



***2010 Arctic Winter Games
Team NWT
Operations Manual***

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1. INTRODUCTION

For the Northwest Territories, athletes/teams are selected for the Arctic Winter Games through a two part process (Regional Trials and Territorial Trials). When the successful athletes are identified from the Regional Trials, Territorial Trials are held to select the team to represent the Northwest Territories at the Arctic Winter Games. This Handbook will outline the general rules, details of each process and responsibilities of each organization involved.

2. GENERAL RULES

a. Eligibility

These general rules apply to all components of the Arctic Winter Games process (Regional Trials, Territorial Trials and the AWG).

- *All participants must be in attendance and participate at the Regional Trials and Territorial Trials. "Exception" - A team or individual who receives a direct entry to the Arctic Winter Games.*
- Each athlete must be a registered member of the Territorial Sport Organization (TSO) that they are participating in. **Athletes must be within three years of the age requirement where no minimum age limit exists. A TSO may submit a request to the Games Committee for specific age considerations relevant to its Sport.**
- Each athlete/coach must meet individual sport requirements.
- Only athletes/coaches, who have participated in a particular sport at the Territorial Trials, will be selected in that sport for the Arctic Winter Games Team. A TSO may submit a written request to Sport North for considerations for registered athletes to compete at Arctic Winter Games as part of their team.
- An athlete shall not have competed in or been selected for an international competition as a representative of his/her NSO and Canada in that sport within one year of the opening day of the Games. If he/she competes in a national event, he/she is still eligible to compete in the Games.
- **TSO that pre-select coaches must notify Sport North prior to Regional Trials.**

b. Residency

- Each athlete and coach must be a continuous resident of the Northwest Territories **as of September 30, 2009.**
- Each athlete/coach must compete for the Region in which they reside as of the registration deadline. Each athlete/coach can compete in one region only.
- Athletes attending school in a different region in the NWT must choose which region they will represent at the Regional Trials (either their home region or school region).
- Individuals who live in a participating region as exchange students or who are on a temporary work visa or who are otherwise temporarily living in the jurisdiction are not considered as residents and are therefore ineligible to participate in the Arctic Winter Games process.
- **Extenuating circumstances beyond everyone's control will be considered and dealt with on a case by case scenario.**
- Proof of residency will be required by athletes/coaches and will include:
 1. Copy of Health Care Card;
 2. Letter from school, employer, Social Services, church or other equivalent acceptable documentation.

NOTE: NWT Resident Studying Outside the Territories

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

c. Registration

- All athletes, coaches and chaperones who wish to participate in the Regional and Territorial Trial process **MUST BE REGISTERED WITH THEIR REGIONAL COORDINATOR.**
- All athletes and coaches must pay the registration fee and be affiliated members of their Territorial Sport Organization where one exists.
- Coaches who are pre-selected for the Arctic Winter Games **do not pay** the Regional and Territorial Trial fee.
- The TSO must pay Sport North \$100 if a pre-selected coach travels by air to the Territorial Trials.

d. Uniforms

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

e. Substitutions

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

f. Refunds

Refunds will be provided to registered participants for the following situations:

- Family or Medical Emergency (must provide proof)
- Cancellation due to inclement weather
- Other requests for refunds will be dealt with by Sport North on a case by case basis
- At Regional Trials, refunds will be issued by the Regional Coordinator
- At Territorial Trials and AWG, refunds will be issued by Sport North

Refunds will not be provided if a participant is removed from the team due to a Discipline Issue.

g. Financial Support

Sport North provides funding to the TSO's for the selection and preparation of Team NWT and allocates additional funding from its core budget for administrative costs. The Federation also provides official Team NWT walk out uniforms, pins and other athlete trader items to participants who attend the AWG.

