assigned to their athletes.

4. Curfew

Participants who reside in the Athletes' Village must adhere to the curfew that has been established by Sport North or the host community/society. This includes a specified quiet time and lights out time. Coaches may set an earlier curfew if game/event schedules warrant.

5. Drugs, Doping Penalties and Fair Play

Sport North and all other Games' Councils and Committees strongly embrace the concept of Fair Play in Sport, and unequivocally oppose cheating, which includes the use of substances and methods banned by National Sport Organizations and the Canadian Centre for Ethics in Sport.

Sport North will implement Fair Play initiatives and any Anti-Doping Campaign. As such we recognize the Canadian Policy on Penalties for Doping in Sport (endorsed by the Canadian Centre for Ethics in Sport, adopted by Fitness and Amateur Sport and the National Sport Organizations) and will honour suspensions of athletes or others determined to have committed doping or doping related infractions. Therefore, any person under suspension by their National or Territorial Sport Organization shall be ineligible to participate in Sport North sponsored events until the suspension has been lifted by the NSO or TSO.

6. Alcohol and Tobacco

Athletes shall not consume alcohol, nor use any tobacco products, including snuff, at any time during Sport North sponsored events or during travel to or from a Sport North sponsored event. Minors found possessing any alcohol or tobacco products will have these items confiscated, and may be subject to further discipline.

Adults shall not consume alcohol in the designated Athletes' Village, nor shall they be under the influence of alcohol at any time they are performing their official duties during a Sport North sponsored event.

Adults shall refrain from smoking in the designated Athletes' Village, at all Sport North sponsored events, functions, and at competition sites.

D. Discipline Process

1. Levels of Discipline

a. At the Sport North sponsored event, the following levels of discipline will apply:

First Level The coach is responsible for discipline for minor infractions. Under extraordinary conditions, the host community/society / Sport North may take immediate disciplinary action, pending further discipline by Sport North.

Second Level the Discipline Committee is responsible for discipline for all major infractions.

Third Level the Appeals Committee hears appeals of disciplinary decisions, whether at the first or second levels.

Fourth Level Sport North may apply further discipline after the event, either for major infractions, which may have been dealt with at the event or for incidents that may not have been dealt with at the event.

3. Procedures for Discipline

All minor infractions will be reported to the Head Coach. The Head Coach will decide on the appropriate disciplinary sanctions. Minor infractions, and corresponding sanctions, will be documented using the ***Infraction Report Form***, and a copy of this form will be provided to mission staff.

If a person witnesses a minor infraction that is not otherwise reported to the Head Coach, the person should report the infraction to mission staff, who will deal with it informally or determine that it should be dealt with as a major infraction.

The procedure for discipline during a Sport North sponsored event is as follows:

- a. All minor infractions shall be reported to the coach who shall determine appropriate disciplinary sanctions in accordance with the guidelines outlined in this policy. In determining discipline, the coach shall give the individual being disciplined an opportunity to respond to the allegations.
- b. All major infractions shall be reported to the Chef de Mission. During a Sport North sponsored event the infraction must be reported to the Mission Desk, or if this is not possible, to any member of the Mission Staff, using the Infraction Report Form.
- c. The individual being disciplined will be advised of the procedures in this policy, and of the right to consult with an Athlete's Advocate (if the individual is an athlete), a parent/guardian (if the individual is a minor) and/or legal counsel. The individual being disciplined will also have an opportunity to submit a written response, if so desired.
- d. As soon as possible after the incident is reported, the Discipline Committee shall convene a hearing. The hearing shall be governed by such procedures as the Discipline Committee sees fit, provided that the following principles are observed:

- the individual being disciplined shall be given reasonable notice of the hearing and shall have an opportunity to address the Discipline Committee;
 - the individual being disciplined may be accompanied by an Athlete's Advocate, or any other adviser including legal counsel;
 - the hearing shall be held in private;
 - both parties may request that witnesses to the incident be present at the hearing to provide evidence.
- e. The Discipline Committee shall determine appropriate sanctions in accordance with section E of this policy. The Committee's decision shall be communicated to the individual in writing, with reasons, using the *Decision of Discipline Committee Form* and shall take effect immediately. A copy of the Discipline Committee's decision shall also be provided to the Chef-de-Mission.

