



NWT Soccer Association Arctic Winter Games Handbook

July 2018



Acronyms and Definitions

AWG - Arctic Winter Games

Technical Committee - the NWT Soccer's Technical Committee

NWT Soccer or Association - NWT Soccer Association

Participant - any coach, official, athlete, parent or volunteer selected by NWT Soccer for the AWG



Welcome

Welcome to the AWG handbook for players, parents, coaches, officials and volunteers.

Communication is essential to an effective program. Mixed or incomplete messages can be frustrating and damaging to everyone's experience. We greatly appreciate the time and effort all parents and coaching staff put into the development of players, and would like to maximize their roles by eliminating as many distractions as possible.

Head to the NWT Soccer's website to find pages dedicated to the AWG program – including upcoming dates of note and information regarding coach, player and official selection. (Note: the selection of officials is governed by a separate policy and not covered in this handbook. Contact NWT Soccer if you require more information.)

Dates and details for tryouts will be posted on our website and in print media within the NWT. School and community contacts will be notified by email to help ensure as many parents and players as possible are aware of this opportunity.

If you have questions or concerns, please bring them to NWT Soccer's executive director.



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1 Who can take part?

The AWG technical package specifies that for the 2020 Games, divisions are as follows:

- Female Intermediate (Born 2003-2004)
- Female Junior (Born 2005-2006)
- Female Juvenile (Born 2007-2008)
- Male Junior (Born 2005-2006)
- Male Juvenile (Born 2007-2008)

To participate in any stage of the AWG process, athletes, coaches and officials must be residents of the Northwest Territories and members in good standing with NWT Soccer at the time of application, and until completion of the Games.

Residency is defined by Sport North as six months' residency in the Northwest Territories prior to the start of the Games.

A member in good standing with NWT Soccer is one who has registered and paid for the current membership season (from September 1 to August 31) and received no disciplinary sanctions that prohibit them from participating in the Games.

If an AWG participant violates any of NWT Soccer's policies or guidelines they are no longer a member in good standing, can be removed from the AWG process, and may face further disciplinary measures as determined by the Association.



2 Registering as an athlete ahead of Territorial Tryouts

Athletes wishing to take part in the AWG must register online with NWT Soccer prior to the Regional Futsal Camps of the year prior to the AWG. For example, athletes intending to try out for the 2020 AWG must register prior to the 2019 Regional Futsal Camps.

All dates related to registration and Regional Futsal Camps will be advertised on NWT Soccer's website. See Section 6 for more information about Regional Futsal Camps.

Athletes advanced from a Regional Futsal Camp must then register with Sport North – a separate process – prior to the start of Territorial Tryouts (the date of which will be advertised on NWT Soccer's website).

At the time of publication, annual NWT Soccer's membership fees are as follows:

- \$30 for those aged 13 and above
- \$15 for those age 12 and below



3 Applying to coach a team

Individuals wishing to coach a team travelling to the AWG must submit an application on NWT Soccer's website.

Applicants must be registered with the Association for their application to be considered. Information on how to register can be found on the website.

The Association will, pending the receipt of appropriate applicants, announce the successful coaching staff for the AWG teams prior to the start of that year's Regional Futsal Camps.

The Association reserves the right to approach individuals outside the pool of applications if appropriate applicants have not been identified by the deadline.

Applicants must declare all potential conflicts of interest at the time of application (e.g. relatives, coworkers, son/daughter trying out). The Association will seek to avoid conflicts of interest when appointing coaches.

Applications received after the deadline shown online will be considered on an individual basis.

3.1 Selection criteria for coaches

Selecting an appropriate coach is the first step to ensure that Team NWT's players get the most out of their experience.

The Association's Technical Committee will review applications and select the most appropriate coaches for its AWG teams.

In the event that a member of the committee is in a conflict of interest (e.g. has applied for an AWG coaching position, has a family member that has applied etc.) that member will not be involved in the selection process. An individual designated by NWT Soccer may be asked to assist in their place.



