



2020 Arctic Winter Games



Handbook

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1. INTRODUCTION

For the Northwest Territories (NT), 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.
- **New - Arctic Winter Games Coaches must have completed the NCCP Making Ethical Decisions (MED) Workshop, or the MED online evaluation.**
- 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.
- **New - all participants (coaches, chaperones, athletes, cultural & mission staff) over the age of 18 yrs. of age must be in the process of acquiring a Criminal Record Check/Vulnerable Sector Check prior to his/her respective Territorial Trial Deadline.**

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 NT 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 NT will be eligible to participate in the AWG process if their permanent residence is within the NT.
- 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.
NEW- Late Registrations will be at the discretion of the Chef de Mission and will require a detailed explanation and reasoning from the participant or participant's guardian/parent on why the registration deadline was missed. There will also be an additional \$75.00 processing fee added in order to address the late registration/travel requirements.

- 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.
 - 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.

NEW-Territorial Trial Registration Fee \$150.00 per coach/athlete/chaperone – payable to Sport North

All athletes, coaches & chaperones, participating in the Territorial Trials must be registered by November 8th for the December Trials & December 16th for the January Trials.

- c. Dates & Location

The TSOs must indicate to Sport North by September 3rd 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.
- **NEW - In the event of weather/mechanical or other unexpected delays in travel, Sport North will make every reasonable effort to find alternative travel for each participant to make it to their host destination. In the event those options fail, Sport North will work with the corresponding TSO/s to work out a potentially cost-effective solution that both parties agree to.**

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 NT.
- 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.
- **New - Arctic Winter Games Coaches must have completed the NCCP Making Ethical Decisions (MED) Workshop, or the MED online evaluation.**
- **New - All participants (Coaches, Chaperones, Athletes, Cultural and Mission Staff) over the age of 18 yrs. must submit a Criminal Record Check/ Vulnerable Sector Check to Sport North by the AWG registration deadline on February 10th, 2020.**

b. Registration

All Team NT participants must be registered online, and payment made to Sport North by **February 10th, 2020.**

AWG Registration Fee	\$350.00 per participant – payable to Sport North
After Deadline	\$400.00 per participant + \$75.00 admin. fee – payable to Sport North

c. Dates & Location

The Arctic Winter Games will take place in Whitehorse Yukon, March 15-21, 2020.

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.

NEW - In the event of weather/mechanical or other unexpected delays in travel, Sport North will make every reasonable effort to find alternative travel for each participant to make it to their host destination. In the event those options fail, Sport North will work with the corresponding TSO/s to work out a potentially cost-effective solution that both parties agree to.

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 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.
- Provide Final Team Roster that provides the participant's name and community.

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 of the games ending.

APPENDIX A Communities & Regional Coordinator

Region	Communities	Regional Coordinator
Mackenzie	Behchoko Dettah/N'Dilo Enterprise Fort Liard Fort Providence Fort Resolution Fort Simpson Gameti Jean Marie River Kakisa Lake K'atlodeeche Lutsel K'e Nahanni Butte Trout Lake Wekweeti Wha Ti Wrigley	Val Gendron PO Box 659 Fort Simpson, NT. X0E 0N0 Home: 867-695-3310 Cell: 867-688-0496 pillingmrtv@gmail.com
Yellowknife	Yellowknife	Bill Othmer Sport North Office PO Box 11089 Work: 867-669-8336 / 1-800-661-0797 bothmer@sportnorth.com
South Slave	Fort Smith Hay River	JJ Hirst 29 Cranberry Crescent Hay River, NT. X0E 0R5 Cell: 867-875-7410 awg2020jj@gmail.com
Beaufort Delta	Aklavik Fort Mcpherson Inuvik Paulatuk Sachs Harbour Tsiigehtchic Tuktoyaktuk Uluhaktok	Stacey Christie Box 2972 Inuvik, NT. X0E 0T0 Cell: 867-678-0645 AWG2020.BDS@gmail.com Colin Pybus Cell: 905-401-4675
Sahtu	Colville Lake Deline Fort Good Hope Norman Wells Tulita	Stacey Christie Box 2972 Inuvik, NT. X0E 0T0 Cell: 867-678-0645 AWG2020.BDS@gmail.com Colin Pybus Cell: 905-401-4675