Procedure for discipline after a Sport North sponsored event

Upon review of the incident report provided by the Chef-de-Mission; Sport North may determine that further sanctions be invoked.

- a. - Sport North may investigate;
- Sport North will consider any reports of the incident as well as evidence;
 - Sport North will establish a Hearing Tribunal if there is sufficient evidence that a hearing is warranted;
 - the Hearing Tribunal will conduct a Hearing and provide their decision in writing, with reasons.

E. Infractions

Breaches of this Code of Conduct are divided into two types: minor infractions and major infractions. Minor infractions by athletes are dealt with informally by the Head Coach. Minor infractions involving coaches, managers, chaperones and mission staff, as well as Major

infractions involving any member of Team NT, are dealt with more formally by the Team NT Discipline Committee.

Examples of ***minor infractions*** which will not be tolerated include but are not limited to:

- use of tobacco products, including snuff, by minors
- use of tobacco products by adults in the designated Athletes' Village, at Sport North sponsored events, functions, or at competition sites
- disturbance or disruption after quiet time in the designated Athletes' Village
- disrespectful, offensive, abusive, racist or sexist comments or behaviour
- unsportsmanlike conduct such as arguing
- being late for, or absent from, Sport North sponsored activities or functions
- failing to follow the dress code for official functions
- other similar infractions of minor severity

Examples of ***major infractions*** which will not be tolerated include but are not limited to:

- unsportsmanlike conduct such as fighting
- curfew violations
- repeated disturbances or disruptions after quiet time in the designated Athletes' Village
- repeated or gross display of disrespectful, offensive, abusive, racist or sexist comments or behaviour
- repeated lateness for, or absence from, Sport North sponsored events, activities or functions
- bringing disgrace to Team NT or any event sponsored by Sport North
- use of alcohol by a minor at any time
- use of alcohol by an adult within the designated Athletes' Village, or being under the influence of alcohol while performing official duties as a participant in a Sport North sponsored event
- intoxication
- activities or behaviour which disrupts competition
- pranks, jokes or other activities which endanger the safety of others
- criminal activities
- betting or gambling
- other similar infractions of major severity

F. Disciplinary Sanctions Applicable at all Sport North sponsored events

1. Minor infractions

The following sanctions may be applied, singly or in combination, for minor infractions:

- earlier curfew
- verbal or written reprimand
- formal verbal apology (witnessed)
- formal written apology (hand-delivered)
- suspension from event, which may include suspension from the next scheduled competition
- other sanctions as may be considered appropriate by the coach
- Further disciplinary action may be taken after the event by Sport North and may involve suspension from future Sport North sponsored events and competitions.
- Incidents, which involve several team members, may result in the entire team receiving disciplinary sanctions.

2. Major infractions

The following sanctions may be applied, singly or in combination, for major infractions:

- revoking Team NT clothing
- removal of certain Team NT or Athletes' Village privileges
- confinement to room in designated Athletes' Village for a prescribed period
- removal from a portion of, or the remainder of the event.
- withdrawal of return travel privileges.
- expulsion from the Games.
- other sanctions as may be considered appropriate by the Discipline Committee
- Further disciplinary action may be taken after the event by Sport North and may involve suspension from future Sport North sponsored events and competitions.
- Incidents, which involve several team members, may result in the entire team receiving disciplinary sanctions.
- Criminal Charges

3. Roles and Responsibilities of Parties Involved

Coaching Staff

The coach shall be responsible for discipline for minor infractions, in accordance with the guidelines for sanctions outlined in this policy. The coach shall keep a written log of all minor infractions in case incidents re-occur or escalate in severity.

Discipline Committee

The Discipline Committee shall be responsible for discipline of major infractions in accordance with guidelines for sanctions outlined in this policy.

The Discipline Committee is chaired by the Assistant Chef-de-Mission and comprised of two Mission Staff.; one who is assigned to the sport, and the other to be identified by the Chair.