h. Chaperones

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

1. REGIONAL TRIALS

a. Eligibility

- All participants must be in attendance and participate at the Regional Trials. "Exception" - A team or individual who receives a direct entry to the Territorial Trials.
- An athlete may **register in a maximum of two sports - "NEW"**
- An athlete may only compete in one age category per sport.
- An athlete may compete for one region only.
- Competition schedules will not be altered to accommodate conflicts for athletes who choose to participate in two sports.
- In such cases, the athlete will pay a registration fee for each sport entered.
- Athletes (refer to Appendix B) must be within three years of the age requirement of their sport, where no minimum age limit exists. A TSO may submit a written request to the Chef de Mission for specific age considerations relevant to its Sport.
- Each athlete/coach must meet individual sport requirements.
- Only athletes/coaches, who have participated in a particular sport and age category at the Regional Trials, will be selected in that sport for the Territorial Trials.
- Each region can only register the maximum number of players/coaches as indicated in the technical package for each sport unless previously approved by Sport North.
- **TSO who pre-select coaches must notify Sport North prior to Regional Trials. "NEW"**

b. Registration

The registration deadline and fees are set by the Regional Representative in the Beaufort Delta Sahtu Region & by Sport North for the South Slave, Mackenzie & YK Region. Fees are:

- **YK Region - \$25.00 – Payable to Sport North**
- **Mackenzie Region- \$50.00 - Payable to Sport North**
- **South Slave Region - \$50.00 - Payable to Sport North**
- **Beaufort Delta Region - \$125.00 – Payable to BDSRA**
- **Sahtu Region - \$125.00 – Payable to BDSRA**

All athletes, coaches and chaperones participating in the Regional Trials **must be registered and paid by OCTOBER 30, 2009.**

c. Dates & Locations

Location and dates of the Regional Trials are the responsibility of the Regional Coordinator (in consultation with TSO's & Sport North Federation).

d. Regions

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

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

A breakdown of communities by Region is shown in Appendix A.

e. Transportation

- The Regional Coordinator will coordinate travel for athletes, coaches and chaperones.

f. Accommodation

- Accommodation will be arranged by the host community in consultation with the Regional Coordinator.
- Accommodation (usually a school residence), will be provided for junior teams and coaches/chaperones of junior teams.
- Coaches/chaperones must reside in the same residence as their athletes.
- Adult teams participating in the Regional Trials are responsible for their own accommodation and meals.

g. Meals

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

h. Officials

- The Territorial Sport Organizations are responsible for identifying officials upon the request from the host community.
- The Regional Coordinator will provide transportation, meals & accommodations for all officials.
- The host community is responsible for all game fees of the officials unless otherwise notified by the Regional Representative or TSO.

****** NEW - Regional Sport Development Opportunity**– Regions who don't host a Regional Trial can still receive training through their respective Territorial Sport Organization. Regions must make the request directly to the TSO. TSO's can identify and schedule regional instructors/clinicians for regional camp/development requests for the months of November and December. Sport North will provide instructor(s) transportation, meals & accommodations for the event. The region is responsible for all participant expenses related to the event.

2. TERRITORIAL TRIALS

a. Eligibility

- All participants must be in attendance and participate at the Territorial Trials". "Exception" - A team or individual who receives a direct entry to the Arctic Winter Games.
- Each athlete/coach can compete for one region only.
- An athlete is allowed to participate in "**TWO SPORTS**". Competition schedules will not be altered to accommodate conflicts for athletes who choose to participate in two sports. In such cases, the athlete will pay a registration fee for each sport entered. "**NEW**"
- All other eligibility rules apply.
- 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 alternate in that sport.
- Athletes must be within three years of the age requirement of their sport, where no minimum age limit exists. A TSO may submit a request to the Chef de Mission for specific age considerations relevant to its Sport, (refer to Appendix B).
- Each athlete/coach must meet individual sport requirements.
- TSO that pre-select coaches for AWG must notify Sport North prior to the Regional Trials.
- Each region can only register the maximum number of players/coaches as indicated in the technical package for each sport unless previously approved by Sport North.

b. Registration (ATHLETES WHO ARE SELECTED TO THEIR REGIONAL TEAM)

All athletes, coaches and chaperones participating in the Jan. 28-31 Territorial Trials **must be registered by JANUARY 8, 2010.**