Selection of coaches is based on, but not limited to, the following criteria:

- Demonstrable knowledge of the game of futsal
- Current member of NWT Soccer in good standing
- Past coaching and playing experience
- Current coaching certification (Soccer for Life level at a minimum)
- Desire and intent to continue within the coaching certification program
- Completion of the 'NCCP Making Head Way E-Learning Module (soccer specific).
- Must be available for the duration of Regional Futsal Camps and Territorial Tryouts
- **Current criminal record check with vulnerable sector check (contact your local RCMP for details) – to be supplied with application**
- Commitment to implement the AWG program and abide by policies and procedures set forth by the Association
- Must be above the age of 18
- Valid passport or intention to acquire one (if applicable)

In selecting AWG coaches NWT Soccer may consider assessments of current and past coaching performance, feedback received from Team NWT programs, and other information deemed appropriate by the Technical Committee.

Successful applicants will be asked to sign a contract reflecting their commitments and duties in the lead-up to and during the AWG's.

3.2 Duties of the coach

Coaches must:

- Act as an appropriate role model and chaperone, as identified by NWT Soccer's policies and procedures, at all times on and off the field
- Oversee the training and preparation of the AWG athletes
- Ensure communication with athletes, parents and NWT Soccer is prompt and effective throughout the AWG process
- Be prepared to work as a team with their coaching colleagues in the lead-up to and during the AWG, attending all meetings where required



4 Evaluation assistants at Territorial Tryouts

NWT Soccer's Technical Committee will select evaluation assistants to work with coaches at Territorial Tryouts in evaluating and identifying talent.

Evaluation assistants then work with coaches to select players and alternates for each team travelling to the AWG.

This is a voluntary role for the duration of Territorial Tryouts.

NWT Soccer will seek to avoid conflicts of interest when appointing evaluation assistants.

4.1 Selection criteria for evaluation assistants

Prospective evaluation assistants will be expected to demonstrate:

- Current membership with NWT Soccer in good standing
- Understanding of this AWG handbook and athlete selection criteria
- Demonstrable knowledge of the game of futsal
- Commitment to implement the AWG program and abide by policies and procedures set forth by NWT Soccer

NWT residents wishing to serve as evaluation assistants are invited to contact NWT Soccer for more information.



5 Athlete selection criteria

There are five criteria on which athlete selection is based. Examples of each criterion are laid out in italics.

- i. Technical
Ability to play the game, ball control, attacking, defending and associated skills and techniques
- ii. Physical
Player strength, ability to hold a player off the ball, endurance
- iii. Psychological
Concentration, mental toughness, communication
- iv. Tactical
Awareness and movement on and off the ball
- v. Social
Interaction with players, involvement, maturation

Fitness is each player's own responsibility, regardless of circumstance or time of year. If selected players do not maintain their fitness in the opinion of their coach, a coach may elect to remove them and consider alternates in their place.

Coaches and evaluation assistants will meet prior to the commencement of Territorial Tryouts to establish a uniform approach to the evaluation of athletes. NWT Soccer's priorities include consistency of evaluation across Regional Futsal Camps and Territorial Tryouts with the aim of selecting competitive teams for the AWG.

NWT Soccer's athlete evaluation form has been appended to this document.

Athlete fitness and performance – as assessed by community coaches and AWG coaches over the 12 months prior to a Regional Futsal Camp – may be a factor in determining advancement to Territorial Tryouts.

Selection at Territorial Tryouts is based entirely upon performance in front of AWG coaches and evaluation assistants during the weekend of Territorial Tryouts.

There is no further opportunity for athletes to be considered once Territorial Tryouts have concluded.

Athletes may be removed and replaced after selection under certain circumstances. See Section 12 for more information.