Appeals Committee

The Appeals Committee shall hear appeals of disciplinary decisions, from either the individual being disciplined or the Chef-de-Mission.

The Appeals Committee is Chaired by the Chef-de-Mission, and two Mission Staff who were not members of the original Discipline Committee.

If the Chef-de-Mission is the appellant, he/she shall appoint a suitable alternate to serve on the Appeals Committee in his/her place.

Participant's Advocate

A participant, who is the subject of a Disciplinary Committee hearing and/or an Appeal Committee hearing, has the right to be assisted by an Advocate of their choice or as provided by Team NT. The role of the Advocate is to tell the member about his/her rights, to provide support and, if requested, to participate with the member at the scheduled disciplinary hearing. Hearings will not be postponed or rescheduled to accommodate the Advocate.

Sport North

In addition to the above, Sport North will be responsible for discipline after a Sport North sponsored event. This may involve taking further action on incidents that were dealt with during the Sport North sponsored event or dealing with incidents that were not dealt with during the event. This action will involve investigating if necessary, conducting a hearing, deciding(s) and allowing provision for an appeal.

G. Appeals

1. Procedures for Appeal of Discipline Decisions Made at a Sport North sponsored event

- a. The individual being disciplined shall have TWO HOURS from the time of receiving a decision on discipline, whether from a coach or from the Discipline Committee, to launch an appeal.
- b. Likewise, the Chef-de-Mission or coach shall have TWO HOURS from the time of receiving a copy of the decision on discipline to launch an appeal.
- c. The grounds for the appeal must be stated in writing using the *Notification of Appeal Form* and delivered to the Mission desk, or if this is not possible, to any member of Mission Staff
- d. As soon as possible after receiving notification of an appeal, the Appeals Committee shall convene a hearing. The hearing shall be convened by such procedures as the Appeals Committee sees fit, provided that the following principles are observed:
 - the appellant shall be given reasonable notice of the hearing and shall have the opportunity to address the committee;
 - the appellant may be accompanied by a Participant's Advocate or any other adviser including legal counsel;
 - the hearing shall be held in private;
 - the committee may request that witnesses to the incident be present at the hearing to provide evidence.
- e. The Appeals Committee shall have the authority to uphold the decision on discipline, to reverse the decision, and/or to modify any of the recommended disciplinary sanctions.
- f. The decision of the Appeals Committee shall be communicated to the appellant in writing, with reasons, using the *Decision of Appeals Committee Form* and shall take effect immediately.
- g. The decision of the Appeals Committee shall be final and binding, and not open to any further appeal.

2. Procedures for Appeal of Discipline Decisions made after a Sport North sponsored event

Members who wish to appeal a decision shall have 5 business days from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the Executive Director of Sport North. A non-refundable TWO HUNDRED DOLLAR (\$200.00) fee must accompany the appeal.

Any party wishing to initiate an appeal beyond the 5-business day period must provide a written request stating reasons for an exemption to this requirement. The decision to allow, or not allow an appeal outside the 5-business day period shall be at the sole discretion of the Sport North Executive Director.

b. Upon receipt of an appeal:

- Within 3 business days of receiving the notice of appeal, the Executive Director shall decide if there are sufficient grounds for an appeal. In the absence of the Executive Director, a member of the Board of Directors shall perform this function.
- If the appeal is denied based on insufficient grounds, the appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the Executive Director and may not be appealed.
- If the Executive Director is satisfied that there are sufficient grounds for an appeal, he or she shall direct that the President (or designate) establish an Appeals Committee.

3. Grounds for Appeal

Appeals of decisions of discipline made during or after a Sport North sponsored event may be heard only if there are sufficient grounds for the appeal. Decisions will be made on the following basis:

- decision made where the decision makers did not have the authority or jurisdiction as set out in governing documents;
- failing to follow procedures as laid out in the bylaws or approved policies of Sport North;
- failure to follow proper procedures which includes providing a fair hearing;
- making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views;

- failure to consider relevant information or considering irrelevant information in making the decision;
- making a decision for an improper purpose; and/or
- making a decision which was unreasonable.

F. Confidentiality at the Games

All communication of disciplinary matters to outside parties shall be handled by a Sport North representative. Every effort will be made to keep the investigative process including all information, including written documents, confidential.

