

# NWTFSA Arctic Winter Games Athlete and Coach Selection Policy

**SPORT:** Figure Skating

**EVENT:** Arctic Winter Games

**POLICY:** Athlete and Coach Selection Policy

## **SECTION 1 – PURPOSE**

The purpose of this document is to describe the process used by the Northwest Territories Figure Skating Association (NWTFSA) to select athletes and coaches to represent the Northwest Territories at the Arctic Winter Games.

## **SECTION 2 – OBJECTIVE**

To select eight (8) athletes who will participate in the Arctic Winter Games along with two (2) coaches. Athletes are selected in the following categories:

- Level 1 (two athletes)
- Level 2 (two athletes)
- Level 3 (two athletes)
- Level 4 (two athletes)

If fewer than 2 athletes register for any category, then additional athletes may be added from other categories to a maximum team total of 8 skaters. No one category will have more than 3 skaters selected.

Two coaches will also be selected. At least one coach must be female. If a female coach is not available, a female chaperone must be substituted.

## **SECTION 3 – ELIGIBILITY**

To be eligible for selection, the athletes must be:

- Canadian Citizens, or eligible for Canadian Citizenship and actively pursuing either Citizenship Certificates or Canadian Passports
- A continuous resident of the Northwest Territories for six months prior to the Territorial Trials for the Arctic Winter Games. Athletes who are attending a post-secondary school outside of the Northwest Territories are still eligible to compete provided their Northwest Territories residency is still valid. **Must maintain a valid Northwest Territories residency. Athletes who attend school outside of the Northwest Territories are still eligible to compete provided their Northwest Territories residency is valid.**
- Members in good standing with NWTFSA & Skate Canada
- Not qualified for participation in Skate Canada's Western Challenge, Nationals, or higher-level competition in the 2 calendar years prior to the Arctic Winter Games.
- Required to sign a Code of Conduct agreement with Sport North
- Eligible as per the Arctic Winter Games Sport Technical

## **SECTION 4 – SELECTION PROCESS**

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Athletes participate in Regional Trials and Territorial Trials. Athletes may be exempted from participation in the Regional Trials due to sickness, injury, or other extenuating circumstances. These athletes may still be eligible for selection to the Territorial Trials and/or Arctic Winter Games provided they have a signed letter from a medical professional and approval from the NWTFSA for the exemption. A skater may also be exempt from Regional and/or Territorial trials if they are the only entry, or one of only two entries, in their category.

Regional Trials are not required if any region has fewer than eight athletes registered for the Regional Trials or if all active skating clubs in the Northwest Territories agree to forego the Regional Trials and have athletes progress directly to Territorial Trials. The NWTFSA will work with all clubs every second year to determine whether Regional Trials will be held or not. This determination will be made by June 30<sup>th</sup> each year prior to an Arctic Winter Games in order to allow clubs and regions sufficient planning time. The decision will be communicated to all clubs by mid-July.

## Regional Trials

There shall be no limit to the number of athletes allowed to participate in Regional Trials.

Athletes in each category shall compete a [Free skate](#) Program and a Short Program. The athletes shall be judged on their performance using Skate Canada's current scoring system. Each athlete's final score shall be determined from their combined scores of both programs according to the Skate Canada CPC judging system.

The top two ranked athletes in each category shall advance to the Territorial Trials for a maximum of eight athletes advancing to the Territorial Trials from each region. If a category has only two athletes, these athletes shall advance automatically to the Territorial Trials. If a category has one or zero athletes, the region may elect to send additional top-ranked athletes (e.g., third place or fourth place) in other categories in order to have eight total athletes representing the region at the Territorial Trials.

Each region shall also name two alternate athletes. The alternate athletes are normally the next highest ranked athletes after the selected athletes.

The competition judges for the Regional Trials shall be responsible for identifying the 8 athletes and 2 alternates for advancement to the Territorial Trials.

## Territorial Trials

If Regional Trials were held, only athletes who participated in the Regional Trials (excluding pre-approved exemptions) are allowed to participate in Territorial Trials.

Athletes in each category shall compete a Freeskate Program and a Short Program. The athletes shall be judged on their performance using of Skate Canada's current scoring system. Each athlete's final score shall be determined from their combined scores of both programs according to the Skate Canada CPC judging system.

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The top two ranked athletes in each category shall be selected for the Arctic Winter Games. The athlete would have to be in first or second place of the designated category AND have a minimal Technical Elements Score (TES) score in the Freeskate Program in order to be named to the team. The selection committee may make an exemption to this requirement if technical points are not met for a given Level, total points for the Long program may be considered to maximize participants in that Level. This is only an option when a full team cannot be selected otherwise.

**Level 1 Freeskate –Minimum TES of 5.0**

**Level 2 Freeskate –Minimum TES of 7.0**

**Level 3 Freeskate –Minimum TES of 10.0**

**Level 4 Freeskate –Minimum TES of 13.0**

If a category has one or zero athletes, the selection committee may select additional top-ranked athletes (e.g., third place or fourth place) from other categories in order to have the maximum of eight total athletes representing the NWTFSA at the Arctic Winter Games.

The competition judges for the selection committee shall be responsible for identifying the 8 athletes and 2 alternate athletes for advancement to the Arctic Winter Games based on placement in each category and the minimum TES.

Alternates are usually the next 2 highest ranking athletes from the Territorial Trials competition after the 8 team members, Minimum TES should be considered in the decision-making.

## *Timelines*

The host Club shall submit a request to Skate Canada to hold the event on the dates designated by Sport North for the Territorial Trials. If no NT clubs volunteer to host the event, the NWTFSA will work with Skate Canada Alberta/NT/NU Section to determine a time and location for the Territorial Trials at an already scheduled Section competition.

## *Unforeseen Circumstances*

If unforeseen circumstances arise which do not allow for this selection process to be implemented as outlined in this document, the NWTFSA reserves the right to identify an alternate process or alternate timelines. Should this occur, all candidates for selection will be notified of these changes in a timely manner.

## **SECTION 5 – AUTHORITY FOR SELECTION**

Arctic Winter Games athletes are selected by the Skate Canada officials at the Arctic Winter Games Territorial Trials with the exception as noted under “Unforeseen Circumstances”.

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The officials must be free from actual and perceived conflict of interest and, where conflict of interest may exist, judging officials must identify the conflict and excuse themselves from selection decisions.

Using the criteria outlined above under “Territorial Trials” the judges will select 8 athletes and 2 alternates.

Athletes and alternates named to the team at the conclusion of Territorial Trials must confirm immediately if they will be accepting a position on the team. In doing so they must be prepared to train as outlined by coaches training plan. This also applies to skaters who accept the alternate positions on the team.

If an athlete declines a position on the team, then the first alternate will be offered an opportunity to join the team. If an alternate declines a position on the team then the next alternate will be selected immediately to replace the first alternate based on the next highest ranked athlete from the competition (where there are not already 3 athletes in that particular level).

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## **SECTION 6 – DISMISSAL**

An athlete or alternate named to the team may be dismissed if they:

- Fail to remain a member in good standing with the NWTFSA
- Exhibit conduct that is contrary to the Sport North Arctic Winter Games Code of Conduct
- Are unable to perform due to injury/illness as determined by a physician. A physician's note may be required upon request from the NWTFSA.

When necessary and appropriate, an athlete may be replaced by an alternate athlete (provided the alternate athlete is eligible).

## **SECTION 7 – APPEALS**

The NWTFSA will receive written appeals up to 5:00 p.m. on the fourth (4<sup>th</sup>) day after the selection has taken place.

- 7.1. Appeals are only related to the following: *The selection was not made according to the NWTFSA Arctic Winter Games Team Selection Criteria.*
- 7.2. Any athlete or coach must submit to the President of the NWTFSA, in writing, a formal appeal. The reason for appeal must be clearly stated.
- 7.3. The President of the NWTFSA will:
  - 7.3.1. Strike an appeals committee to review all appeals. The committee will consist of 3 people who have no relation to or no involvement with any of the eligible team members. Each committee member must have an interest in and understand figure skating.
  - 7.3.2. Immediately advise all potentially affected team members of the receipt of the appeal and the expected date of the appeal decision.
  - 7.3.3. Immediately advise Sport North of the receipt of the appeal, who the potentially affected team members are, and the expected date of the appeal decision.
- 7.4. The Appeals Committee will:
  - 7.4.1. Convene a meeting to review all available information.
  - 7.4.2. If the appeal is from an athlete, within 48 hours of receiving an appeal, hold a conference call with the officials of the event to discuss the legitimacy of the appeal.

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- 7.4.3. If the appeal is from a coach, within 48 hours of receiving an appeal, hold a conference call with the members of the original Coach Selection Committee to discuss the legitimacy of the appeal.
- 7.4.4. Within five (5) days of receiving the appeal, meet with the appellant and his/her representative
- 7.4.5. Within seven (7) days of receiving the appeal, make one of the following decisions;
- a) If the appeal is granted, the committee will immediately name the athlete or coach to the team, or;
  - b) Reject the appeal
- 7.4.6. The decision of the Appeal Committee will be immediately delivered to the President of the NWTFSA in verbal form or by e-mail and must be followed by a written report. The decision of the appeals Committee will be final.
- 7.5. The President of the NWTFSA will:
- 7.5.1. Provide a written response to the appellant(s) within 10 days of receiving the original appeal.
  - 7.5.2. Immediately notify all affected Team Members of the appeal results.
  - 7.5.3. Immediately notify Sport North of the appeal results and any change in team members.

### **SECTION 8 – INJURED and REPLACEMENT ATHLETES**

The selected Arctic Winter Games coaches may request to the NWTFSA to remove an athlete from any stage of the athlete selection process. Reasons for removal can include becoming no longer eligible for participation (under Section 3), injury, illness, or misconduct. Reasons for removal will be communicated by a written letter to the athlete from the NWTFSA.

Alternate athletes may be named to the team if one or more of the originally selected athletes are dismissed or withdraw prior to the Arctic Winter Games. At the time they are contacted alternates must declare their availability to compete in the Arctic Winter Games and confirm their commitment to continue to train as an alternate until the Games.

The designated first alternate shall be the first replacement to fill a vacated position. Should a second team athlete be unable to compete, the second alternate would be contacted to take their place.

Alternate athletes may be included in any team training or competitions taking place prior to the Arctic Winter Games to ensure their preparation.

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## SECTION 9 – COACH SELECTION PROCESS

The NWTFSA shall advertise coaching positions for the Arctic Winter Games by August 30<sup>th</sup> preceding the games. In the event that there are more than two applicants, the NWTFSA has the authority to select the coaches from the Regional Trials who will attend the Territorial Trials as well as coaches from the Territorial Trials who will attend the Arctic Winter Games.

If figure skating is foregoing Regional Trials and allowing athletes to proceed to Territorial Trials then all coaches interested in coaching at Territorials are also allowed to proceed if they meet the criteria below. All interested coaches must register for the Arctic Winter Games Trials at the regional, then territorial level, through their Arctic Winter Games Regional Coordinator as per Sport North requirements (if applicable).

If regional trials are being held then the NWTFSA will select which coaches from each region will attend Territorial Trials to a maximum of 2 coaches per region. The NWTFSA will announce a call for coaching applications to be submitted by August 30 each, odd year (year prior to each games) and all interested coaches must submit applications by October 15<sup>th</sup> of that year.

To determine which coaches will attend the Arctic Winter Games, the NWTFSA will announce a call to all NWT coaches by September 30<sup>th</sup> each year preceding the Arctic Winter Games and coaches interested in coaching at the Arctic Winter Games as NWT Team Coaches must apply, in writing, to the NWTFSA by October 15<sup>th</sup> prior to the Games.

The NWTFSA shall appoint a Coach Selection Committee composed of three people who have experience in figure skating, and/or Games events such as an athlete, coach, or mission staff. The Coach Selection Committee must identify if there is a conflict of interest and excuse themselves from selection decisions when there is a conflict. Parents of athletes, or other individuals deemed by the NWTFSA to have a bias in the selection process, are not permitted to be members of the Coach Selection Committee.

Coaches applying to coach at either the Territorial Trials or at the Arctic Winter Games must be:

- Provincial Coach Certified and registered for the current year with Skate Canada
- A continuous resident of the Northwest Territories for at least six months prior to the Arctic Winter Games
- Agree to the Sport North travel guidelines as outlined in the Arctic Winter Games Handbook
- Actively coaching for a minimum of three years
- Actively coaching for the current year with a skating club in the Northwest Territories
- A member in good standing with the NWTFSA and with Skate Canada

Applications must include:

- Years of coaching experience
- Description of coaching experience
- Proof of Provincial Coach Certified Status
- Proof of current Skate Canada coach in good standing

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The Coach Selection Committee shall develop standardized questions for applicants and interview each applicant in person or by conference call. When selecting coaches, the Coach Selection Committee shall consider the following criteria:

- Current References from NT club
- Coach's problem-solving skills
- Coach's experience at Games events as a coach or an athlete
- Coach's interpersonal skills
- Coach's professionalism and ethics
- Coach's certification levels

The Coach Selection Committee shall select two coaches to attend the Arctic Winter Games and will name one as head coach. The President of the NWTFSA shall inform all applicants that the selection process has concluded.

The Coach Selection Committee reserves the right to dismiss a coach if, there are legitimate reasons, as determined by the Coach Selection Committee or the NWTFSA, for dismissal.

In the case of a coach being dismissed or withdrawing from the position, the NWTFSA shall re-convene the Coach Selection committee and a replacement coach will be named from the original applicants. The committee will apply the same process as outlined above.

If no qualified remaining applicants exist (Provincial Coach Certified) then the committee may choose to name a coach to the team who is under qualified, however all coaches attending the Arctic Winter Games must be at minimum Regional Coach certified. In this case, time permitting, an announcement will go out from the NWTFSA to all coaches in the NWT to submit interest in attending the games and a fair selection shall occur.

If there are not two coaches available to send to the games, then the NWTFSA will name a suitable chaperone to the team. If a chaperone is required, the NWTFSA will announce a call for interested chaperones and begin a selection process.

Any chaperone expression interest should be;

- Female
- Familiar with figure skating and the Arctic Winter Games
- Willing and able to participate fully and live with the team while at the Games
- Able to obtain a Criminal Record Check - Vulnerable Sector
- Experience with chaperoning skaters at competitions
- Resident of the NWT