All athletes, coaches and chaperones participating in earlier dated Territorial Trials **must be registered a minimum of two weeks prior to the start date.**

Registration Fee \$100.00 per participant –payable to Sport North.

c. Dates

The Territorial Trials will be held **January 28 - 31, 2010.** ***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. Regions

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

- | | |
|-----------------------|--------------------------|
| 1) Mackenzie Region | 2) Beaufort Delta Region |
| 3) South Slave Region | 4) Yellowknife Region |
| 5) Sahtu Region | |

A breakdown of communities by Region is shown in Appendix A. (pg.13)

e. Transportation

- Sport North coordinates transportation for all participants.
- Sport North will not be responsible for expenses incurred for transportation by athletes, coaches, officials or chaperones who travel by means other than those designated by Sport North.
- ***Sport North will not be responsible for travel costs of any Team NWT participant who misses the departure travel arrangements to and from the Territorial Trials.***

f. Accommodation

- Accommodation will be arranged by the host community in consultation with the Regional Coordinator.
- Accommodation (usually a school residence), will be provided for junior teams and coaches/chaperones of junior teams.
- Coaches/chaperones must reside in the same residence as their athletes.
- Adult teams participating in the Regional Trials are responsible for their own accommodation and meals.

g. Meals

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

h. Officials / Instructors

- The Territorial Sport Organizations are responsible for identifying officials / instructors and paying for their game fees/honorarium.
- Sport North will provide transportation for all officials / instructors.
- The host community will be responsible for officials' / instructors' meals and accommodations.

3. ARCTIC WINTER GAMES - March 6-13, 2010 (Grande Prairie, AB)

a. Eligibility

- Each athlete/coach can compete in one sport only.
- Athletes must have been registered in the same sport and age category at the Territorial Trials to be eligible to compete at the Arctic Winter Games as an athlete or alternate in that sport.
- Each athlete/coach must meet individual sport requirements.
- All Coaches, Chaperones and Mission Staff are required to submit a Criminal Records Check by the registration deadline.

b. Registration

- All Team NWT participants must be registered online and payment made to Sport North by **FEBRUARY 8, 2010**. Online registration website is: <http://awg2010.gems.pro>
- **The registration fee is \$250.00 per participant.**
- **The registration fee after February 8th will be \$350.00 per participant.**

c. Dates & Location

The Arctic Winter Games will take place in Grande Prairie March 6-13, 2010.

d. Team Size

Each sport is allowed the maximum team size as indicated in the technical package.

e. Transportation

Sport North will provide transportation for all Team NWT participants. Sport North will not be responsible for expenses incurred for transportation by players, coaches or cultural delegates who travel by means other than designated by Sport North. Coaches and Chaperones must travel with their teams to and from the Games.

Sport North will not be responsible for travel costs of any Team NWT participant who misses the departure travel arrangements to and from the AWG's (charter or scheduled flight that has been arranged for Team NWT).

f. Accommodation & Meals

The AWG Host Society will provide accommodation and meals for all AWG participants. All junior athletes, cultural delegates, their coaches and chaperones must occupy the accommodation as provided by the Host Society. Adult category athletes may stay outside the Athletes' Village, with the permission of the Chef-de-Mission.

g. Officials

The AWG Host Society will coordinate logistics (travel, accommodation and meals) for all sport officials for the Arctic Winter Games.

6. RESPONSIBILITIES

a. Sport North

- Promote the Arctic Winter Games within the Northwest Territories by ensuring all interested parties are properly informed.
- Execute - in consultation with the Territorial Sport Organizations and Regional Representatives - necessary procedures within established Sport North guidelines for selecting individuals and teams to represent the Northwest Territories.
- Approve competition sites and coordinate transportation arrangements for Territorial Trials.
- Coordinate transportation for athletes, coaches/chaperones, cultural delegates and Mission Staff of Team NWT to and from the site of the Games.
- Enforce the 'General Rules of the Games' as per page 3 and the Conduct and Discipline Code.
- Liaise with the Arctic Winter Games International Committee and the Host Society respecting all arrangements affecting the Team NWT.
- Select Mission Staff.
- Operate a Mission Office during the Games.
- Provide funding for the operation of the Regional Trials to the Territorial Sport Organizations within established guidelines.
- Account for all funds under its charge.
- Approve the final selection process (camp or competition), appeals mechanism, and neutral evaluators provided by TSO.