Appendix B – 2020 Arctic Winter Games Age Category

SPORT	CATEGORY	AGE REQUIREMENT
Archery	Male and Female Barebow & Compound	CADET - Seventeen (17) years of age and under as of December 31st, 2019. Year of Birth: Born in the calendar year 2002 or later.
Arctic Sports	Open M/F Junior M/F	Junior Male: Born in 2003 or later Junior Female: Born in 2003 or later
Badminton	Junior M/F Juvenile M/F	Junior Male: born in 2001 or later Junior Female: born in 2001 or later Juvenile Male: born in 2004 or later Juvenile Female: born in 2004 or later
Basketball	Junior M/F	Junior Male & Female: Born in 2001 or later. Athletes participating in Post-Secondary school basketball programs are ineligible.
Biathlon - ski	Junior M/F Juvenile M/F	Junior Male Born in 2002, 2003, or 2004 Junior Female Born in 2002, 2003, or 2004 Juvenile Male Born in 2005 or later Juvenile Female Born in 2005 or later
Biathlon - Snowshoe	Junior M/F Juvenile M/F	Junior Male Born in 2002, 2003, or 2004 Junior Female Born in 2002, 2003, or 2004 Juvenile Male Born in 2005 or later Juvenile Female Born in 2005 or later
Curling	Junior M/F	Born on or after Jan 1, 2002
Cross Country Ski	Junior M/F Juvenile M/F Midget M/F	Under 18 Male/Female: Born in 2002 or 2003 Under 16 Male/Female: Born in 2004 or 2005 Under 14 Male/Female: Born in 2006 or 2007
Dene Games	Open Male Junior M/F Juvenile Female	Open Male: No age restriction Junior M/F: Born in 2002 or later Juvenile Female: Born in 2004 or later
Dog Mushing	Co-Ed Juvenile Co-Ed Junior	Born between April 1, 2005 and March 31, 2009 Born between April 1, 2000 and March 31, 2005
Hockey	Bantam Midget Junior Female	Bantam: born in 2005 or later Midget: born 2002 or later Junior Female: born in 2001 or later
Figure Skating	Novice/Open Intermediate Juvenile Preliminary	Female: Competitors must have been born between 2002 and 2009. (NOTE: The youngest competitor can be 10 years and 2 months as of the AWG competition. The oldest competitor can be 18 years old and 2 months as of the AWG competition.)
Futsal	Intermediate Female Junior M/F Juvenile M/F	Female Intermediate: born 2003 or later Junior Male 2005 or later Junior Female 2005 or later Juvenile Male 2007 or later Juvenile Female 2007 or later
Gymnastics	Junior F	Born on January 1, 2002 or later
Snowboarding	Junior M/F Juvenile M/F	Junior Male/Female: Born in 2004 or later Juvenile Male/Female: Born in 2006 or later
Snowshoeing	Junior M/F Juvenile M/F	Junior Male & Female: Born in 2001 or later Juvenile Male & Female: Born in 2005 or later
Speedskating	Junior M/F Juvenile M/F	Born between July 1, 2002 and June 30, 2005 Born between July 1, 2005 and June 30, 2008
Table Tennis	Junior M/F Juvenile M/F	Junior Male & Female born in 2002 or later Juvenile Male & Female: born in 2005 or later
Volleyball	Junior M/F	Junior Male: born in 2002 or later Junior Female: born in 2002 or later
Wrestling	Junior M/F	Junior Male/Female: Born in 2003, 2004, 2005 or 2006

Appendix C Territorial Trial Sites & Dates

Dec. 12-14, 2019

Sport	Trial Site	Trial Contact
Basketball	Yellowknife	Basketball NT bnwtd1@gmail.com
Biathlon – Ski	Hay River	NT Biathlon Association www.NTbiathlon.com
Biathlon – Snowshoe	Hay River	NWT Biathlon Association www.NWTbiathlon.com
Cross Country Ski	Yellowknife	NWT Ski Division www.NWTski.com
Dog Mushing	Fort Providence	bessann_mckay@yahoo.ca
Gymnastics	Yellowknife	NWTgym@gmail.com
Bantam Hockey	Inuvik	Hockey NT Kyle Kugler kylek@hockeynorth.ca
Midget Hockey	Hay River	
Female Hockey	Yellowknife	
Figure Skating	Cochrane, AB	NWT Figure Skating tarahawkins@hotmail.com
Futsal	Yellowknife	NWT Soccer Association www.NWTsoccer.ca
Volleyball	Yellowknife	NWT Volleyball Association nwtvolleyball.nrs@gmail.com
Curling	Yellowknife	NWT Curling Association

Jan. 23-25, 2020

Sport	Trial Site	Trial Contact
Archery	Hay River	Aboriginal Sport Circle Carson Roche Carson@ascnwt.ca
Arctic Sports	Inuvik	Aboriginal Sport Circle Shawna McLeod shawna@ascnwt.ca 867-669-8382
Badminton	Yellowknife	NWT Badminton Association www.NWTbadminton.ca
Dene Games	Fort Resolution	Aboriginal Sport Circle Shawna McLeod shawna@ascnwt.ca 867-669-8382
Table Tennis	Fort Providence	Table Tennis North - Thorsten Gohl thor@ttcan.ca
Snowboarding	Yellowknife	NWT Boardsport Association nwtsnowboard@gmail.com www.NWTboardsport.com
Speed Skating	Yellowknife	NWTSpeedskating@gmail.com
Wrestling	Yellowknife	NWT Wrestling Assoc.
Snowshoeing	Inuvik	Jeff Amos - JAmos@inuvialuit.com 867-678-5562

Appendix D Registration & Payment Information

Registration to attend the Territorial Trials & Arctic Winter Games is conducted online.

Please follow the links below to register:

Here are the three (3) steps to complete registration:

Step 1: Online Registration

- Click respective link below to complete registration online.

[ATHLETE](#)

[CHAPERONE](#)

[COACH](#)

Step 2: Submit Forms

- Consent Forms need to be printed, signed and sent to the respective AWG Regional Coordinator (see [appendix A](#) for contact info.)

Step 3: Payment

- \$150 Registration Fee for Territorial Trials & \$350 Registration Fee for AWG's.
- Payment can be made one of the following ways:
 - Online when you register. www.sportnorth.com and look for the PAYMENT tab.
 - In-person in Yellowknife (4908 49th street -1 floor) with cash, debit or credit card.
 - Credit card by contacting the Sport North office directly @ 1(867) 669-8326.
 - Bringing cash or cheque to your Regional Coordinator.

Registration will not be final until all three steps have been completed.

Appendix E

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 or named to a team that will participate 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 or before the Event. Provided they have been appointed, 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. If these individuals have not yet been appointed, the Sport North Federation will appoint the Discipline Committee members at its discretion.
- l) “Representative” – an individual permitted to advise and support an athlete who has been accused of a minor or major infraction

2. PURPOSE

2.1 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 or before 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) Arctic Winter Games (and Territorial Trials)

3.2 This Procedure applies to disciplinary matters following an athlete being named to a team that will participate at or before an Event, and during Events. It does not apply to disputes, selection processes, appeals, or conduct and discipline that occur prior to an athlete being named to a team that will participate at 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 Following a Participant being named to a team that will participate at an Event, each Participant (along with the Participant’s parent or guardian if the Participant is a minor) must sign the *Participant Agreement* (**Appendix A**).

4.3 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 Procedure 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 before and 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 a 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 or tobacco-like products, including snuff, electronic cigarettes, water pipe and cannabis, at any time during the Event or during travel to or from an Event. Minors found possessing any alcohol, tobacco or tobacco-like products will have these items confiscated, and will be subject to further discipline, and criminally charges if warranted.

4.11 Adults shall not consume alcohol, nor use any tobacco or tobacco-like products, including snuff, electronic cigarettes, water pipe and cannabis, in the designated Athletes' Village, at all Events, functions, and competition sites, nor shall they be under the influence of alcohol or cannabis at any time they are performing their official duties during an Event or during travel to or from an Event.

4.12 Adults shall refrain from smoking, including the carrying of a lighted cigar, cigarette, electronic cigarette, pipe, hookah or any other lighted material in the designated Athletes' Village, at all Events, functions, and competition sites, and during travel to or from an Event.

4.13 Any Participant who distributes tobacco or tobacco products, alcohol, or cannabis will be subject to disciplinary action and, if warranted, criminal charges.

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 cannabis by a minor at any time
 - i) use or distribution of alcohol or cannabis by an adult within the designated Athletes' Village, or an adult being under the influence of alcohol or impaired from cannabis use while performing official duties as a Participant at an Event
 - j) intoxication
 - k) activities or behaviour which disrupts competition
 - l) pranks, jokes or other activities which endanger the safety of others
 - m) criminal activities
 - n) betting or gambling
 - o) 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 (or, for incidents prior to the Event, to the Sport North Federation) 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 (or, for incidents prior to the Event, to the Sport North Federation) 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 Mission (or, for incidents prior to the Event, to the Sport North Federation).
- 6.4 All major infractions shall be reported to the Chef de Mission (or, for incidents prior to the Event, to the Sport North Federation). 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 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 (or, for incidents prior to the Event, to the Sport North Federation).

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 At the conclusion of 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
 - i. Recommendation to the Participant's TSO that the Participant face discipline according to the TSO's policies and procedures, and/or;
 - ii. Ineligibility from Sport North Federation-sponsored Events for a time 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.