



2012 Arctic Winter Games



Handbook

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1. INTRODUCTION

For the Northwest Territories, athletes/teams are selected for the Arctic Winter Games through the Territorial Trials. Territorial Trials are held to select the team to represent the Northwest Territories at the Arctic Winter Games. This Handbook will outline the general rules, details of each 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; (Regional Development, Territorial Trials and the AWG).

- All participants must be in attendance and participate at the Territorial Trials. Only athletes/coaches, who have participated in a particular sport at the Territorial Trials, will be selected in that sport for the Arctic Winter Games Team. "Exception" - A team or individual who receives a direct entry to the Arctic Winter Games. Exceptions will be reviewed by the Chef de Mission on a case by case scenario.
- Each athlete must be a registered member of the Territorial Sport Organization (TSO) that they will be participating in the Regional, Territorial or AWG level where one exists.
- Athletes must be within three years of the age requirement where no minimum age limit exists. A TSO may submit a request to the Games Committee for specific age considerations relevant to its sport.
- 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 competes in a national camp he/she is still eligible to compete in the Games.

b. Residency

- Each athlete/coach must be a continuous resident of the Northwest Territories **as of August 4, 2011**.
- Each athlete/coach must compete for the Region in which they reside as of the registration deadline. Each athlete/coach can compete in one region only.
- Athletes attending school in a different region in the NWT must choose which region they will represent at the Regional Development (either their home region or school region).
- Individuals who live in a participating region as exchange students or who are on a temporary work visa or who are otherwise temporarily living in the jurisdiction are not considered as residents and are 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 will include:
 1. Copy of Health Care Card;
 2. Letter from school, employer, social services, church or other equivalent acceptable documentation.

NOTE: *NWT Resident Studying Outside the Territories*

1. An athlete attending school or university outside of the Northwest Territories is deemed to be a continuous resident if his/her residence prior to the start of the school year was in the Northwest Territories. He/she will be eligible to compete for his/her region.
2. Athletes from outside the NWT travelling to/from their home region will be responsible for his/her expenses incurred with respect to travel, meals and accommodation, from any point outside the community for Regional Development and Territorial Trials.

c. Registration

- All athletes, coaches and chaperones who wish to participate in the Regional Development and Territorial Trial process **MUST BE REGISTERED WITH THEIR REGIONAL COORDINATOR BY OCTOBER 21, 2011 OR PRIOR TO THE SCHEDULED DEVELOPMENT DATE SELECTED BY THE RESPECTIVE TSO.**
- All athletes and coaches must pay the registration fee and be affiliated members of their Territorial Sport Organization where one exists.

<p><u>Mackenzie and South Slave Region</u> Name: Stephen MacKay Address: 4 Harcourt Place Hay River, NT X0E 0R3 Tel: (867) 874-2445 E-mail: mackay@northwestel.net</p>	<p><u>Yellowknife Region</u> Name: Spider Jones Address: Box 11089 Yellowknife, NT X1A 3X7 Tel: (867) 669-8329 E-mail: spider@sportnorth.com</p>	<p><u>Beaufort Delta and Sahtu Regions</u> Name: Theresa Ross Address: Box 1428 Inuvik, NT X0E 0T0 Tel: (867)777 - 4728 E-mail: bdsrecreation@gmail.com</p>
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d. Uniforms

The Territorial Sport Organizations are responsible for providing field of play uniforms at the Arctic Winter Games. Team NWT's official colours are navy, light blue and white. For the Territorial Trials, each team/participant is responsible to provide their own field of play uniforms and equipment.

e. Substitutions

All TSO's must identify a **maximum** of five alternates per team at the Territorial Trials. In the event that a player from the representative team is unable to attend, the coach, in conjunction with the TSO has the option to select one of the registered alternates. Alternates do not pay the registration fee until they have replaced an athlete.

f. Refunds

Refunds 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
- At Regional Development, refunds will be issued by the Regional Coordinator
- At Territorial Trials and AWG, refunds will be issued by Sport North

Refunds will not be provided if a participant is removed from the team due to a Discipline Issue – See Conduct & Discipline Code (Appendix D).

g. Chaperones

All athletes / teams under the age of 18 years must be accompanied by a coach or chaperone to & from their community to the Territorial Trials Site. The coach or chaperone must occupy the same accommodations as the athletes. The coach or chaperone will be responsible for their athletes during the entire Trials process.

3. REGIONAL DEVELOPMENT

a. Eligibility

- All participants must be registered with their Regional Coordinator.
- An athlete may **register in a maximum of two sports**.
- An athlete may only participate in one age category per sport.
- An athlete may only participate in one region.
- Schedules will not be altered to accommodate conflicts for athletes who choose to participate in two sports.
- The athlete will pay a registration fee for **each** sport entered.
- The participant must be affiliated with the TSO where one exists.
- Athletes (refer to Appendix B) must be within three years of the age requirement of their sport, where no minimum age limit exists. A TSO may submit a written request to the Chef de Mission for specific age considerations relevant to its Sport.
- Only athletes/coaches, who have registered in a particular sport and age category at Regional Development, will be eligible in that sport for the Territorial Trials.

b. Registration

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

Registration Fee \$50.00 per participant/per sport – payable to Sport North

All athletes, coaches and chaperones participating in Regional Development camps must be registered and paid by **October 21**. If Regional Development occurs prior to October 21, athletes/coaches must be registered with Sport North and affiliated with their chosen sport.

c. Dates & Locations

Location and dates of the Regional Development camps are the responsibility of the **TSO's** (in consultation with the Regional Coordinator & Sport North Federation). TSO's are invited to promote their dates and locations additionally on the Sport North website.

d. Regions

The Northwest Territories will be divided into five regions for selection purposes:

1. Mackenzie Region
2. Beaufort Delta Region
3. South Slave Region
4. Yellowknife Region
5. Sahtu Region

e. Transportation

- Athletes, coaches & chaperones are responsible for their own transportation for Regional Development Camps.
- Sport North reserves the right to transport an athlete to a Regional Development Camp.

f. Accommodation & Facilities

- Accommodation will be arranged by the host community in consultation with the Regional Coordinator.
- Coaches/chaperones must reside in the same residence as their athletes.
- Host community is responsible for scheduling & paying for facilities.

g. Meals

- Each participant is responsible for his/her own meals.
- In communities with no restaurant(s); the host community will coordinate meals and provide them at no cost or for a nominal fee to each participant.

h. Instructors

- The TSO's are responsible for identifying instructors and paying their honoraria.
- Sport North will provide transportation within the NWT for two (2) instructors per camp.
- The host community will be responsible for instructors' meal & accommodations.

4. TERRITORIAL TRIALS

a. Eligibility

- All participants must be in attendance and participate at the Territorial Trials. "Exception" - A team or individual who receives a direct entry to the Arctic Winter Games.
- Each athlete/coach can compete for only one region.
- An athlete is allowed to participate in **"TWO SPORTS"**. – **One per Territorial Trial Weekend.**
- Once an athlete selects a position to a final team roster in a sport, he/she will not be allowed to participate in further Trials.
- All other eligibility rules apply.
- Athletes must have been registered in the same sport and age category at the Regional Development camp to be eligible to compete at the Territorial Trials as an alternate in that sport.
- Athletes must be within three years of the age requirement of their sport, where no minimum age limit exists. A TSO may submit a request to the Chef de Mission for specific age considerations relevant to its Sport, (refer to Appendix B).
- Each athlete/coach must meet individual TSO sport requirements.
- Each region can register the maximum number of players/coaches as indicated in the respective AWG technical package (visit www.awg2012.org).
- 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.

Registration Fee \$100.00 per coach/athlete/chaperone – payable to Sport North.

All athletes, coaches and chaperones participating in the Territorial Trials must be registered by **November 14th** for the December 8-11 Trials & **December 21st** for the January 26-29 Trials.

c. Dates & Location

The Territorial Trials will be held December 8-11, with December 8th being a travel day, and January 26-29, with January 26 being a travel day. (refer to Appendix C for sports, dates and location). ***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.***

December 9 – 11, 2011

Sport	Trial Date	Trial Site	Trial Contact
Basketball	Dec. 9-11	Inuvik	Basketball NWT www.bnwt.ca
Biathlon – Ski	Dec. 9-11	Hay River	NWT Biathlon Association www.nwtbiathlon.com
Biathlon – Snowshoe	Dec. 9-11	Hay River	NWT Biathlon Association www.nwtbiathlon.com
Cross Country Ski	Dec. 9-11	Yellowknife	NWT Ski Division www.nwtski.com
Dog Mushing	Dec. 9-11	Yellowknife	NWT Dog Sledding Association
Figure Skating	Dec. 9-11	Yellowknife	Yellowknife Skating Club www.yksc.ca
Bantam Hockey	Dec. 9-11	Hay River	Hockey NWT Spider Jones – (867) 669-8329 spider@sportnorth.com
Midget Hockey	Dec. 9-11	Yellowknife	
Female Hockey	Dec. 9-11	Yellowknife	
Indoor Soccer	Dec. 9-11	Yellowknife	NWT Soccer Association www.nwtkicks.ca
Volleyball	Dec 9-11	Yellowknife	NWT Volleyball Association www.nwtvolleyball.ca

January 27 – 29, 2012

Sport	Trial Date	Trial Site	Trial Contact
Arctic Sports	Jan. 27-29	Inuvik	NWT Arctic Sports tccfinance@netkaster.ca
Badminton	Jan. 27-29	Yellowknife	NWT Badminton Association www.nwtbadminton.ca
Curling	Jan. 27-29	Yellowknife	NWT Curling Association www.nwtcurling.com
Dene Games	Jan. 27-29	Dettah	Sport North www.sportnorth.com
Gymnastics	Jan. 27-29	Yellowknife	NWT Gymnastics Association www.nwtgymnastics.com
Snowboarding	Jan. 27-29	Yellowknife	NWT Boardsport Association www.nwtboardsport.com
Speed Skating	Jan. 27-29	Yellowknife	NWT Speed Skating Association www.nwtspeedskating.ca
Table Tennis	Jan. 27-29	Yellowknife	Sport North www.sportnorth.com
Wrestling	Jan. 27-29	Yellowknife	NWT Wrestling Assoc. dreid@mail.ycs.nt.ca
Snowshoeing	Jan. 27-29	Fort McPherson	Liz Wright bizzielizzie@gmail.com

d. Regions

For the AWG process, the Northwest Territories will be divided into five regions:

1. Mackenzie Region
2. Beaufort Delta Region
3. South Slave Region
4. Yellowknife Region
5. Sahtu Region

e. Transportation

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

f. Accommodation & Facilities

- Accommodation will be arranged by the host community (via the TSO) in consultation with the Regional Coordinator.
- Accommodation (usually a school residence), will be provided for junior teams and coaches/chaperones of junior teams.
- Coaches/chaperones must reside in the same residence as their athletes.
- Host community (via the TSO) is responsible for scheduling and paying for facilities.

g. Meals

- Each participant is responsible for their own meals.
- In communities with no restaurant(s); the host community will coordinate meals and provide them at no cost or for a nominal fee to each participant.

h. 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.

5. ARCTIC WINTER GAMES – MARCH 4-12, 2012 (Whitehorse, YT)

a. Eligibility

- Each athlete/coach can compete in only 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 registration deadline.

b. Registration

All Team NWT participants must be registered online and payment made to Sport North by **February 10.**

Registration Fee	\$300.00 per participant – payable to Sport North
After February 10	\$400.00 per participant – payable to Sport North

c. Dates & Location

The Arctic Winter Games will take place in Whitehorse, Yukon March 4-12, 2012.

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 Team NWT participants. Sport North will not be responsible for expenses incurred for transportation by players, coaches 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 NWT participant who misses the departure travel arrangements to and from the AWG's (charter or scheduled flight that has been arranged for Team NWT).

f. Accommodation & Meals

The AWG Host Society will provide accommodation and meals for all AWG participants. All athletes, cultural delegates, their coaches and chaperones 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.

6. RESPONSIBILITIES

a. Sport North

- Promote the Arctic Winter Games within the Northwest Territories by ensuring all interested parties are properly informed.
- Execute - in consultation with the Territorial Sport Organizations and Community Sport Representatives - necessary procedures within established Sport North guidelines for selecting individuals and teams to represent the Northwest Territories.
- Approve competition sites and coordinate transportation arrangements for Territorial Trials.

- Coordinate transportation for athletes, coaches/chaperones, cultural delegates and Mission Staff of Team NWT to and from the site of the Games.
- Enforce the 'General Rules of the Games' as per page 3 and the Conduct and Discipline Code – refer to appendix D.
- Liaise with the Arctic Winter Games International Committee and the Host Society respecting all arrangements affecting the Team NWT.
- Select Mission Staff.
- Operate a Mission Office during the Games.
- Provide funding for the operation of the Regional Development to the Territorial Sport Organizations within established guidelines.
- Account for all funds under its charge.
- Approve the final selection process (camp or competition), appeals mechanism, and neutral evaluators provided by TSO.

b. Community Sport Representative

- Identify and advertise the AWG regional registration fee.
- Assist in identifying and communicating any regional development requests from the communities to Sport North, TSO, and AWG Coordinator.
- Assist in coordinating and collecting regional registration fees.
- Manage and account for Regional registration fees.
- Work collaboratively with the AWG Regional Coordinator/TSO & host community when a regional sport development camp is requested.
- Communicate registration fees, athlete selection dates & athlete selection policies to all potential participants (schools, municipalities, band offices, etc.).
- Assist the AWG Regional Coordinator in coordinating and funding transportation, accommodation and registration.
- Assist and advise the AWG Regional Coordinator in ensuring that the communities/schools are regularly updated on all aspects of the Regional Development camps & Territorial Trials.
- Assist and advise the AWG Regional Coordinator the Host Committee and TSO in ensuring all aspects of Regional Development process & Territorial Trials are managed.
- Work with their communities to ensure that all registration requirements are properly completed.
- Work with the AWG Regional Coordinator:
 - To select sites, dates and registration fees/deadlines.
 - To forward the completed registration forms to Sport North.
 - To disseminate information to communities in their Region.
 - To confirm participants are affiliated with their respective TSO.
 - To liaise with the communities and TSO on the provision of officials.
 - To liaise with communities on hosting requirements.
 - To verify participant lists for those members advancing to the Territorial Trials.

c. Host Community (via the TSO)

- Request a Regional Sport Development camp opportunity through the AWG Coordinator and Community Representative.
- 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.
- 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.
- Conduct the Regional Development camp.
- Convey community costs for the Regional sport development camp back to participants.
- Develop a camp schedule.
- Oversee the Regional Development camp & Territorial Trials.
- Identify instructors and pay for their game fees & honorarium.
- Ensure the equipment necessary for competitions is available.
- Provide the Community Representative with affiliation forms - preferably electronic version - to ensure that all participants are properly affiliated with their respective Sport prior to the Regional Development camp deadline.
- Ensure all athletes registered for Regional Development camps 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
- Provide competition uniforms for their respective athletes and coaches.
- Endorse the Regional Development camp.
- Oversee the sport selection at the Territorial Trials in consultation with Sport North
- Identify officials for the Territorial Trials.
- Provide officials for Territorial Trials and pay for their game fees & honorarium.
- Ensure the equipment necessary for competitions is available at the Territorial competition sites in consultation with Sport North.
- Provide registration forms - preferably electronic version - to ensure that all participants are properly affiliated with their respective Sport prior to the Regional Development deadline.
- Provide a copy of their Team Selection Policy, Discipline Policy and Appeals Policy to Sport North by October 30th, 2011.

e. AWG Regional Coordinators

The Regional Coordinator is the liaison person for Sport North in their respective region. Their duties include:

- Coordinate overall logistics of the Regional Development camps.
- Report to and take direction from the AWG Chef de Mission on all aspects of the Arctic Winter Games.
- Update their respective Community Sport Representative on all aspects of the Arctic Winter Games.
- Maintain a close working relationship with Community Sport Representatives, TSO's, and Sport North, to ensure that all parties are properly informed of all developments.
- Oversee the program logistics of the Territorial Trials.

MAJOR DUTIES:

Regional Development Camps

- To work with the Community Sport Representative to select sites, dates and registration fees/deadlines.
- To forward the completed Arctic Winter Games registration forms to Sport North.
- To disseminate information to communities in their Region.
- To confirm participants are affiliated with their respective TSO.
- To assist the Regional Representative in collecting all participant registration fees.
- To assist in managing the Regional Sport Development budget.

- To liaise with the communities and TSO on the provision of officials.
- To liaise with communities on hosting requirements.
- To coordinate travel in conjunction with the participating communities.
- To verify participant lists for those members advancing to the Territorial Trials.

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 to the Territorial Trials Results Centre.