b. Regional Representative

- Identify and advertise the AWG regional registration fee.
- Assist in identifying and communicating any regional development requests from the communities to Sport North, TSO, and AWG Coordinator.
- Assist in coordinating and collecting regional registration fees.
- Manage and account for Regional Trial registration fees.
- Work collaboratively with the AWG Regional Coordinator/TSO & host community when a regional sport development or athlete selection opportunity is requested.
- Communicate registration fees, athlete selection dates & athlete selection policies to all potential participants...schools, municipalities, band offices.
- Assist the AWG Regional Coordinator in coordinating and funding transportation, accommodation and registration of the Regional Trials.
- Assist and advise the AWG Regional Coordinator in ensuring that the communities/schools are regularly updated on all aspects of the Regional Trials.
- Assist and advise the AWG Regional Coordinator the Host Committee and TSO in ensuring all aspects of Regional Trials are managed.
- Work with their communities to ensure that all registration requirements are properly completed.
- Submit financial report to Sport North.
- Abide by the financial reporting procedures provided by Sport North.
- Ensure any surplus is used to assist with the preparation of regional athletes for next levels of AWG competition.
- Work with the AWG Regional Coordinator:
 - To select sites, dates and registration fees/deadlines.
 - To forward the completed Arctic Winter Games registration forms to Sport North.
 - To disseminate information to communities in their Region.
 - To confirm participants are affiliated with their respective TSO.
 - To liaise with the communities and TSO on the provision of officials.
 - To liaise with communities on hosting requirements.
 - To verify participant lists for those members advancing to the Territorial Trials.

c. Host Community (via the TSO)

- Request a regional sport development or athlete selection opportunity through the AWG Coordinator and Regional Representative.
- Maintain a liaison with all local authorities (i.e. Council, Recreation Committee, Education Board, community and school staff) to ensure support and assistance.
- Book facilities and ensure access to all competition venues.
- Assist the Territorial Sport Organizations (TSO) and/or AWG Regional Coordinator with securing locally available equipment.
- Facilitate all necessary logistics with local authorities.
- Provide accommodation (via schools/community centers) for the duration of competition. Teams that book accommodations other than what the host provides will do so at the team's expense. In addition, the team must notify the host if private accommodations are going to be used.
- Provide official's accommodation and meals.
- Provide a meal package if there are no commercial restaurants available in the community. The cost for the meal package will be the responsibility of each participant.

d. Territorial Sport Organization

- Conduct the Regional Trials selection process as indicated in the overall TSO selection process approved by Sport North
- Convey community costs for Regional sport development/Regional athlete selection back to participants
- Develop an event schedule.
- Oversee the athlete selection.
- Identify officials / instructors and pay for their game fees & honorarium.
- Ensure the equipment necessary for competitions is available.
- Provide the Regional Representative with affiliation forms - preferably electronic version - to ensure that all participants are properly affiliated with their respective Sport prior to the Regional Trials deadline.
- Provide a copy of their Team Selection Policy, Discipline Policy and Appeals Policy to Sport North by October 30th.

e. AWG Regional Coordinators

Coordinators are identified for the Arctic Winter Games Trials.

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

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

MAJOR DUTIES:

Regional Trials

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

- To liaise with communities on hosting requirements.
- To coordinate travel in conjunction with the participating communities.
- To verify participant lists for those members advancing to the Territorial Trials.
- To coordinate funding from Sport North, Regional Representatives and possibly TSOs to pay for officials/instructors travel, accommodations, game fees & honorariums.

Territorial Trials

- To collect all registration fees for participants who have qualified for the Territorial Trials and remit these funds to Sport North.
- To assist Sport North with all participant transportation arrangements.
- To assist the communities with their hosting responsibilities.
- To assist the Territorial Sport Organizations with their responsibilities.
- To relay results on a regular basis to the Territorial Trials Results Centre.

Games

- To coordinate the distribution of Team NWT walk-out uniforms to the athletes and coaches for the Games within their region.
- To assist Sport North with all transportation and accommodation arrangements.

After the Games

Submit a comprehensive report to Sport North within thirty (30) days after the completion of the Games.

COMMUNITIES BY REGION

SOUTH SLAVE REGION

Fort Smith
Hay River

BEAUFORT DELTA REGION

Aklavik
Fort McPherson
Inuvik
Paulatuk
Sachs Harbour
Tsiigehtchic
Tuktoyaktuk
Ulukhaktok

MACKENZIE REGION

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

SAHTU REGION

Colville Lake
Deline
Fort Good Hope
Norman Wells
Tulita

YELLOWKNIFE REGION

Yellowknife

Appendix B

2010 Arctic Winter Games Age Categories

Athletes must be within three years of the age requirement where no minimum age limit exists. A TSO may submit a request to Sport North for specific age considerations relevant to its Sport.

SPORT	CATEGORY	AGE REQUIREMENT
Arctic Sports	Open M/F Junior M/F	Open Male/Female: No age restriction Junior Male/Female: Born in 1993 or later
Badminton	Junior M/F Juvenile M/F	Junior Male/Female: Born in 1991 or later Juvenile Male/Female: Born in 1994 or later
Basketball	Junior M/F	Born in 1991 or later. Athletes participating in Post Secondary school basketball programs are ineligible.
Biathlon - ski	Junior M/F Juvenile M/F	Junior Male/Female: Born in 1992, 1993 or 1994 Juvenile Male/Female: Born in 1995 or later
Biathlon - snowshoe	Junior M/F Juvenile M/F	Junior Male/Female: Born in 1992 or 1993 or 1994 Juvenile Male/Female: Born in 1995 or later
Cross Country Ski	Junior M/F Juvenile M/F Midget M/F	Junior Male/Female: Born in 1992 and 1993 Juvenile Male/Female: Born in 1994 and 1995 Midget Male/Female: Born in 1996 and 1997
Curling	Junior M/F	Junior Male/Female: Born on or after July 1, 1991
Dene Games	Open Male Junior M/F Juvenile Female	Open Male: No age restriction Junior Male/Female: Born in 1990 or later Juvenile Female: Born in 1994 or later
Dog Mushing	Junior Co-ed Juvenile Co-ed	Co-ed Junior: Born between April 1, 1990 and March 31, 1995 Co-ed Juvenile: Born between April 1, 1995 and March 31, 1999
Figure Skating	Novice/Open Intermediate Juvenile Preliminary	Novice/Intermediate/Juvenile: Born between 1992 and 1999 Preliminary (Ladies 1): Born 1997 or later
Gymnastics	Junior Female	Junior Female: Born on January 1, 1992 or later
Hockey	Midget Bantam Junior Female	Midget: Born in 1992 or later Bantam: Born in 1995 or later Junior Female: Born in 1990 or later
Indoor Soccer	Intermediate Female Junior M/F Juvenile M/F	Intermediate Female: 1990 or later Junior Male/Female: 1992 or later Juvenile Male/Female: 1994 or later
Snowboarding	Junior M/F Juvenile M/F	Junior Male/Female: Born in 1991 or later Juvenile Male/Female: Born in 1993 or later
Snowshoeing	Junior M/F Juvenile M/F	Junior Male/Female: Born in 1991 or later Juvenile Male/Female: Born in 1995 or later
Speed Skating	Junior M/F Juvenile M/F	Junior Male/Female: Born between July 1, 1990 and June 30, 1995 Juvenile Male/Female: Born between July 1, 1995 and June 30, 1998
Table Tennis	Junior M/F Juvenile M/F	Junior Male/Female: Born in 1992 or later Juvenile Male/Female: Born in 1995 or later
Volleyball	Junior M/F	Junior Male/Female: Born in 1990 or later
Wrestling	Junior M/F	Junior Male/Female: Born in 1992, 1993, or 1994