All individuals involved in a disciplinary matter, including the individual being disciplined, shall refrain from disclosing the details of the matter to outside parties.

Sport North will ensure that the hearing process is open, fair and transparent.

APPENDIX "A"

ATHLETE CLOTHING AGREEMENT

I, _____, acknowledge having read and understand that as a participant for a Sport North sponsored event, I hereby accept the clothing provided and agree to follow the dress code.

The clothing provided remains the property of Team NT and if no sanctions are levied upon the participant after the Games, the clothing becomes the property of the participant.

SIGNATURE

DATE

ATHLETE/PARENT/GUARDIAN CONDUCT AGREEMENT

" I acknowledge and agree that I have read and understood the Sport North Conduct and Discipline Code as published at www.sportnorth.com and that I agree to abide by the rules and regulations set out therein as well as the rules and regulations set down by Team NT, & the Host Society."

"I understand that I will be subject to being photographed by Games organizers and agree to release my name and any photos to Sport North Federation for the purpose of marketing."

Date:

Signature of Participant:

Witness:

Signature of Parent/Guardian:

APPENDIX "B"

COACH/CHAPERON/MISSION CLOTHING AGREEMENT

I, _____, acknowledge having read and understand that as a participant for a Sport North sponsored event, I hereby accept the clothing provided and agree to follow the dress code.

The clothing provided remains the property of Team NT and if no sanctions are levied upon the participant after the Games, the clothing becomes the property of the participant.

SIGNATURE

DATE

COACH/CHAPERON/MISSION CONDUCT AGREEMENT

" I acknowledge and agree that I have read and understood the Sport North Conduct and Discipline Code as published at www.sportnorth.com and that I agree to abide by the rules and regulations set out therein as well as the rules and regulations set down by Team NT, & the Host Society."

"I understand that I will be subject to being photographed by Games organizers and agree to release my name and any photos to Sport North Federation for the purpose of marketing."

Date:

Signature of Participant:

Witness:

APPENDIX "C"

INFRACTION REPORT FORM

Date/Time of Infraction _____ a.m. p.m.
(Date) (Time)

Submitted by (Name): _____ Position: _____

Location of Infraction: _____

Team NT Individuals Involved	Sport(s)
_____	_____
_____	_____
_____	_____

Other Individuals Involved

Description of Incident: (Be objective, concise & accurate. Use more paper if needed)

Names of Any Witnesses:

Province/Territory

Signature: _____

Date: _____

FOR OFFICE USE

Received by: _____

Date & Time Received: _____

Infraction # _____

APPENDIX "D"

DECISION OF HEAD COACH/DISCIPLINE COMMITTEE

INCIDENT REPORT#

DATE OF INCIDENT:

NAME OF INDIVIDUAL INVOLVED:

DISCIPLINARY ACTIONS TAKEN BY HEAD COACH/DISCIPLINE COMMITTEE:

REASONS:

SIGNATURE OF HEAD COACH

OR DESIGNATE:

DATE:

APPENDIX "E"

NOTIFICATION OF APPEAL

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE CHEF-DE-MISSION WITHIN TWO HOURS AFTER ANY DISCIPLINE DECISION HAS BEEN MADE.

INCIDENT REPORT #

DATE OF INCIDENT:

NAME OF INDIVIDUAL INVOLVED:

NAME OF INDIVIDUAL REQUESTING APPEAL:

REASON FOR APPEAL:

SIGNATURE OF INDIVIDUAL REQUESTING APPEAL:

SIGNATURE

DATE:

TIME SUBMITTED TO NWT MISSION DESK:

INITIALS OF CHEF-DE-MISSION:

(The exact time of receipt must be initialed by a member of Team NT's Mission Staff)

APPENDIX "F"

DECISION OF APPEALS COMMITTEE

INCIDENT REPORT #

DATE OF INCIDENT:

NAME OF INDIVIDUAL INVOLVED:

DECISION OF APPEALS COMMITTEE:

REASON FOR DECISION:

SIGNATURE OF CHEF-DE-MISSION:

DATE: