



Northwest Territories
SOCCER ASSOCIATION

NWT Soccer Association's Arctic Winter Games Handbook



Last modified – October 11th, 2011



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Acronyms

Arctic Winter Games – AWGs or ‘the Games’
Arctic Winter Games International Committee - AWGIC
Canadian Soccer Association – CSA
Local Organizing Committee – LOC
The NWT Soccer Association – NWTSA

Definitions

Chair of the Local Organizing Committee – an individual identified by the NWTSA to organize, manage, and carry out the tasks necessary to host the Territorial Tryouts for the AWGs according to the responsibilities outlined in this document.

Community Coach – the Canadian Soccer Association’s first level of coaching certification comprised of the child, youth and senior courses. Completion of one of these courses is the minimum requirement for a coach to attend AWGs.

Director of High Performance – a member of the Board of the NWTSA who oversees all high-performance programs such as the AWGs and has the authority to act on behalf of the Association.

Division – the age categories as specified by the AWGIC.

High-Performance Committee – this committee is comprised of the NWTSA’s Technical Director, Director of High Performance and President, and its purpose is to review and update all policies and guidelines relating to any high-performance programs run by the Association and to deal with issues within these programs as they may arise.

Local Organizing Committee (LOC) – is comprised of individuals appointed by the Chair of the Local Organizing Committee to help carry out the tasks necessary to host the Territorial Tryouts and if necessary, the Games.

Territorial Selection Committee – is responsible for identifying athletes (#’s specified by the AWGIC) and two (2) alternates from the territorial tryouts to comprise Team NWT for each Division. The committee will be comprised of the coaches of the AWG teams as well as other individuals assigned by NWTSA’s Director of High Performance.



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Communications Plan

The NWTSA has a specific page on our website (<http://www.nwtkicks.ca/high-performance/arctic-winter-games>) that will be dedicated to the AWG program where upcoming dates, program details, coach and player selections, and any program changes will be posted. Specific dates and other details specifically regarding tryouts will be posted on the website and also be advertised on the radio (CJCD and the Aboriginal radio station) and in the free sports column of Northern News. Our school and community contacts will also be notified via email through our website of the tryouts to help ensure that as many parents and players are aware of this opportunity as possible. This advertising campaign will begin at least one (1) month prior to the tryouts.

A Communication Code of Conduct has been established to increase the accuracy and efficiency of communication between parents and players and the coaching staff:

We ask that ***all questions and concerns be brought forward to the Director of High Performance and NOT the individual coach and/or manager.***

This will help alleviate the stress and distraction of constant questions and allow the coaches to coach. We believe this is essential to an effective program as mixed or incomplete messages can be frustrating and damaging to everyone's experience. We greatly appreciate the time and effort that all of the parents and coaching staff put into the development of the players and we would like to maximize their roles by helping to eliminate as many distractions as possible.

Coaching and Player Development Strategy

There are several ways in which the NWTSA identifies, records, and tracks our high performance soccer players and coaches in the NWT. Unlike most soccer associations, we must combine our efforts for player identification with our current activities as there is limited funding available.

The NWTSA will identify potential coaches during the numerous coaching education and certification courses that are run according to NWTSA's *Program Development Policy*. Coaches participating in Territorial Tournaments, Club Nationals, and coaching local teams will be evaluated and given feedback to assist with their development.

Coaches and their certification are recorded by the NWTSA registrar so that we may quickly identify which coaches are qualified for specific roles within our programs. Any



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currently active soccer coaches who wish to apply for funding to aid in their certification and education are more than welcome to apply for funding according to NWTSA's 'Coach Development Program'; the details of which can be found at <http://www.nwtkicks.ca/resources/coaches>.

Athlete & Coach Eligibility

In order to be eligible to participate in any stage of the AWG process, athletes and coaches must be citizens of the Northwest Territories and Members in Good Standing with the NWTSA at the time of application, and until the completion of the Games.

A Member in Good Standing with NWTSA requires individuals to be registered and paid for the current membership season (a membership season runs from September 1st of one year until August 31st of the following year), and not have any disciplinary sanctions against them that would prohibit them from participating in the Games.

If an AWG participant violates any of the policies or guidelines set forth by the NWTSA, they are considered to be no longer a Member in Good Standing and can be subject to removal from the AWG process and further disciplinary measures as determined by the NWTSA.

Athlete & Coach Registration

All athletes and coaches wishing to participate in the AWGs must register with the Sport North Federation and NWTSA prior to the Regional Registration deadline (date will be advertised on our website at www.nwtkicks.ca).

The annual NWTSA membership fee is \$20 for those 13yrs old and older and \$10 for those 12yrs old and younger. All players must register online with the NWTSA at www.nwtkicks.ca and select the proper affiliation (e.g. "2014 AWGs"). As part of the registration process, athletes under the age of 18 must submit a parental consent form (located on our website) to Lyric Sandhals at Sport North:

NWT Soccer Association
Attn: Lyric Sandhals
P.O. Box 11089
Yellowknife, NT, X1A 3X7

Lyric Sandhals
(867) 669-TEAM
lsandhals@sportnorth.com
(867) 669-8327 (Fax)



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Coach Application

Individuals wishing to participate as a coach for one of the teams travelling to the AWGs, must submit an application to the NWTSA's *Director of High Performance* no later than the date advertised on our website in the year preceding the Games. Applications received after the deadline will be considered on an individual basis.

The NWTSA will, pending the receipt of appropriate applicants, announce the successful coaching staff for the AWG teams prior to the territorial tryouts. The NWTSA reserves the right to solicit interest from outside the pool of received applications if appropriate applicants have not been identified by the deadline.

Coach Selection Process & Criteria

Selecting an appropriate Coach is the first step to ensure that Team NWT gets the most out of their experience. The NWTSA's HP Committee will review the applications and select the most appropriate coaches for our AWG teams. In the event that a member of the HP committee has applied to be an AWG coach, they will not be involved in the selection process and another individual(s) will be asked to assist. The selection of coaches will be based on, but not limited to, the following criteria:

- Current member of NWTSA in Good Standing;
- Past coaching & playing experience;
- Current Coaching Certification, with a minimum at the 'Community Coach' level;
- Desire/intent on continuing within the coaching certification program;
- Intent to complete the "Respect In Sport" 3hr online course (cost covered by NWTSA) prior to the Territorial Tryout;
- Valid CPIC (contact your local RCMP for details) with vulnerable sector check;
- Commitment to implement the AWGs program and abide by policies and procedures as set forth by the NWTSA.

Duties of the Coach shall include:

- Acting as an appropriate role model and chaperone, as identified by the NWTSA policies and procedures, at all times during soccer activities on and off the field;
- Overseeing the training and preparation of the AWG athletes.



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Athlete Selection Criteria

The following criteria will be used in the evaluation of athletes during the tryout process:

1. Technical skills
2. Tactical skills
3. Physical fitness
4. Subjective criteria (e.g. leadership, attitude, etc.)

The Selection Committee(s) is required to ensure the NWTSA receives copies of the evaluation forms for all athletes who are not selected, as an athlete is encouraged to request their evaluation form within ten (10) days following the tryouts. We hope this feedback will be beneficial to each athlete's development.

Athlete Training Program

Fitness is ultimately each player's responsibility, regardless of circumstance or time of year and athletes are encouraged to use the NWTSA's *HP Fitness Program* which can be found on our website and has been developed by sport professionals. All athletes who want to be prepared for the Arctic Winter Games process should use the fitness program 3-4 times a week to continue to develop their fitness and ball control skills. Coaches will endeavour to have their teams participate in additional training and competition opportunities leading up to the Games when time and finances allow.

Territorial Tryout Process

The assigned coach of each team along with individual(s) identified by the Director of High Performance will comprise the Territorial Selection Committee which will select the athletes (#'s specified by the AWGIC) and two (2) alternates to be part of Team NWT.

The alternates may be contacted in the event that athletes from the AWG team become injured or unavailable to attend the Games. If the alternates have not kept up their physical fitness or are unavailable or uninterested, the assigned coach may approach players who were in attendance at the territorial tryouts.

Players are allowed to participate in territorial tryouts for two different sports as long as the dates for the territorial tryouts don't conflict. If a participant wishes to do this than they are required to register and pay their Sport North registration fees twice.



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The NWTSA is responsible for:

- Selecting an appropriate individual to act as the “Chair” of the LOC for the territorial tryouts;
- Financially supporting the LOC;
- Overseeing the activities of the LOC.

The Chair of the LOC is responsible for:

- Overseeing the operations of the LOC;
- Identifying additional individuals to serve on the LOC;
- Preparing a budget and present it to the NWTSA for approval for costs associated with the territorial tryouts by October 30th of the year preceding the Games;
- Only exercising spending that has been approved by the NWTSA or clearly falls within the scope of responsibilities outlined in this document;
- Operating and maintaining the facilities as required during the territorial tryouts;
- Provide accommodation options (e.g. liaise with schools, contact hotels to arrange deals) for all AWG participants attending the territorial tryouts and communicate these to the AWG coordinators working with Sport North;
- Maintaining a constant line of communication with the AWG coordinators and NWTSA’s Director of High Performance;
- Bringing any issues that may require direction from the NWTSA to the Board in a timely manner;
- Scheduling of all events;
- Identify individuals to serve on an AWG Appeals Committee that are familiar with the Games, Sport North and the NWTSA and their policies;

The Territorial Selection Committee is responsible for:

- Being present and focused for the entirety of the territorial tryout;
- Attending the coaches meeting prior to the territorial tryout;
- Avoid communicating with parents regarding the tryouts during the tryouts and speaking with anyone during evaluations;
- Using the attached athlete selection criteria to identify teams for the AWGs as well as two (2) alternates;
- Maintain and transfer evaluation forms for all players who were not successful during the tryouts to the NWTSA.



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Removal & Replacement Procedures

A head coach or the Selection Committee may apply to the Director of High Performance to remove any athlete from the AWG process. Detailed rationale must be provided in writing. The NWTSA shall reserve the right to remove any athlete or coach from the AWG process if the athlete or coach is unable to meet or abide by any requirements in the *athlete selection criteria* or *coach selection criteria* (listed above) or other policies or guidelines set forth by the NWTSA. This will be communicated to the athlete or coach by written letter from the NWTSA. Examples include, but are not limited to, injury, illness, and misconduct.

Dispute Resolution & Appeals Procedure

An athlete or their guardian - if younger than 18 years old, may appeal any decision made pursuant to this document. An athlete has a right to submit an appeal regarding the decision of the AWGs Regional or Territorial Selection Committee if they believe that, in accordance with the published criteria, they deserve to be included on Team NWT for the AWGs.

1. A person may appeal the decision by serving a written notice of appeal seven (7) days after receipt of the selection decision to the NWTSA President or Director of High Performance. The appeal must have all supporting material attached. Please see the NWTSA's "*Dispute Resolution Policy*" which can be obtained at www.nwtkicks.ca.
2. Upon receipt of a Notice of Appeal, the President shall forward the Notice to an Appeal Committee. The Appeal Committee shall consist of three (3) members, with one (1) member of the committee being a Board member of NWTSA.
3. No Board Member shall participate in the hearing of an appeal if:
 - a. The Board Member is directly or indirectly involved with the situation that is undergoing appeal; or
 - b. has a real or perceived conflict of interest.
4. The Appeal Committee may request written responses from the Territorial Selection Committee, as well as request further information from the appellant or any other individuals as they deem necessary.
5. The written decision of the Appeal Committee shall be final and binding.



Who to Contact

Contact information for the following individuals can be found on the NWTSA website at www.nwtkicks.ca. For questions regarding:

- Any stage of the AWG process, please contact NWTSA's *Director of High Performance*.
- Details of the Territorial Tryouts please contact the *Chair of the Hosting Committee*.
- On how to register as a member of the NWTSA, please contact NWTSA's *Sport Consultant*, Ms. Lyric Sandhals via our website.

***Please see below for an example of the NWTSA player evaluation form.



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Player Evaluation Form

AWG Division:
 Player Name:
 Number & Colour:

Player is rated on the following scale:

5 – Excellent 4 – Very Good 3 – Good 2 – Average 1 – Below Average

TECHNICAL

(control, dribbling, passing, heading, tackling, shooting, etc.)

Rating: _____

PHYSICAL

(power, strength, agility, balance, endurance, quickness, speed, fitness, etc.)

Rating: _____

PSYCHOLOGY

(leadership, composure, concentration, attitude, commitment, pride, etc.)

Rating: _____

TACTICAL

(offensive/defensive support & positioning, balance, vision, speed of play, etc.)

Rating: _____

Total: _____

GENERAL COMMENTS AND RECOMMENDATIONS:

Coach/Evaluator Name (*print*)

Coach/ Evaluator Signature