6 Regional Futsal Camps

Regional Futsal Camps take place in NWT Soccer's five regions in September or October of each year. Dates and venues will be posted on the Association's website.

Regional Futsal Camps offer a futsal-focused developmental opportunity for individuals from all communities within the NWT.

In the year immediately prior to the AWG, Regional Futsal Camps also act as the first stage of the AWG athlete selection process.

Regional Futsal Camps take place over the span of a weekend. Although we try to run all camps on the same weekend, there could be an instance where a camp will run on a different weekend to accommodate any possible community related conflicts.

Each Regional Futsal Camp will be overseen by one of the five (5) appointed AWG coaches where possible, supported by community-based coaches where available.

Support is not offered for player travel to Regional Futsal Camps.

The names of successful athletes advancing to Territorial Tryouts will be posted on NWT Soccer's website after the 2nd Tuesday in October following the conclusion of Regional Futsal Camps.



7 Territorial Tryouts

Dates for Territorial Tryouts – the second stage of the AWG athlete selection process – will be confirmed on NWT Soccer’s website prior to the start of Regional Futsal Camps, subject to confirmation from Sport North.

Up to nine (9) athletes per age group will be advanced from each Regional Futsal Camp to Territorial Tryouts, alongside athletes who qualify under out-of-territory criteria (see 7.7 below).

Athletes must register with Sport North no later than the Territorial Tryouts registration deadline, which will be advertised on NWT Soccer’s website.

The specific format for the selection of players will be finalized once final numbers are known following Regional Futsal Camps. The format for each age group will be communicated to players attending the Territorial Tryouts in advance.

The assigned coach of each team, along with evaluation assistants identified by the Technical Committee, will select nine (9) players and three (3) alternates at Territorial Tryouts.

All successful athletes selected to travel to the AWG must then pay a fee to Sport North on or before the date specified by Sport North. This fee (an amount set by Sport North) helps to cover costs Sport North incurs for facility and travel costs. Further information will appear on NWT Soccer’s website ahead of tryouts – see also Appendix 1.

Sport North covers the cost of travel to Territorial Tryouts from regional centres.

Following selection, alternates may be contacted in the event that athletes become injured or unavailable to attend the Games. If alternates have not kept up their physical fitness, or are unavailable or uninterested, the assigned coach may approach other players who were in attendance at Territorial Tryouts.

Coaches must inform NWT Soccer immediately if players will not be continuing on with their team.

Players are allowed to participate in Territorial Tryouts for two different sports as long as the dates for the two Territorial Tryouts do not conflict. If a participant wishes to do this, they are required to register and pay their Sport North registration fees twice.

Athletes trying out for two sports should be aware that under the guidelines printed in Sport North’s handbook, an athlete selected at the first tryout they attend is no longer eligible to try out in a second sport.



An athlete identified as an alternate at the first tryout they attend *can* participate in a second sport's tryout. However, the athlete must decide which sport to pursue immediately following the conclusion of the second tryout. Contact Sport North for more information.

7.1 Substitutions

During the Territorial Trials, players will be put into Game situations. NWT Soccer will ensure there are additional volunteers present to manage the substitutions. This will ensure that all players have fair playing time.

7.2 Pinnie Allocation

Prior to the Territorial Trials, the AWG Coaches will assign pinnies to try and make the teams as fair and equal as possible.

7.3 Team Announcement

After the final session, a list of players selected to the team will be posted on the wall outside of the gym.

7.4 Player/Parent Meeting

Following the team announcement, a player and parent meeting will take place. At the meeting the coach will go over player and parent expectations, training plan, fundraising and fees.

Players will be required to bring their \$250 uniform payment to this meeting. Payment can be made by cash, credit card or cheque. Please make cheques payable to 'NWT Soccer Association.'

The Association will also take a team photo and head shots of each player. It is important that players wear the camp t-shirt they are given for these photos.

7.5 Feedback

The AWG Coaches will be available for player feedback following the Player/Parent Meeting.



7.6 Exceptional circumstances

Should an eligible athlete be unable to attend a Regional Futsal Camp owing to exceptional circumstances or is injured, a written request may be made to the Technical Committee as soon as possible for special permission to attend Territorial Tryouts. This request must be received by NWT Soccer no later than the second Friday in October of the year preceding the AWG.

This application must explain the circumstances in question as fully as possible. The Technical Committee will issue a decision within fourteen (14) days of the request being received.

7.7 Out-of-territory athletes

Students attending school outside the Northwest Territories but otherwise eligible to take part in the selection process are encouraged to attend the Regional Futsal Camp of their home region where possible.

If unable to attend a Regional Futsal Camp, a written request to be advanced to Territorial Tryouts may be made to the Technical Committee under the provisions for exceptional circumstances given above.

NWT Soccer reserves the right to request a transcript as proof of status. Financial support is not available for out-of-territory athletes to travel to Regional Futsal Camps.

Athletes, in all instances, are expected to attend Regional Futsal Camps where at all possible.

An athlete attending a Regional Futsal Camp outside their home region of residence will be considered to be representing their home region for the purposes of regional selection quotas as outlined and imposed by Sport North.

7.8 Contracts

All selected athletes and their parents or guardians will be asked to sign a contract reflecting their commitments and duties in the lead-up to and during the AWG and will be asked to sign the NWT Soccer's Code of Conduct.



8 NWT Soccer's responsibilities

- Selecting an appropriate individual to act as Chair of the Technical Committee
- Overseeing operations of the Technical Committee
- Collecting athlete evaluation forms during the AWG selection process, ensuring their confidentiality, and providing them to athletes upon request
- Arranging a formal team selection briefing at the end of Territorial Tryouts
- Booking facility time, securing equipment and arranging school or community centre accommodation for all athletes attending Territorial Tryouts
- Preparing a budget for costs associated with the AWG process

9 The Technical Committee's responsibilities

- Identifying additional individuals to serve on the Technical Committee
- Maintaining communication with the NWT Soccer
- Bringing issues that may require direction from the NWT Soccer to the Board in a timely manner
- Identifying volunteers for duties related to the AWG process
- Identifying coaches, officials and evaluation assistants for Territorial Tryouts in accordance with the criteria in this document

10 Coaches' responsibilities

- Abiding by the terms of the contract signed prior to the AWG
- Being present and focused for the entirety of Territorial Tryouts
- Attending meetings where applicable
- **Avoiding communication with parents of athletes during sessions at Regional Futsal Camps and Territorial Tryouts. Parents may address concerns to registration staff or NWT Soccer's executive director during sessions at selection events**
- At all other times, ensuring communication with athletes, parents and the NWT Soccer is prompt and effective
- Using NWT Soccer's athlete evaluation form to identify players/alternates for Team NWT
- Maintaining confidentiality of all evaluation forms and transferring them to the Association.



11 If there's a problem - dispute resolution and appeals

Coaches are expected to keep full evaluation records of all athletes at Regional Futsal Camps and Territorial Tryouts. Following Regional Futsal Camps, coaches must hand completed evaluation forms to the NWT Soccer within three (3) days of the event's conclusion. Following Territorial Tryouts, coaches must hand completed evaluation forms to the NWT Soccer within 24 hours of the event's conclusion.

Any athlete may request to see their player evaluation form within five days of the conclusion of either Regional Futsal Camps or Territorial Tryouts.

An athlete involved in Regional Futsal Camps or Territorial Tryouts – or their guardian if younger than 18 years old, – may appeal a decision made pursuant to this handbook within two weeks of that decision being communicated to them. Please see our Dispute Resolution Policy, available on NWT Soccer's website, for further guidance.

12 Removal and replacement procedures

The coach of an AWG team may, once players have been selected, request that the Technical Committee remove an athlete from the AWG process.

The Technical Committee, with Board approval, reserves the right to remove any athlete or coach from the AWG process if that athlete or coach is found unable to meet or abide by any requirements in the selection criteria or other policies and guidelines set forth by NWT Soccer.

NWT Soccer will communicate this to the athlete or coach in writing. Examples include – but are not limited to – injury, illness, **attendance**, fitness standard and misconduct.

If the Technical Committee is unable to reach a decision, the matter shall be referred to the NWT Soccer Board of Directors.

If a coach is removed or resigns from a team, the Technical Committee will select a coach from the pool of coaches that originally applied on the position. If there isn't an eligible coach available, the Technical Committee may look outside this pool of applicants for a replacement.



13 Our expectations of participants

We want all NWT participants at the AWG to be safe, enjoy themselves and proudly represent the Northwest Territories. We ask that all participants:

- Abide by the terms of their contracts signed with NWT Soccer, the NWT Soccer's Code of Conduct, and Sport North policies and procedures
- Demonstrate respect to event organizers and all athletes, coaches, NWT Soccer staff and volunteers
- Uphold a standard of behaviour in keeping with a participant representing their territory
- Remember, at all times, that their behaviour and demeanour are the subject of scrutiny by others



APPENDIX 1: Estimated Player Fees 2018-2020

Basic costs

*2018/2019 NWT Soccer Membership fee - **\$30**

2018 Regional Futsal Camp registration (does not include travel, accommodation or meals) - **\$20**

*2019/2020 NWT Soccer Membership fee - **\$30**

2019 Regional Futsal Camp registration (does not include travel, accommodation or meals) - **\$20**

*2020 AWG Territorial Tryouts registration (payable to Sport North, includes travel) - **\$100**

If selected at Territorial Tryouts

*2020 AWG registration fee (payable to Sport North - travel, accommodation and meals at the Games) - **\$350**. Not paid by alternates unless called up

*NWT Soccer uniform and tracksuit - **\$250 (payable to NWT Soccer)**

*Estimated cost per player for training (December 2019 to March 2020) - **\$500**

Total estimated program expenses per payer - **\$1,300**

*Figure based on the previous AWG program and subject to change.

The estimated cost per player for training will vary depending on individual coaches' training plans and does not include travel from communities. More information will be communicated to players at the Regional Futsal Camps and Territorial Trials.

The 2020 AWG Territorial Tryouts registration fee is to be paid to Sport North once players are notified that they will be advancing to Territorial Tryouts.

The 2020 AWG registration fee is to be paid to Sport North once players are notified that they have been selected to Team NWT. Deadline for payment is expected to be February 2020.

The NWT Soccer uniform and tracksuit fee is to be paid as soon as players are named to the team (before they head back to their community).



APPENDIX 2: Frequently Asked Questions

What is futsal?

Futsal is an indoor variant of soccer adopted by the Arctic Winter Games from 2016 onward. The game is fast-paced, encourages technical development and is ideally suited to the many indoor facilities available in the Northwest Territories.

Is financial assistance available to cover the costs of participation?

NWT Soccer does not directly offer financial support to cover the costs outlined in Appendix 1. However, other territorial organizations may be able to help. Contact your local municipal authority, band, or recreation association for more details.

We just moved to the Northwest Territories. Can my child take part?

Provided your child is projected to meet the six-month residency requirement outlined in Section 1 before the start of the next Arctic Winter Games, they are eligible to take part in the selection process. You must also acquire player transfer documentation and file this with NWT Soccer if your child was previously playing in another jurisdiction.

How do I receive the correct certification to apply for a coaching position?

NWT Soccer hosts regular coaching clinics for developing coaches looking to achieve the required certification. Check the NWT Soccer's website or contact NWT Soccer's executive director for more information.

I am an athlete trying out for several sports. What if there's a scheduling conflict?

NWT Soccer wants young athletes to have as many opportunities as possible to pursue all sports in the Northwest Territories. We urge that you make every possible effort to attend regional camps as they are an important step in the selection process, but if a scheduling conflict arises and cannot be otherwise resolved, please follow the procedure outlined in Section 7.1.

Territorial tryouts are a mandatory part of the selection process and no athlete may be selected without having taken part, though NWT Soccer reserves the right to waive this requirement in truly exceptional circumstances.



My child was not advanced from a Regional Futsal Camp/Territorial Tryouts. Can I find out why not?

Section 11 outlines your ability to request a copy of your child's evaluation following the conclusion of a selection event. Please note that late appeals and requests cannot be accepted owing to the compressed timescales between selection and the competition itself.

If my child missed out on selection, is there another chance for them to earn selection at a later date?

Owing to the limited period between Territorial Tryouts and the Arctic Winter Games, there is no further opportunity to consider athletes once final selections at Territorial Tryouts have been made.

I would like my child to try out for an age group where most players will be several years older. Is this possible?

NWT Soccer strongly advises against requesting that children play against athletes several years older in this form of competitive environment, owing to the significant safety risk this represents.

While NWT Soccer reserves the right to waive this restriction in truly exceptional circumstances, athletes will ordinarily be placed in their most appropriate age category or encouraged to wait for a future Arctic Winter Games before trying out.

I missed the coach application deadline. Can I still apply?

Applications may be received after the deadline has passed but may not necessarily be considered, depending on the pool of applications received prior to the deadline. Please outline any mitigating circumstances explaining the delay when applying.

Applications received more than one week after the posted deadline are highly unlikely to receive consideration.



APPENDIX 3: Estimated timeline

The following estimated timeline is included for guidance purposes only and is subject to change. **Please do not consider this timeline definitive.** Consult NWT Soccer's website for definitive dates and deadlines. If in any doubt, contact NWT Soccer for more information.

July 2018

Applications invited for five 2020 AWG coaching positions. Information regarding the 2018 Regional Futsal Camps made available on the Association's website.

August 2018

Coaches selected for the 2020 AWG teams.

September/October 2018

Regional Futsal Camps held in five NWT communities. There is no athlete selection at the end of these camps. No NWT Soccer funding is available for athlete travel to these camps, but financial assistance may be available from other local sources.

July/August 2019

Information regarding the 2019 Regional Futsal Camps made available on the website. Parents and guardians should ensure athletes are registered as NWT Soccer members (see Section 2) and ensure parental consent forms have been submitted where applicable. The Association will host an open session for parents interested in learning more about the AWG selection process.

September/October 2019

Regional Futsal Camps held in five NWT communities. No NWT Soccer funding is available for athlete travel to these camps, but financial assistance may be available from other local sources.

These camps are an AWG selection event: on the Tuesday following the end of these camps, selected athletes are named and advanced to Territorial Tryouts. See Section 6 for more information on these camps and Section 11 for details of the appeals process if required.

October/November 2019

Information regarding the 2020 AWG Territorial Tryouts made available on NWT Soccer's website. Parents and guardians should ensure athletes advanced to Territorial Tryouts register with Sport North and pay the related fee (see Sections 2 and 7 and Appendix 1).



December 2019

Territorial Tryouts held in one NWT community. At the end of Territorial Tryouts (before leaving the event) selected athletes and alternates are named and meet with their AWG coach. See Section 7 for more information on Territorial Tryouts and Section 11 for details of the appeals process if required. Selected athletes will be expected to pay NWT Soccer tryouts and Section 11 for details of the appeals process if request (see Appendix 1).

January-March 2020

Coaches work with their selected teams to prepare for the AWG. Parents of selected athletes will be briefed by the NWT Soccer on what to expect at the AWG.

February 2020

Training camp and exhibition games scheduled with Yukon and Nunavut Soccer.

March 2020

Arctic Winter Games take place in Whitehorse, YK.