Games

- To coordinate the distribution of Team NWT 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><u>Mackenzie and South Slave Region</u> Name: Stephen MacKay Address: 4 Harcourt Place Hay River, NT X0E 0R3 Tel: (867) 874-2445 E-mail: mackay@northwestel.net</p>	<p><u>Yellowknife Region</u> Name: Spider Jones Address: Box 11089 Yellowknife, NT X1A 3X7 Tel: (867) 669-8329 E-mail: spider@sportnorth.com</p>	<p><u>Beaufort Delta and Sahtu Regions</u> Name: Theresa Ross Address: Box 1428 Inuvik, NT X0E 0T0 Tel: (867)777 - 4728 E-mail: bdsrecreation@gmail.com</p>
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COMMUNITIES BY REGION

<p><u>SOUTH SLAVE REGION</u> Fort Smith Hay River</p>	<p><u>BEAUFORT DELTA REGION</u> Aklavik Fort McPherson Inuvik Paulatuk Sachs Harbour Tsiigehtchic Tuktoyaktuk Ulukhaktok</p>	<p><u>MACKENZIE REGION</u></p> <table border="0"> <tr> <td>Behcoko</td> <td>Kakisa Lake</td> </tr> <tr> <td>Dettah/N'Dilo</td> <td>K'atlodeeche</td> </tr> <tr> <td>Enterprise</td> <td>Lutsel K'e</td> </tr> <tr> <td>Fort Liard</td> <td>Nahanni</td> </tr> <tr> <td>Butte</td> <td></td> </tr> <tr> <td>Fort Providence</td> <td>Trout Lake</td> </tr> <tr> <td>Fort Resolution</td> <td>Wekweeti</td> </tr> <tr> <td>Fort Simpson</td> <td>Wha Ti</td> </tr> <tr> <td>Gameti</td> <td>Wrigley</td> </tr> <tr> <td>Jean Marie River</td> <td></td> </tr> </table>	Behcoko	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	
Behcoko	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																						
<p><u>SAHTU REGION</u> Colville Lake Deline Fort Good Hope Norman Wells Tulita</p>	<p><u>YELLOWKNIFE REGION</u> Yellowknife</p>																					

Appendix B 2012 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 1995 or later Junior Female: Born in 1995 or later
Badminton	Junior M/F Juvenile M/F	Junior Male: born in 1993 or later Junior Female: born in 1993 or later Juvenile Male: born in 1996 or later Juvenile Female: born in 1996 or later
Basketball	Junior M/F	Junior Male & Female: Born in 1993 or later. Athletes participating in Post-Secondary school basketball programs are ineligible.
Biathlon - ski	Junior M/F Juvenile M/F	Junior Male Born in 1994, 1995 or 1996 Junior Female Born in 1994, 1995 or 1996 Juvenile Male Born in 1997 or later Juvenile Female Born in 1997 or later
Biathlon – snowshoe	Junior M/F Juvenile M/F	Junior Male Born in 1994 or 1995 or 1996 Junior Female Born in 1994 or 1995 or 1996 Juvenile Male Born in 1997 or later Juvenile Female Born in 1997 or later
Cross Country Ski	Junior M/F Juvenile M/F Midget M/F	Junior Males: Born in 1994 and 1995 Junior Females: Born in 1994 and 1995 Juvenile Males: Born in 1996 and 1997 Juvenile Females: Born in 1996 and 1997 Midget Males: Born in 1998 and 1999 Midget Females: Born in 1998 and 1999
Curling	Junior M/F	Junior Male: Born on or after January 1, 1993 Junior Female: Born on or after January 1, 1993
Dene Games	Open Male Junior M/F Juvenile Female	Open Male No age restriction Junior Female Born in 1992 or later Junior Male Born in 1992 or later Juvenile Female Born in 1996 or later
Dog Mushing	Junior Co-ed Juvenile Co-ed	Co-ed Juvenile: Born between April 1, 1997 and March 31, 2001 Co-ed Junior: Born between April 1, 1992 and March 31, 1997
Figure Skating	Novice/Open Intermediate Juvenile Preliminary	Competitors must have been born between 1994 and 2001. Skaters in the Preliminary camps (Ladies 1) must be born 1999 or later. A competitor may register and compete in only one (1) category.
Gymnastics	Junior Female	Junior Female: Born on January 1, 1994 or later.
Hockey	Midget Bantam Junior Female	Midget: born in 1994 or later Bantam: born in 1997 or later Junior Female: born in 1993 or later
Indoor Soccer	Intermediate Female Junior M/F Juvenile M/F	Female Intermediate 1993 or later Junior 1995 or later Juvenile 1997 or later Male Junior 1995 or later Juvenile 1997 or later
Snowboarding	Junior M/F Juvenile M/F	Junior Male: Born in 1993 or later Junior Female: Born in 1993 or later Juvenile Male: Born in 1995 or later Juvenile Female: Born in 1995 or later
Snowshoeing	Junior M/F Juvenile M/F	Junior Male & Female: Born in 1993 or later Juvenile Male & Female: Born in 1997 or later
Speed Skating	Junior M/F Juvenile M/F	Junior Male & Female: Born between July 1, 1992 and June 30, 1997. Juvenile Male & Female: Born between July 1, 1997 and June 30, 2000.
Table Tennis	Junior M/F Juvenile M/F	Junior Male & Female born in 1994 or later Juvenile Male & Female: born in 1997 or later
Volleyball	Junior M/F	Junior Male: born in 1992 or later Junior Female: born in 1992 or later
Wrestling	Junior M/F	Junior male/female: Born in 1994, 1995, or 1996.

Appendix C Territorial Trial Sites & Dates

December 9 – 11, 2011

Sport	Trial Date	Trial Site	Trial Contact
Basketball	Dec. 9-11	Inuvik	Basketball NWT www.bnwt.ca
Biathlon – Ski	Dec. 9-11	Hay River	NWT Biathlon Association www.nwtbiathlon.com
Biathlon – Snowshoe	Dec. 9-11	Hay River	NWT Biathlon Association www.nwtbiathlon.com
Cross Country Ski	Dec. 9-11	Yellowknife	NWT Ski Division www.nwtski.com
Dog Mushing	Dec. 9-11	Yellowknife	NWT Dog Sledding Association
Figure Skating	Dec. 9-11	Yellowknife	Yellowknife Skating Club www.yksc.ca
Bantam Hockey	Dec. 9-11	Hay River	Hockey NWT
Midget Hockey	Dec. 9-11	Yellowknife	Spider Jones – (867) 669-8329
Female Hockey	Dec. 9-11	Yellowknife	spider@sportnorth.com
Indoor Soccer	Dec. 9-11	Yellowknife	NWT Soccer Association www.nwtkicks.ca
Volleyball	Dec 9-11	Yellowknife	NWT Volleyball Association www.nwtvolleyball.ca

January 27 – 29, 2012

Sport	Trial Date	Trial Site	Trial Contact
Arctic Sports	Jan. 27-29	Inuvik	NWT Arctic Sports tccfinance@netkaster.ca
Badminton	Jan. 27-29	Yellowknife	NWT Badminton Association www.nwtbadminton.ca
Curling	Jan. 27-29	Yellowknife	NWT Curling Association www.nwtcurling.com
Dene Games	Jan. 27-29	Dettah	Sport North www.sportnorth.com
Gymnastics	Jan. 27-29	Yellowknife	NWT Gymnastics Association www.nwtgymnastics.com
Snowboarding	Jan. 27-29	Yellowknife	NWT Boardsport Association www.nwtboardsport.com
Speed Skating	Jan. 27-29	Yellowknife	NWT Speed Skating Association www.nwtspeedskating.ca
Table Tennis	Jan. 27-29	Yellowknife	Sport North www.sportnorth.com
Wrestling	Jan. 27-29	Yellowknife	NWT Wrestling Assoc. dreid@mail.ycs.nt.ca
Snowshoeing	Jan. 27-29	Fort McPherson	Liz Wright bizzielizzie@ymail.com

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
NWT Winter/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 NWT 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 at all times 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 particular expectations of conduct endorsed by their Territorial Sport Organization. This standard of conduct is expected of participants at all times 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 NWT Functions

Team NWT participants must attend the Games and Sport Opening and/or Closing Ceremonies as well as all official Team NWT functions in their full Team NWT 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 a 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 conduct an investigation;
- 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 NWT, are dealt with more formally by the Team NWT 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 NWT 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 a number of 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 NWT clothing
- removal of certain Team NWT or Athletes' Village privileges
- confinement to room in designated Athletes' Village for a prescribed period of time
- 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 a number of 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 NWT. 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 conducting an investigation if necessary, conducting a hearing, making a decision(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 whether or not 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 on the basis of 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 taking into account 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 NWT and if no sanctions are levied upon the participant at the conclusion of 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 NWT, & 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 NWT and if no sanctions are levied upon the participant at the conclusion of 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 NWT, & 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 NWT 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: _____

Infraction # _____

Date & Time Received: _____

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 initialled by a member of Team NWT'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: