

# **CHEF DE MISSION FINAL REPORT**

## **2012 ARCTIC WINTER GAMES**

Team Northwest Territories, Chef de Mission - Doug Rentmeister

### **Section I**

#### **Evaluation of Performance of the Host Society**

##### **Registration and Accreditation**

- Very few issues with the gems system leading up to the games, after our Territorial Trials there was a period where individuals had difficulty accessing the system as there seemed too many participants were trying to access at the same time but this got cleared up in a day so it did not evolve into a greater issue.
- Need to commend the committee and volunteers in this area as they were very responsive to our needs and concerns.
- This is specific to Team NWT but we need to access the registration system the September prior to the games because of our selection process being initiated at that time and preventing us from having to register the same participant 2-3 times. We have requested this for the last two games but in each instance the system wasn't ready, we don't understand why as the forms/information do not vary significantly games to games.
- Continue to feel that there should be a requirement for any Chef and Asst to meet with the person in charge (in person, prior to the games) of this area to go through and update their team list and accreditation needs...it would save contingents a HUGE headache and allow them an opportunity to deal with those participants that did not register on time or had missing information effectively and quickly.

## **Welcome/Arrival Services**

- Welcoming group was exceptional and very accommodating, enthusiastic; whomever was responsible took their job seriously and was very well prepared.
- As always we continue to receive very positive feedback from our coaches in having their completed accreditation and their respective athletes ready for them at the airport. This should be fostered and encouraged as it really helps in the transition of getting athletes off their plane and into their dorms fully accredited without burdening the coaches.

## **Opening Ceremonies**

- The marshalling of the athletes right across the entire stage should be encouraged as we received many compliments from viewers who could see their respective athletes for a longer period versus the tact of athletes coming up to the stage and then right onto the floor.
- The holding area should be separated from the spectators as we had significant number of the parents interacting with their kids and taking their attention away from the marshals and mission staff.
- Access to water was an issue but not as significant in previous games. Athletes wearing winter wear walking indoors create significant heat. A lot were starting to take off their walkout uniform which doesn't look good for the opening with athletes walking the stage with unzipped jackets.
- Performance was excellent though difficult to see for a lot of our younger (shorter) athletes because they were standing amongst a field of giants. Seating the athletes is always preferred but understand the additional pressure this may cause on the host.
- Final recommendation would be to not hand out any hard items to the athletes at these ceremonies for obvious reasons. This should be clearly indicated in the hosting manual.

## **Team Accommodations**

- We continue to receive positive feedback on the inflatable mattresses used and most thought they were an excellent substitute from the bunk beds of previous AWGs. Though the condition of these inflatable mattresses seem to have a short shelf life as there were a significant number that were irreparable.
- It would seem that this could be a viable alternative for future games especially if the technology for this item improves to a point where these could be redistributed for future games events. We are sure that the pressure alleviated on Host Societies and volunteers pursuing this option would offset any additional costs purchasing these items.
- We received a lot of positive feedback in having some of the same sports stay together in the dorms at these games especially the dog mushers. This would also have the athletes on the same schedule as each other which caused some problems for us at the beginning of the games. Though it would create extra burden on mission staffs, a lot of people felt that it would have proven beneficial to get to know other contingent's respective athletes/coaches off the playing field. Another benefit would centre on the concept of being understanding and respectful of each other's preparation for competition etc.
- The shower facilities always seem to be an issue at these games but for us it didn't come up once. We made a very strong effort to educate the coaches prior to the games on where the best place would be to shower for their respective athletes and this seemed to have been communicated. Using each of the venues shower facilities instead of the dorms alleviated a lot of pressure.

## **Food Service/Village Dining**

- The food was excellent at these games, probably some of the best for any games we have participated in. Unfortunately there were transportation issues earlier in the week which made making a meal in some instances a 4-5 hour excursion, in our opinion that is 3-4 hours too long. Again, once that trust was broken at the outset, coaches found other venues & methods to feed their athletes and they didn't readily partake in what we feel was a most excellent menu and meal plan.
- We were very pleased that satellite kitchens were set up at some of the venues i.e. Canada Games Centre, Mount Kitna. Unfortunately not all of the athletes competing at that venue had access to the kitchen which was poorly communicated. Therefore coaches and athletes didn't trust the system on whether they were getting fed or not at these kitchens. Once that trust is broken then it is very difficult to get things back on board which happened to us regardless the assurances. The idea has tremendous merit and is something that participants would really welcome, it just needs to be thought out better, in that; make it more accessible early on in the week to build trust in the venue then make it more restrictive as the week goes along if required. We spent considerable amount of dollars reimbursing coaches/managers for lunches that wasn't budgeted for because they couldn't access the satellite kitchen or transportation took too long to get to the main cafeteria.
- Really appreciated the extra effort done by catering on our departure in setting aside some food for our athletes on the return home.

## **Awards Ceremonies**

- We thought the ceremonies were well done and the concept of doing them at the venue versus at a central location should be continued. The only drawback to this would be that other athletes would not be able to see and acknowledge the accomplishments of their fellow athletes. We were always wondering why an awards area would not be better placed near where all the athletes congregated i.e. cafeterias, main accommodations so they could attend and support their team's medal winners.

## **Information Technology/Communications/Computer and Network Services**

- IT staff were very helpful and addressed needs and concerns readily.
- We thought the cell phones worked excellently and were very well used and received. Though with advancing technology and cell plans it may be more beneficial for each contingent to come with their own cells and be able to access a plan set up by the host which would accommodate their needs without compromising the host's budget. Carrying two cell phones, one the hosts and one to keep in touch with your home jurisdiction was a bit excessive.

## **Mission Offices, Services and Accommodations**

- The mission offices supplies were appropriate and fulfilled our needs. The mission office chair was very helpful and accommodating which really addressed any issues that had a potential in arising. The location was ideal as we had many of the coaches come by from the cafeteria to get an update or questions answered. We did have everyone attend our coaches meeting at the beginning of the week in a meeting room very near to our mission office to demonstrate where we were and how accessible we could be. We really liked having the transportation office near the mission centre as there were times we needed their advice and service which they provided readily.
- There wasn't as much interaction with the other contingents as you would see when mission offices share a gym or large room which is disappointing and could be looked at for future games.

## **Cultural Program and Facilities**

- We got a lot of positive feedback from our cultural performers who had a great time but presented some "other" issues for us throughout the week. The host did a great job moving the cultural performers throughout the City and from what we saw they each were well attended. We really liked having the cultural performers be given a slot in the closing ceremonies (their gold medal game so to speak) so they could demonstrate their prowess to their fellow participants.

## **Forms and Publications**

- We saw the first couple of Ulu news then they seemed to fall off the radar or they did not hit our desk as frequently as earlier in the week. The Ulu news was done very well but it would be nice to get copies of each for each contingent after the games.
- All the other Host Society publications & forms seemed very well done and did not present any issues.

## **Media**

- We got interviewed quite a bit, so there was a strong interest within the city for this event. Also the local media seemed better coached to go after good news and feel good angles versus controversial ones as they seem to do in the NWT. We continue to strongly recommend that the AWGIC negotiate a long term agreement with a TV provider versus the Host very similar to the Canada Games Council. There should still be the flexibility in the agreement for the Host to sign on a local provider when it is hosted outside of Canada.

## **Medical Services/Polyclinic**

- We received a lot of positive feedback about the medical services and the respective polyclinic from amongst our contingent; it seemed that the volunteers were very genuine and interested in the wellbeing of our athletes.
- There needs to be a quarantine policy developed for these games as the method used for the flu outbreak wasn't very well thought out and seemed more reactive than proactive. Especially in light of recommendations and questions made at M2.

## **Results**

- The results were updated quickly and quite thorough, well done in this area!

## **Security**

- We found the security folks from top to bottom to be very supportive and approachable throughout the week. The only recommendation we would make is that security is not there to discipline our athletes but hold them or advise each contingent who, what, where, when and let the contingents hand out the disciplinary actions. Despite an individual's background or expertise it sends mixed messaging and doesn't provide the necessary impact on those affected.

### **Social Program**

- Not having the traditional dances in association with these games was missed by our athletes and coaches. The alternative activities planned at these games, though well intended, didn't receive the participation normally associated with this program. The athletes love the dances, as this is one activity that is universal to all jurisdictions and well participated.

### **Transportation at the Games**

- We need to say that from what started out to be a mitigated disaster in this area the volunteers and host adapted very well and this became one of the strong areas for these games. Kudos to the chair and their volunteers for accommodating all of the requests.
- But therein lies what we believe may be a bit of a problem that could be easily resolved. It was no mystery that one of the huge challenges for the host was going to be transportation as it always is when you have a location that is so spread out. To be so regulated and restrictive at the beginning of the games, buses not allowed to deviate from their routes when they were completely full right from the start and all going to the cafeteria, buses going by athletes & coaches when they were completely empty because they were not allowed to stop at that location. A strong recommendation; is be less restrictive and regulated at the beginning of the week when everyone is wound up, new to the location, unfamiliar to their surroundings, making impressions with their respective athletes etc. and perhaps tighten it up mid to latter part of the week when participants are a little less stressed if they had to. It becomes more of an issue when the stress and senses are heightened. We, host need to be more cognizant of that.

## **Website**

- We thought the website was well done and utilized. The Sharepoint was useful though it would be nice to have an automatic notification when something new is added, shouldn't be too difficult to set up. We suggest in the future that links are maintained to each respective delegation's website so there would be a cross-flow of information.

## **Closing Ceremonies**

- We received a lot of positive feedback for these ceremonies. They were relatively short and had excellent performances. Using each of the cultural representatives from the contingents didn't go unrecognized and was greatly appreciated. Understanding that a lot of their fellow participants wouldn't have been able to see their performances. It allowed them the opportunity to showcase their skills.
- Security was bit too stringent in not allowing mission people to get out of the closing ceremonies venue to ensure departures were in order. Also funneling all the participants through a very small porthole put extra stress on security and participants that were pressuring them.

## **Send Off and Departure**

- For the most part everything went relatively well with the exception of our last charter which had participants in their respective buses on the tarmac for an extended period. The host did provide contingencies with respect to accommodations and cafeteria access in allowing participants and delegations the extra night to depart which was greatly appreciated. It seems that the Host for each set of games isn't prepared of this happening and need to plan for this as an afterthought. We are not sure why as there seems to be the recognition from a lot of the contingents that they are at the mercy of their respective charter companies and their availability.



## **Miscellaneous**

- We thought that the Host Society staff and Committee chairs were very responsive at the games though leading up to them inquiries were not as readily handled but that is understandable considering the pressures they were under. They had great staff and volunteers, very accessible and enthusiastic and should be commended for a well administered games.
- There wasn't much of the games clothing and promotional items being sold at the various competition venues at least we didn't see it so obviously it needs to be a bit more visible and stronger promoted.
- An excellent strategy could be to prepare and sell prepackaged items for the athletes and parents coming down using an online purchase system.
- A continued recommendation would be to have access to an embroider that handles Host Society clothing but puts on contingent logos for parents and athletes from that respective area, great way of selling additional clothing.

## **Section II**

### **Comments and Recommendations Pertaining To Your Unit**

#### **General Unit Management**

- Sport North was charged with the general management for Team NWT through an agreement with the Sport and Recreation Council of the NWT.
- Sport North staff were the Chef and Asst Chef de Mission which allowed for ease of decision making and accountability.
- Mission staff were chosen through a public callout conducted in November of 2011, we had over 60 applications. A number of predetermined criteria were used to make up the final selections.
- Each mission staff was assigned a sport after they indicated their preferences. They then took on the role of working with their assigned sports to build a relationship and connection before and during the games.
- We had a mission staff member who was Team NWT's official photographer and this helped immensely as they were given access to venues and spots normally not reserved for photographers.
- We also had mission staff that were in charge of the newsletter and media relations which proved beneficial.
- At the games we met with the entire mission staff each morning after the Chef's meetings and then were able to relay information coming from those meetings while it was fresh in our minds.
- Coaches were strongly encouraged to come to the mission centre to pick up newsletters and other important information which allowed us to communicate any issues directly to them and vice versa.
- We had only ONE discipline issue at these games a significant improvement from the last AWGs. Woohoo!
- Our team handbook and conduct and discipline code are attached.

## **Intra-team Communications**

- We had our customary morning meetings along with a number of dinner gatherings that gave us the ability to communicate effectively and update each other on daily happenings. Another critical communication piece were our cell phones, we made it a habit to phone each one of our mission staff on a daily basis just to let them know we were out there and to have them feel comfortable in using this medium to contact Chef and Asst. Chef whenever they desired. We also utilized the web to communicate with the media and to get information back to our offices.

## **Cultural Delegation Selection**

- Sport North, in conjunction with the NWT Arts Council, did a public call out and accepted applications for Cultural Delegates for Team NWT. A total of eight cultural delegates including one manager and one chaperone were identified that demonstrated a strong interest in participating at the Arctic Winter Games in Whitehorse.
- The Manager of Community Programs GNWT - ECE Culture & Heritage Division reviewed the applications and submitted them to the NWT Arts Council for their selection.

Our recommendations related to culture are as follows:

- The selection process should occur the year before so they have the time to prepare and get ready for this major event;
- Utilizing the NWT Arts Council should be fostered and encouraged but right through and at the Arctic Winter Games;
- The NWT Arts Council should identify someone to assist in coordination and overseeing the cultural group right at the games;
- A criminal records check should be conducted with this group as well.

## **Finance**

- We were contracted these games very late in the process but we were very fortunate through a number of strategies and cost saving measures to eventually come under budget, a significant achievement considering the timeline we had to work with.
- We generated close to \$300,000 dollars through direct contributions to participants and Value in Kind which was a significant accomplishment considering how late we were contracted in the process. The funding received was a combination of funding from the Sport and Recreation Council of the NWT, Games participant fees and sponsors.
- The participants were required to pay a games participation fee of \$300.00 each with the exception of Mission staff who we feel contribute significantly through taking vacation leave and the amount of work they do and the demands we place on them over the week.

### **Forms, Publications, Team Booklets/Manuals/Handbooks**

#### **Attached**

#### **Insurance**

- Our insurance was obtained through our regular insurance provider and has been built in to our insurance package when these games are hosted in Canada.
- Unfortunately when the games are outside this country we need to obtain special insurance and subsequently the costs increase as a result. It would be beneficial to have the AWGIC contract an insurance consultant to come up with what is needed in way of insurance from a contingent, AWGIC and Host perspective so that we don't find ourselves over covering ourselves which has been a tendency for some of the games we have been at.
- We need to determine what is already being covered, i.e. airline insurance, facility insurance, healthcare coverage, respective Territorial Sport Organization or NSO coverage etc. The AWGIC could determine what is essential and what is optional to allow contingents and Hosts to budget and prepare properly.

## **Media**

- We continue to make strides in working with the media from Team NWT's perspective as we made ourselves very accessible to the media at every turn, we honoured a multitude of interview requests along with keeping our media contacts informed and updated on anything related to Team NWT.
- We had media travel across with us on our charters along with invites to access our mission centre at their discretion.
- We met with each of our media contacts going to the games prior to the event to give them a general idea of the makeup and potential of certain individuals and teams on Team NWT.
- We heard that a number of media that were pretty aggressive in terms of entering the field of play to conduct interviews and take photos but we were able to work with them to establish boundaries and expectations.

## **Sports**

### **Arctic Sports**

-good venue but an announcer explaining each sport would have been appreciated by the spectators.

### **Badminton**

-no issues or comments regarding badminton aside from long days because of the competition schedule

### **Basketball**

-venue conducive for the sport. Nice to be able to sleep & compete in the same venue.

### **Biathlon Ski & Snowshoe**

-great venues and well attended by spectators

### **Cross Country Skiing**

-great venue and strong eye appeal

### **Curling**

-issue with coach seating should be addressed.  
-no other issues.

### **Dene Games**

Great venue

Games went well, a few delays that can be fixed if they can make sure all necessary equipment is on site etc. Having certified medical people on site would be beneficial for all athletes, coaches, volunteers, hosts as well as mission staff.

### **Dog Mushing**

**The location was too far from town.**

**Not very many people had the opportunity to watch the sport, but our athletes did really well.**

**Congratulations to the volunteers for all their work.**

## **Figure Skating**

We would like to recommend 2 things related to accommodations.

- a) That sports be accommodated as close to their sporting venue as possible.
- b) That ALL teams from the same sport be housed in the same facility to allow meetings / interaction etc.

## **Gymnastics**

**Excellent Facility and the athletes were able to sleep and compete in the same venue.**

Still need to work on ensuring athletes are of the same ability.

## **Hockey**

**Team travel arrangements in Whitehorse were inefficient. Arranging to pick up the equipment, eat and get to the arena in time for games was very time consuming.**

**Officiating issue arose prior to the Bantam hockey final. The method for choosing officials for the final game should be agreed to by all teams involved prior to the start of the tournament.**

**Officiating was generally good.**

**Would like to see additional bench staff..... Injuries, supervision, 2 deep rule, the ratio of coaches – athletes is high.**

**Venues were excellent.**

**Venue volunteers were friendly and helpful.**

**A dedicated coaches room at the arena would be very helpful.**

**Good food**

## **Indoor Soccer**

-great venue which allowed for teams to display their skill versus banging the ball off the wall and running

-floor was very spongy

## **Snowboarding**

Finish site was difficult to get to.

Facility top notch.

## **Speed Skating**

-lots of spectators throughout the day, very well supported.

-stronger competition starting to show from other contingents, good sign for the sport.

## **Table Tennis**

-need to develop a representative Territorial body in order to bring up our competitive level and interest in the sport;

-ability to have small community athletes represented.

## **Volleyball**

-liked the extra games

## **Wrestling**

Venue was very well situated.

Good for our TSO as they are currently going through some transitions. Hopefully will create a demand to maintain player & coach development.



## **Transportation**

- We incorporated a strategy to work with our sponsor airline right from the time that our contract to run the games was awarded. This alleviated a lot of unknowns as they were able to forecast charter costs for the games so that we could set aside necessary funds without going over.
- The TSOs need to be more accountable on the selection of their teams and as such a timeline should be implemented when it comes to travel for the games. A deadline date should be provided to the TSOs and AWG coaches to when all travel requests must be submitted, including anyone not coming back on the charter. Any changes made after this deadline date would be subject to an administration fee, including any related change fees from the travel agency. All these charges would be billed back to the TSO and they can sort out reimbursement from their members. Sport North was hit with a lot of unnecessary fees due to people constantly changing and then cancelling their tickets. Sport North was still taking request for changes the week of the games, and that is unnecessary – TSOs should be better organized than that! Whomever; needs to have that info at minimum 2 months outside the games, but 3 months would be better.
- It also needs to be very clear in the handbook what is covered if people are driving, gas receipts or mileage.
- There needs to be a “positioning policy” created for those participants in remote communities, what is being covered for them to get to a main community to travel.
- The better job we do in getting athletes from the communities the more cost it involves. Our positioning costs were huge and if we didn’t schedule a charter from the Inuvik along with Yellowknife, we surely would have had cost overruns in positioning of athletes.
- We did have a number of seats available on our charters coming over which we were able to sell in short order to parents. Though we need to develop a policy of how that sale is announced and the seats are awarded to avoid any negative backlash from the parents to perceived notion of unfairness.

## **Team Selection Process**

We tend to think that they were more efficient than most other AWG campaigns as the selections and registrations were conducted in a very short period WITHOUT ANY APPEALS which is saying a lot considering the parameters and the changes we implemented to our traditional selection process. The team selection process we implemented with the new changes gave us significant representation from the smaller communities along with cutting costs and making our selection process a bit more efficient:

- Using the schools in receiving both regional and territorial registrations;
- Increasing Territorial Trial #s to allow for more regional/community athletes to participate at that level;
- Contracting three Regional Coordinators who were accountable to the organization administering the games;
- Giving the TSOs more ownership in delivering their product to regional and community athletes through the regional development initiative which in turn provided them better insight at what was coming to each of their respective Territorial Selection Camps;
- Connecting the schools with the TSOs through the regional development initiative;
- There also was considerable regional sport development which demonstrated a direct correlation to having these camps along with the CSOP/ Community Sport Opportunity Program we initiated a couple of years back and the increase in the number of small community athletes on Team NWT.

### **Your Team's Website**

- We utilized our website extensively, through the downloading and access of registration forms, notification of deadlines, community, regional and territorial contacts, newsletters, AWG publications etc. This medium is one of our primary methods in keeping participants informed and updated. We have incorporated some other social media pieces, Facebook, twitter to keep the participants informed and engaged.

## **Section III**

## **General Comments and Recommendations Related to the Arctic Winter Games International Committee**

### **Executive Summary and Recommendations**

- From our perspective these were an excellent set of games.
- These games in our view were very athlete centred and from our perspective that is the way it should be. The Host Society was very responsive to our concerns.
- The largest complaints we received were at the beginning of the week and they centred around transportation but they were addressed within a few days and this area came along nicely.
- We like the strategy of keeping both Opening and Closing ceremonies to a certain time limit. The concept of having the athletes marshaled over an extended stage has merit and should be recommended to future Hosts.
- Having the sports housed together (especially Dog Mushing) seems to be gaining momentum and should be pursued for the next games for the reasons already mentioned in this report.
- Remember; being more accommodating at the beginning of the week is going to alleviate a lot of unnecessary pressure.
- Satellite kitchens have merit if planned properly and are more accommodating to the participants competing at the venue they are housed.
- Otherwise a great set of games that everyone should be proud of. Great job everyone!

### **Arctic Winter Games International Committee**

- The recognition of mission staff is always appreciated and having it early in the week is a sound strategy.
- We support the concept of raising the number of mission staff at these games due to the fact that specific assignments, for the benefit of each of the teams, are given to a number of mission staff i.e. newsletter, photographer etc. and the burden of carrying for over 350 participants.
- Is it time to have the Hodgson Trophy criteria looked at and updated? To put so much pressure on each of the contingents for the distribution and collection of the votes doesn't seem fitting or natural. There must be an easier and fairer way?

- We like the concept of the fair play pins but there must be a better way to distribute them while educating the participants to the aspects of fair play? Couldn't the contingents receive a number of these pins, along with a short presentation on the premise of fair play and the benefits it brings, prior to the games at any of the selection camps and competitions? This would give people a better idea of what these are all about and have them better prepared to hand these out to deserving candidates at the games.
- Circulate the minutes of the Technical meetings to the contingents.
- Continue with the post Games teleconference call to discuss highlights and areas for consideration while it is still fresh in everyone's mind.

### Miscellaneous

- We noticed that other contingents hadn't sent as many officials as in previous games and that our officials were down considerably from 2010. We still need to be cognizant of the fact that a lot of sports look to the AWGs as the event to draw in officials for their respective sports. We recognize the cost factor that this places on the host but the benefit greatly outweighs the cost.

## ARCTIC WINTER GAMES UNIT INVOLVEMENT SUMMARY

### 2012 GAMES TEAM Northwest Territories

	Regional Trials	Jurisdictional Trials	Games
Athletes			277
Coaches			73
Mission Staff			14
Sport Officials			14
Total	*970	970	378
Communities Involved	28	28	22
Aboriginal Athletes Involved	58%	58%	56%
Male Athletes Involved	54%	54%	51%
Female Athletes Involved	46%	46%	49%

**\*most if not all the Regional participants did not compete in the Regional Trials but went directly onto our Territorial selections.**

### 2012 Arctic Winter Games Team NWT Breakdown

	CATEGORY	NWT
<b>Arctic Sports</b>	Open Male	4
	Open Female	4
	Junior Male	5
	Junior Female	5
	Coaches	2
	Chaperone	0
		<b>20</b>
<b>Dene Games</b>	Open Male	4
	Junior Male	4
	Junior Female	4
	Juvenile Female	4
	Coaches	2
		<b>18</b>
<b>Badminton</b>	Junior Male	2
	Junior Female	2
	Juvenile Male	2
	Juvenile Female	2
	Coaches	2
	Chaperone	0
		<b>10</b>
<b>Basketball</b>	Junior Male	10
	Junior Female	10
	Coaches	2
	Chaperone	1
		<b>23</b>
<b>Biathlon Ski</b>	Junior Male	2
	Junior Female	1
	Juvenile Male	2
	Juvenile Female	2
	Coaches	2
		<b>9</b>
<b>Biathlon Snowshoe</b>	Junior Male	2
	Junior Female	2
	Juvenile Male	2
	Juvenile Female	2
	Coaches	2
		<b>10</b>
<b>Cross Country Skiing</b>	Junior Male	3
	Junior Female	3
	Juvenile Male	1

	Juvenile Female	1
	Midget Male	4
	Midget Female	4
	Coaches	3
		<b>19</b>
<b>Cultural Participants</b>	Junior Co-ed	6
	Manager	1
	Chaperone	2
		<b>9</b>
<b>Curling</b>	Junior Male	4
	Junior Female	4
	Coaches	2
	Chaperones	1
		<b>11</b>
<b>Dog Mushing</b>	Junior Co-ed	2
	Juvenile Co-ed	2
	Coaches	3
	Chaperones	3
		<b>10</b>
<b>Figure Skating</b>	Junior Female	8
	Coaches	2
		<b>10</b>
<b>Gymnastics</b>	Junior Female	4
	Coaches	1
	Chaperone	1
		<b>6</b>
<b>Hockey</b>	Junior Women	17
	Midget	17
	Bantam	17
	Coaches	6
	Chaperone	0
		<b>57</b>
<b>Indoor Soccer</b>	Junior Male	9
	Junior Female	9
	Juvenile Male	9
	Juvenile Female	9
	Intermediate Female	9
	Coaches	5
	Chaperone	1
		<b>51</b>
<b>Snowboarding</b>	Junior Male	1

	Junior Female	0
	Juvenile Male	2
	Juvenile Female	1
	Coaches	2
	Chaperone	1
		<b>7</b>
<b>Snowshoeing</b>	Junior Male	2
	Junior Female	2
	Juvenile Male	2
	Juvenile Female	2
	Coaches	2
	Chaperone	1
		<b>11</b>
<b>Speed Skating</b>	Junior Male	4
	Junior Female	4
	Juvenile Male	4
	Juvenile Female	4
	Coaches	2
	Chaperone	0
		<b>18</b>
<b>Table Tennis</b>	Junior Male	2
	Junior Female	0
	Juvenile Male	2
	Juvenile Female	0
	Coaches	1
	Chaperone	1
		<b>6</b>
<b>Volleyball</b>	Junior Male	10
	Junior Female	10
	Coaches	2
	Chaperone	1
		<b>23</b>
<b>Wrestling</b>	Junior Male	6
	Junior Female	0
	Coaches	1
	Chaperone	1
		<b>8</b>
<b>Mission Staff</b>		<b>14</b>
<b>TOTAL</b>		<b>350</b>

**Summary of Revenue and Expenditures**  
 (Please complete separate sheet for regional trials, jurisdictional trials and Games)

<b><u>REVENUE</u></b>		<b><u>EXPENDITURES</u></b>	
Federal Contribution	0	Transportation	\$939,911
Territorial/Provincial/State Contribution	<u>\$890,033</u>	Accommodations	<u>Incl. above</u>
Donations	<u>\$10,000</u>	Clothing & Accessories	<u>\$156,252</u>
Athlete Contribution	<u>\$225,199</u>	Facilities	<u>0</u>
Sales	<u>\$14,724</u>	Sport Officials	<u>\$2,969</u>
Other (Please specify)	<u>                    </u>	Administration	<u>\$40,727</u>
	<u>                    </u>	Other (Please specify)	<u>0</u>
	<u>                    </u>		<u>                    </u>
Total	<u>\$1,139,956</u>	Total	<u>1,139,956</u>





# ***2012 Arctic Winter Games***



## ***Handbook***

## TABLE OF CONTENTS

	<u>Page</u>
1. INTRODUCTION	2
2. GENERAL RULES	
a) Eligibility	2
b) Residency	2
c) Registration	3
d) Uniforms	3
e) Substitutions	3
f) Refunds	3
h) Chaperones	3
3. REGIONAL DEVELOPMENT	
a) Eligibility	4
b) Registration	4
c) Dates & Locations	4
d) Regions	4
e) Transportation	4
f) Accommodation & Facilities	4
g) Meals	4
h) Instructors	5
4. TERRITORIAL TRIALS	
a) Eligibility	5
b) Registration	5
c) Dates & Locations	5
d) Regions	6
e) Transportation	6
f) Accommodation & Facilities	6
g) Meals	6
h) Officials	6
5. ARCTIC WINTER GAMES	
a) Eligibility	7
b) Registration	7
c) Dates & Location	7
d) Team Size	7
e) Transportation	7
f) Accommodation & Meals	7
g) Officials	7

6. RESPONSIBILITIES

a) Sport North	7
b) Community Sport Representatives	8
c) Host Community (via the TSO)	8
d) Territorial Sport Organizations	9
e) AWG Regional Coordinators	9

7. APPENDICES

• APPENDIX A - Communities by Region	11
• APPENDIX B - Age Categories	12
• APPENDIX C – Territorial Sites & Dates	13
• APPENDIX D – Conduct & Discipline Code	14

## 1. INTRODUCTION

For the Northwest Territories, athletes/teams are selected for the Arctic Winter Games through the Territorial 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 components of the Arctic Winter Games process where applicable; (Regional Development, Territorial Trials and the AWG).

- All participants must be in attendance and participate at the Territorial Trials. 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. "Exception" - A team or individual who receives a direct entry to the Arctic Winter Games. Exceptions will be reviewed by the Chef de Mission on a case by case scenario.
- Each athlete must be a registered member of the Territorial Sport Organization (TSO) that they will be participating in the Regional, Territorial or AWG level where one exists.
- 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 TSO sport requirements.
- 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 camp he/she is still eligible to compete in the Games.

### b. Residency

- Each athlete/coach must be a continuous resident of the Northwest Territories **as of August 4, 2011.**
- 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 Development (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 and accommodation, from any point outside the community for Regional Development and Territorial Trials.

c. Registration

- All athletes, coaches and chaperones who wish to participate in the Regional Development and Territorial Trial process **MUST BE REGISTERED WITH THEIR REGIONAL COORDINATOR BY OCTOBER 21, 2011 OR PRIOR TO THE SCHEDULED DEVELOPMENT DATE SELECTED BY THE RESPECTIVE TSO.**
- All athletes and coaches must pay the registration fee and be affiliated members of their Territorial Sport Organization where one exists.

<p><b><u>Mackenzie and South Slave Region</u></b>  Name: Stephen MacKay  Address: 4 Harcourt Place  Hay River, NT X0E 0R3  Tel: (867) 874-2445  E-mail: mackay@northwestel.net</p>	<p><b><u>Yellowknife Region</u></b>  Name: Spider Jones  Address: Box 11089  Yellowknife, NT X1A 3X7  Tel: (867) 669-8329  E-mail: spider@sportnorth.com</p>	<p><b><u>Beaufort Delta and Sahtu Regions</u></b>  Name: Theresa Ross  Address: Box 1428  Inuvik, NT X0E 0T0  Tel: (867)777 - 4728  E-mail: bdsrecreation@gmail.com</p>
--	--	---

d. Uniforms

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

e. Substitutions

All TSO's must identify 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 Development, 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 – See Conduct & Discipline Code (Appendix D).***

g. Chaperones

All athletes / teams under the age of 18 years must be accompanied by a coach or chaperone to & from their community to the 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.

### 3. REGIONAL DEVELOPMENT

a. Eligibility

- All participants must be registered with their Regional Coordinator.
- An athlete may **register in a maximum of two sports**.
- An athlete may only participate in one age category per sport.
- An athlete may only participate in one region.
- Schedules will not be altered to accommodate conflicts for athletes who choose to participate in two sports.
- The athlete will pay a registration fee for **each** sport entered.
- The participant must be affiliated with the TSO where one exists.
- 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.
- Only athletes/coaches, who have registered in a particular sport and age category at Regional Development, will be eligible in that sport for the Territorial Trials.

b. Registration

The registration fees are set by Sport North and collected by the Regional Coordinator.

**Registration Fee      \$50.00 per participant/per sport – payable to Sport North**

All athletes, coaches and chaperones participating in Regional Development camps must be registered and paid by **October 21**. If Regional Development occurs prior to October 21, athletes/coaches must be registered with Sport North and affiliated with their chosen sport.

c. Dates & Locations

Location and dates of the Regional Development camps are the responsibility of the **TSO's** (in consultation with the Regional Coordinator & Sport North Federation). TSO's are invited to promote their dates and locations additionally on the Sport North website.

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

e. Transportation

- Athletes, coaches & chaperones are responsible for their own transportation for Regional Development Camps.
- Sport North reserves the right to transport an athlete to a Regional Development Camp.

f. Accommodation & Facilities

- Accommodation will be arranged by the host community in consultation with the Regional Coordinator.
- Coaches/chaperones must reside in the same residence as their athletes.
- Host community is responsible for scheduling & paying for facilities.

g. Meals

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

h. Instructors

- The TSO's are responsible for identifying instructors and paying their honoraria.
- Sport North will provide transportation within the NWT for two (2) instructors per camp.
- The host community will be responsible for instructors' meal & accommodations.

#### 4. 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 only one region.
- An athlete is allowed to participate in **"TWO SPORTS"**. – One per Territorial Trial

**Weekend.**

- Once an athlete selects a position to a final team roster in a sport, he/she will not be allowed to participate in further Trials.
- All other eligibility rules apply.
- Athletes must have been registered in the same sport and age category at the Regional Development camp to be eligible to compete at the Territorial Trials 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 TSO sport requirements.
- Each region can register the maximum number of players/coaches as indicated in the respective AWG technical package (visit [www.awg2012.org](http://www.awg2012.org)).
- 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.

**Registration Fee      \$100.00 per coach/athlete/chaperone – payable to Sport North.**

All athletes, coaches and chaperones participating in the Territorial Trials must be registered by **November 14<sup>th</sup>** for the December 8-11 Trials & **December 21<sup>st</sup>** for the January 26-29 Trials.

c. Dates & Location

The Territorial Trials will be held December 8-11, with December 8<sup>th</sup> being a travel day, and January 26-29, with January 26 being a travel day. (refer to Appendix C for sports, dates and location). ***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.***



**December 9 – 11, 2011**

**January 27 – 29, 2012**

Sport	Trial Date	Trial Site	Trial Contact	Sport	Trial Date	Trial Site	Trial Contact
Basketball	Dec. 9-11	Inuvik	Basketball NWT www.bnwt.ca	Arctic Sports	Jan. 27-29	Inuvik	NWT Arctic Sports tccfinance@netkaster.ca
Biathlon – Ski	Dec. 9-11	Hay River	NWT Biathlon Association www.nwtbiathlon.com	Badminton	Jan. 27-29	Yellowknife	NWT Badminton Association www.nwtbadminton.ca
Biathlon – Snowshoe	Dec. 9-11	Hay River	NWT Biathlon Association www.nwtbiathlon.com				Curling
Cross Country Ski	Dec. 9-11	Yellowknife	NWT Ski Division www.nwtski.com	Dene Games	Jan. 27-29	Dettah	Sport North www.sportnorth.com
Dog Mushing	Dec. 9-11	Yellowknife	NWT Dog Sledding	Gymnastics	Jan. 27-29	Yellowknife	NWT Gymnastics Association www.nwtgymnastics.com

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

- e. Transportation
- Sport North coordinates transportation for all participants.
  - Sport North will be responsible for travel within the NWT for athletes, coaches & chaperones.
  - ***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 & Facilities
- Accommodation will be arranged by the host community (via the TSO) 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.
  - Host community (via the TSO) is responsible for scheduling and paying for facilities.
- 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 at no cost or for a nominal fee to each participant.
- h. Officials
- The TSOs are responsible for identifying officials and paying their game fees/honoraria.
  - Sport North will provide transportation for all officials within the NWT.
  - The host community (via the TSO) will be responsible for officials' meals and accommodations.

## 5. ARCTIC WINTER GAMES – MARCH 4-12, 2012 (Whitehorse, YT)

- a. Eligibility
- Each athlete/coach can compete in only 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.
  - 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 10.**

**Registration Fee      \$300.00 per participant – payable to Sport North**

**After February 10      \$400.00 per participant – payable to Sport North**

- c. Dates & Location  
The Arctic Winter Games will take place in Whitehorse, Yukon March 4-12, 2012.
- 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 athletes, cultural delegates, their coaches and chaperones 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.

## 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 Community Sport 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 – refer to appendix D.
  - 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 Development 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. Community Sport 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 registration fees.
- Work collaboratively with the AWG Regional Coordinator/TSO & host community when a regional sport development camp is requested.
- Communicate registration fees, athlete selection dates & athlete selection policies to all potential participants (schools, municipalities, band offices, etc.).
- Assist the AWG Regional Coordinator in coordinating and funding transportation, accommodation and registration.
- Assist and advise the AWG Regional Coordinator in ensuring that the communities/schools are regularly updated on all aspects of the Regional Development camps & Territorial Trials.
- Assist and advise the AWG Regional Coordinator the Host Committee and TSO in ensuring all aspects of Regional Development process & Territorial Trials are managed.
- Work with their communities to ensure that all registration requirements are properly completed.
- Work with the AWG Regional Coordinator:
  - To select sites, dates and registration fees/deadlines.
  - To forward the completed 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 camp opportunity through the AWG Coordinator and Community 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 or free of charge.
- Responsible for the cost of rental facilities.
- Conduct the Regional Development camp.
- Convey community costs for the Regional sport development camp back to participants.
- Develop a camp schedule.
- Oversee the Regional Development camp & Territorial Trials.
- Identify instructors and pay for their game fees & honorarium.
- Ensure the equipment necessary for competitions is available.
- Provide the Community Representative with affiliation forms - preferably electronic version - to ensure that all participants are properly affiliated with their respective Sport prior to the Regional Development camp deadline.
- Ensure all athletes registered for Regional Development camps 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
- Provide competition uniforms for their respective athletes and coaches.
- Endorse the Regional Development camp.
- Oversee the sport selection at the Territorial Trials in consultation with Sport North
- Identify officials for the Territorial Trials.
- Provide officials for Territorial Trials and pay for their game fees & honorarium.
- Ensure the equipment necessary for competitions is available at the Territorial competition sites in consultation with Sport North.
- Provide registration forms - preferably electronic version - to ensure that all participants are properly affiliated with their respective Sport prior to the Regional Development deadline.
- Provide a copy of their Team Selection Policy, Discipline Policy and Appeals Policy to Sport North by October 30th, 2011.

e. AWG Regional Coordinators

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

- Coordinate overall logistics of the Regional Development camps.
- Report to and take direction from the AWG Chef de Mission on all aspects of the Arctic Winter Games.
- Update their respective Community Sport Representative on all aspects of the Arctic Winter Games.
- Maintain a close working relationship with Community Sport 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 Development Camps*

- To work with the Community Sport 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 Sport Development 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.

### *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.

## **APPENDIX A**

### **REGIONAL COORDINATORS**

#### **Mackenzie and South Slave Region**

Name: Stephen MacKay  
Address: 4 Harcourt Place  
Hay River, NT X0E 0R3  
Tel: (867) 874-2445  
E-mail: [mackay@northwestel.net](mailto:mackay@northwestel.net)

#### **Yellowknife Region**

Name: Spider Jones  
Address: Box 11089  
Yellowknife, NT X1A 3X7  
Tel: (867) 669-8329  
E-mail: [spider@sportnorth.com](mailto:spider@sportnorth.com)

#### **Beaufort Delta and Sahtu Regions**

Name: Theresa Ross  
Address: Box 1428  
Inuvik, NT X0E 0T0  
Tel: (867) 777 - 4728  
E-mail: [bdsrecreation@gmail.com](mailto:bdsrecreation@gmail.com)

### **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**

Behcoko	Kakisa Lake
Dettah/N'Dilo	K'atlodeeche
Enterprise	Lutsel K'e
Fort Liard	Nahanni
Butte	
Fort Providence	Trout Lake
Fort Resolution	Wekweeti
Fort Simpson	Wha Ti
Gameti	Wrigley
Jean Marie River	

**SAHTU REGION**

Colville Lake  
Deline  
Fort Good Hope  
Norman Wells  
Tulita

**YELLOWKNIFE REGION**

Yellowknife



## Appendix B 2012 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	Junior Male: Born in 1995 or later Junior Female: Born in 1995 or later
Badminton	Junior M/F Juvenile M/F	Junior Male: born in 1993 or later Junior Female: born in 1993 or later Juvenile Male: born in 1996 or later Juvenile Female: born in 1996 or later
Basketball	Junior M/F	Junior Male & Female: Born in 1993 or later. Athletes participating in Post-Secondary school basketball programs are ineligible.
Biathlon - ski	Junior M/F Juvenile M/F	Junior Male Born in 1994, 1995 or 1996 Junior Female Born in 1994, 1995 or 1996 Juvenile Male Born in 1997 or later Juvenile Female Born in 1997 or later
Biathlon – snowshoe	Junior M/F Juvenile M/F	Junior Male Born in 1994 or 1995 or 1996 Junior Female Born in 1994 or 1995 or 1996 Juvenile Male Born in 1997 or later Juvenile Female Born in 1997 or later
Cross Country Ski	Junior M/F Juvenile M/F Midget M/F	Junior Males: Born in 1994 and 1995 Junior Females: Born in 1994 and 1995 Juvenile Males: Born in 1996 and 1997 Juvenile Females: Born in 1996 and 1997 Midget Males: Born in 1998 and 1999 Midget Females: Born in 1998 and 1999
Curling	Junior M/F	Junior Male: Born on or after January 1, 1993 Junior Female: Born on or after January 1, 1993
Dene Games	Open Male Junior M/F Juvenile Female	Open Male No age restriction Junior Female Born in 1992 or later Junior Male Born in 1992 or later Juvenile Female Born in 1996 or later
Dog Mushing	Junior Co-ed Juvenile Co-ed	Co-ed Juvenile: Born between April 1, 1997 and March 31, 2001 Co-ed Junior: Born between April 1, 1992 and March 31, 1997
Figure Skating	Novice/Open Intermediate Juvenile Preliminary	Competitors must have been born between 1994 and 2001. Skaters in the Preliminary camps (Ladies 1) must be born 1999 or later. A competitor may register and compete in only one (1) category.
Gymnastics	Junior Female	Junior Female: Born on January 1, 1994 or later.
Hockey	Midget Bantam Junior Female	Midget: born in 1994 or later Bantam: born in 1997 or later Junior Female: born in 1993 or later
Indoor Soccer	Intermediate Female Junior M/F Juvenile M/F	Female Intermediate 1993 or later Junior 1995 or later Juvenile 1997 or later Male Junior 1995 or later Juvenile 1997 or later
Snowboarding	Junior M/F Juvenile M/F	Junior Male: Born in 1993 or later Junior Female: Born in 1993 or later Juvenile Male: Born in 1995 or later Juvenile Female: Born in 1995 or later
Snowshoeing	Junior M/F Juvenile M/F	Junior Male & Female: Born in 1993 or later Juvenile Male & Female: Born in 1997 or later
Speed Skating	Junior M/F Juvenile M/F	Junior Male & Female: Born between July 1, 1992 and June 30, 1997. Juvenile Male & Female: Born between July 1, 1997 and June 30, 2000.
Table Tennis	Junior M/F Juvenile M/F	Junior Male & Female born in 1994 or later Juvenile Male & Female: born in 1997 or later
Volleyball	Junior M/F	Junior Male: born in 1992 or later Junior Female: born in 1992 or later
Wrestling	Junior M/F	Junior male/female: Born in 1994, 1995, or 1996.

## **Appendix C**

### **Territorial Trial Sites & Dates**

**December 9 – 11, 2011**

<b>Sport</b>	<b>Trial Date</b>	<b>Trial Site</b>	<b>Trial Contact</b>
Basketball	Dec. 9-11	Inuvik	Basketball NWT <a href="http://www.bnwt.ca">www.bnwt.ca</a>
Biathlon – Ski	Dec. 9-11	Hay River	NWT Biathlon Association <a href="http://www.nwtbiathlon.com">www.nwtbiathlon.com</a>
Biathlon – Snowshoe	Dec. 9-11	Hay River	NWT Biathlon Association <a href="http://www.nwtbiathlon.com">www.nwtbiathlon.com</a>
Cross Country Ski	Dec. 9-11	Yellowknife	NWT Ski Division <a href="http://www.nwtski.com">www.nwtski.com</a>
Dog Mushing	Dec. 9-11	Yellowknife	NWT Dog Sledding Association

### January 27 – 29, 2012

Sport	Trial Date	Trial Site	Trial Contact
Arctic Sports	Jan. 27-29	Inuvik	NWT Arctic Sports tccfinance@netkaster.ca
Badminton	Jan. 27-29	Yellowknife	NWT Badminton Association www.nwtbadminton.ca
Curling	Jan. 27-29	Yellowknife	NWT Curling Association www.nwtcurling.com
Dene Games	Jan. 27-29	Dettah	Sport North www.sportnorth.com
Gymnastics	Jan. 27-29	Yellowknife	NWT Gymnastics Association www.nwtgymnastics.com
Snowboarding	Jan. 27-29	Yellowknife	NWT Boardsport Association www.nwtboardsport.com
Speed Skating	Jan. 27-29	Yellowknife	NWT Speed Skating Association www.nwtspeedskating.ca
Table Tennis	Jan. 27-29	Yellowknife	Sport North www.sportnorth.com
Wrestling	Jan. 27-29	Yellowknife	NWT Wrestling Assoc. dreid@mail.ycs.nt.ca
Snowshoeing	Jan. 27-29	Fort McPherson	Liz Wright bizzielizzie@ymail.com

## APPENDIX D

### SPORT NORTH FEDERATION

### CONDUCT AND DISCIPLINE CODE

#### A. Introduction

The *Conduct and Discipline Code* applies to all Sport North sponsored events. Sport North Sponsored events are:

Canada Winter/Summer Games

Western Canada Summer Games

NWT Winter/Summer Games

Arctic Winter Games (includes Regional Development & Territorial Trials)

#### B. Definitions

For the purposes of this Code

**“Participant”** – means anyone participating in a Sport North sponsored event. This includes but is not limited to: athletes, coaches, officials, chaperons, cultural representative and mission staff.

**“Athletes Village”** – means any area that has been designated by Sport North or a host community/society for participants to stay, such as, but not limited to, school(s), hotel(s), motel(s), dormitories, apartments and billets.

**“Fair Play Initiative”** - means an initiative that is based on respect for others and respect for the institution of sport.

**“Anti-Doping Campaign”** – means a campaign designed by the Canadian Centre for Ethics in Sport.

**“Minor”** - means a person who has not yet reached the age of majority as that is defined by the applicable legislation in the jurisdiction in which the event is being held

**“Territorial Sport Organization” (TSO)** – means an affiliated member of Sport North Federation.

**“Discipline Committee”** – means a committee developed who is responsible for discipline of all major infractions.

**“Appeal Committee”** – means a committee developed who is responsible for hearing appeals of disciplinary decisions made by the Discipline Committee.

**“Athlete’s Advocate”** – means a person who advises an athlete of his/her rights, to provide support and to speak on behalf of the athlete.

**"Minor Infraction"** - means any infraction that is less serious than a major infraction and is subject to informal discipline by a Head Coach.

**"Major Infraction"** - means all infractions of the most serious nature and is subject to discipline by the Team NWT Discipline Committee.

### **C. Standard of Conduct**

It is expected that all participants will fulfil their roles and responsibilities as outlined in this Handbook. Individuals who fail to comply will be subject to disciplinary action.

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 Handbook 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 during Sport North sponsored events.

#### **1. Respect for Others**

Sport North is committed to providing a safe, harassment-free environment where all team members are treated with respect and which is conducive to maximal performance of each member. 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.

#### **2. Ceremonies and Official Team NWT Functions**

Team NWT participants must attend the Games and Sport Opening and/or Closing Ceremonies as well as all official Team NWT functions in their full Team NWT walkout uniform.

### 3. Residence

All athletes, their coaches, managers and chaperone(s) must reside in the area designated by Sport North, such as an Athletes' Village, that is must reside in the rooms they are assigned, as well coaches and chaperone(s) must sleep in the same room as assigned to their athletes.

### 4. Curfew

Participants who reside in the Athletes' Village must adhere to the curfew that has been established by Sport North or the host community/society. This includes a specified quiet time and a lights out time. Coaches may set an earlier curfew if game/event schedules warrant.

### 5. Drugs, Doping Penalties and Fair Play

Sport North and all other Games' Councils and Committees strongly embrace the concept of Fair Play in Sport, 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.

Sport North will implement Fair Play initiatives and any Anti-Doping Campaign. As such we recognize the Canadian Policy on Penalties for Doping in Sport (endorsed by the Canadian Centre for Ethics in Sport, 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 sponsored events until the suspension has been lifted by the NSO or TSO.

## 6. Alcohol and Tobacco

Athletes shall not consume alcohol, nor use any tobacco products, including snuff, at any time during Sport North sponsored events or during travel to or from a Sport North sponsored event. Minors found possessing any alcohol or tobacco products will have these items confiscated, and may be subject to further discipline.

Adults shall not consume alcohol in the designated Athletes' Village, nor shall they be under the influence of alcohol at any time they are performing their official duties during a Sport North sponsored event.

Adults shall refrain from smoking in the designated Athletes' Village, at all Sport North sponsored events, functions, and at competition sites.

### **D. Discipline Process**

#### 1. Levels of Discipline

a. At the Sport North sponsored event, the following levels of discipline will apply:

**First Level** The coach is responsible for discipline for minor infractions. Under extraordinary conditions, the host community/society / Sport North may take immediate disciplinary action, pending further discipline by Sport North.

**Second Level** The Discipline Committee is responsible for discipline for all major infractions.

**Third Level** The Appeals Committee hears appeals of disciplinary decisions, whether at the first or second levels.

**Fourth Level** Sport North may apply further discipline after the event, either for major infractions, which may have been dealt with at the event or for incidents that may not have been dealt with at the event.

### 3. Procedures for Discipline

All minor infractions will be reported to the Head Coach. The Head Coach will decide on the appropriate disciplinary sanctions. Minor infractions, and corresponding sanctions, will be documented using the ***Infraction Report Form***, and a copy of this form will be provided to mission staff.

If a person witnesses a minor infraction that is not otherwise reported to the Head Coach, the person should report the infraction to mission staff, who will deal with it informally or determine that it should be dealt with as a major infraction.

The procedure for discipline during a Sport North sponsored event is as follows:

- a. All minor infractions shall be reported to the coach who shall determine appropriate disciplinary sanctions in accordance with the guidelines outlined in this policy. In determining discipline, the coach shall give the individual being disciplined an opportunity to respond to the allegations.
- b. All major infractions shall be reported to the Chef de Mission. During a Sport North sponsored event the infraction must be reported to the Mission Desk, or if this is not possible, to any member of the Mission Staff, using the Infraction Report Form.
- c. The individual being disciplined will be advised of the procedures in this policy, and of the right to consult with an Athlete's Advocate (if the individual is an athlete), a parent/guardian (if the individual is a minor) and/or legal counsel. The individual being disciplined will also have an opportunity to submit a written response, if so desired.
- d. 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:



- the individual being disciplined shall be given reasonable notice of the hearing and shall have an opportunity to address the Discipline Committee;
  - the individual being disciplined may be accompanied by an Athlete's Advocate, or any other adviser including legal counsel;
  - the hearing shall be held in private;
  - both parties may request that witnesses to the incident be present at the hearing to provide evidence.
- e. The Discipline Committee shall determine appropriate sanctions in accordance with section E of this policy. The Committee's decision shall be communicated to the individual in writing, with reasons, using the *Decision of Discipline Committee Form* and shall take effect immediately. A copy of the Discipline Committee's decision shall also be provided to the Chef-de-Mission.

#### **Procedure for discipline after a Sport North sponsored event**

Upon review of the incident report provided by the Chef-de-Mission; Sport North may determine that further sanctions be invoked.

- a. - Sport North may conduct an investigation;
- Sport North will consider any reports of the incident as well as evidence;
- Sport North will establish a Hearing Tribunal if there is sufficient evidence that a hearing is warranted;
- the Hearing Tribunal will conduct a Hearing and provide their decision in writing, with reasons.

#### **E. Infractions**

Breaches of this Code of Conduct 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 NWT, are dealt with more formally by the Team NWT Discipline Committee.

Examples of ***minor infractions*** which will not be tolerated include but are not limited to:

- use of tobacco products, including snuff, by minors
- use of tobacco products by adults in the designated Athletes' Village, at Sport North sponsored events, functions, or at competition sites
- disturbance or disruption after quiet time in the designated Athletes' Village
- disrespectful, offensive, abusive, racist or sexist comments or behaviour
- unsportsmanlike conduct such as arguing
- being late for, or absent from, Sport North sponsored activities or functions
- failing to follow the dress code for official functions
- other similar infractions of minor severity

Examples of ***major infractions*** which will not be tolerated include but are not limited to:

- unsportsmanlike conduct such as fighting
- curfew violations
- repeated disturbances or disruptions after quiet time in the designated Athletes' Village
- repeated or gross display of disrespectful, offensive, abusive, racist or sexist comments or behaviour
- repeated lateness for, or absence from, Sport North sponsored events, activities or functions
- bringing disgrace to Team NWT or any event sponsored by Sport North
- use of alcohol by a minor at any time
- use of alcohol by an adult within the designated Athletes' Village, or being under the influence of alcohol while performing official duties as a participant in a Sport North sponsored event
- intoxication
- activities or behaviour which disrupts competition
- pranks, jokes or other activities which endanger the safety of others
- criminal activities
- betting or gambling
- other similar infractions of major severity

**F. Disciplinary Sanctions Applicable at all Sport North sponsored events**

## 1. Minor infractions

The following sanctions may be applied, singly or in combination, for minor infractions:

- earlier curfew
- verbal or written reprimand
- formal verbal apology (witnessed)
- formal written apology (hand-delivered)
- suspension from event, which may include suspension from the next scheduled competition
- other sanctions as may be considered appropriate by the coach
- Further disciplinary action may be taken after the event by Sport North and may involve suspension from future Sport North sponsored events and competitions.
- Incidents, which involve a number of team members, may result in the entire team receiving disciplinary sanctions.

## 2. Major infractions

The following sanctions may be applied, singly or in combination, for major infractions:

- revoking Team NWT clothing
- removal of certain Team NWT or Athletes' Village privileges
- confinement to room in designated Athletes' Village for a prescribed period of time
- removal from a portion of, or the remainder of the event.
- withdrawal of return travel privileges.
- expulsion from the Games.
- other sanctions as may be considered appropriate by the Discipline Committee
- Further disciplinary action may be taken after the event by Sport North and may involve suspension from future Sport North sponsored events and competitions.
- Incidents, which involve a number of team members, may result in the entire team receiving disciplinary sanctions.
- Criminal Charges

## 3. Roles and Responsibilities of Parties Involved

### **Coaching Staff**

The coach shall be responsible for discipline for minor infractions, in accordance with the guidelines for sanctions outlined in this policy. The coach shall keep a written log of all minor infractions in case incidents re-occur or escalate in severity.

### **Discipline Committee**

The Discipline Committee shall be responsible for discipline of major infractions in accordance with guidelines for sanctions outlined in this policy.

The Discipline Committee is chaired by the Assistant Chef-de-Mission and comprised of two Mission Staff.; one who is assigned to the sport, and the other to be identified by the Chair.

### **Appeals Committee**

The Appeals Committee shall hear appeals of disciplinary decisions, from either the individual being disciplined or the Chef-de-Mission.

The Appeals Committee is Chaired by the Chef-de-Mission, and two Mission Staff who were not members of the original Discipline Committee.

If the Chef-de-Mission is the appellant, he/she shall appoint a suitable alternate to serve on the Appeals Committee in his/her place.

### **Participant's Advocate**

A participant, who is the subject of a Disciplinary Committee hearing and/or an Appeal Committee hearing, has the right to be assisted by an Advocate of their choice or as provided by Team NWT. The role of the Advocate is to tell the member about his/her rights, to provide support and, if requested, to participate with the member at the scheduled disciplinary hearing. Hearings will not be postponed or rescheduled to accommodate the Advocate.

### **Sport North**

In addition to the above, Sport North will be responsible for discipline after a Sport North sponsored event. This may involve taking further action on incidents that were dealt with during the Sport North sponsored event or dealing with incidents that were not dealt with during the event. This action will involve conducting an investigation if necessary, conducting a hearing, making a decision(s) and allowing provision for an appeal.

## **G. Appeals**

### **1. Procedures for Appeal of Discipline Decisions Made at a Sport North sponsored event**

- a. The individual being disciplined shall have TWO HOURS from the time of receiving a decision on discipline, whether from a coach or from the Discipline Committee, to launch an appeal.
- b. Likewise the Chef-de-Mission or coach shall have TWO HOURS from the time of receiving a copy of the decision on discipline to launch an appeal.
- c. The grounds for the appeal must be stated in writing using the *Notification of Appeal Form* and delivered to the Mission desk, or if this is not possible, to any member of Mission Staff
- d. As soon as possible after receiving notification of an appeal, the Appeals Committee shall convene a hearing. The hearing shall be convened by such procedures as the Appeals Committee sees fit, provided that the following principles are observed:
  - the appellant shall be given reasonable notice of the hearing and shall have the opportunity to address the committee;
  - the appellant may be accompanied by a Participant's Advocate or any other adviser including legal counsel;
  - the hearing shall be held in private;
  - the committee may request that witnesses to the incident be present at the hearing to provide evidence.
- e. The Appeals Committee shall have the authority to uphold the decision on discipline, to reverse the decision, and/or to modify any of the recommended disciplinary sanctions.
- f. The decision of the Appeals Committee shall be communicated to the appellant in writing, with reasons, using the *Decision of Appeals Committee Form* and shall take effect immediately.

- g. The decision of the Appeals Committee shall be final and binding, and not open to any further appeal.

## 2. Procedures for Appeal of Discipline Decisions made after a Sport North sponsored event

Members who wish to appeal a decision shall have 5 business days from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the Executive Director of Sport North. A non-refundable TWO HUNDRED DOLLAR (\$200.00) fee must accompany the appeal.

Any party wishing to initiate an appeal beyond the 5 business day period must provide a written request stating reasons for an exemption to this requirement. The decision to allow, or not allow an appeal outside the 5 business day period shall be at the sole discretion of the Sport North Executive Director.

### b. Upon receipt of an appeal:

- Within 3 business days of receiving the notice of appeal, the Executive Director shall decide whether or not there are sufficient grounds for an appeal. In the absence of the Executive Director, a member of the Board of Directors shall perform this function.
- If the appeal is denied on the basis of insufficient grounds, the appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the Executive Director and may not be appealed.
- If the Executive Director is satisfied that there are sufficient grounds for an appeal, he or she shall direct that the President (or designate) establish an Appeals Committee.

## 3. Grounds for Appeal

Appeals of decisions of discipline made during or after a Sport North sponsored event may be heard only if there are sufficient grounds for the appeal. Decisions will be made on the following basis:

- decision made where the decision makers did not have the authority or jurisdiction as set out in governing documents;
- failing to follow procedures as laid out in the bylaws or approved policies of Sport North;
- failure to follow proper procedures which includes providing a fair hearing;
- making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views;
- failure to consider relevant information or taking into account irrelevant information in making the decision;
- making a decision for an improper purpose; and/or
- making a decision which was unreasonable.

## **F. Confidentiality at the Games**

All communication of disciplinary matters to outside parties shall be handled by a Sport North representative. Every effort will be made to keep the investigative process including all information, including written documents, confidential.

All individuals involved in a disciplinary matter, including the individual being disciplined, shall refrain from disclosing the details of the matter to outside parties.

Sport North will ensure that the hearing process is open, fair and transparent.

**APPENDIX "A"**

**ATHLETE CLOTHING AGREEMENT**

I, \_\_\_\_\_, acknowledge having read and understand that as a participant for a Sport North sponsored event, I hereby accept the clothing provided and agree to follow the dress code.

The clothing provided remains the property of Team NWT and if no sanctions are levied upon the participant at the conclusion of the Games, the clothing becomes the property of the participant.

**SIGNATURE**

**DATE**

**ATHLETE/PARENT/GUARDIAN CONDUCT AGREEMENT**



" I acknowledge and agree that I have read and understood the Sport North Conduct and Discipline Code as published at [www.sportnorth.com](http://www.sportnorth.com) and that I agree to abide by the rules and regulations set out therein as well as the rules and regulations set down by Team NWT, & the Host Society."

"I understand that I will be subject to being photographed by Games organizers and agree to release my name and any photos to Sport North Federation for the purpose of marketing."

Date:

Signature of Participant:

Witness:

Signature of Parent/Guardian:

**APPENDIX "B"**

**COACH/CHAPERON/MISSION CLOTHING AGREEMENT**

I, \_\_\_\_\_, acknowledge having read and understand that as a participant for a Sport North sponsored event, I hereby accept the clothing provided and agree to follow the dress code.

The clothing provided remains the property of Team NWT and if no sanctions are levied upon the participant at the conclusion of the Games, the clothing becomes the property of the participant.

**SIGNATURE**

**DATE**

**COACH/CHAPERON/MISSION CONDUCT AGREEMENT**

\_\_\_\_\_

" I acknowledge and agree that I have read and understood the Sport North Conduct and Discipline Code as published at [www.sportnorth.com](http://www.sportnorth.com) and that I agree to abide by the rules and regulations set out therein as well as the rules and regulations set down by Team NWT, & the Host Society."

"I understand that I will be subject to being photographed by Games organizers and agree to release my name and any photos to Sport North Federation for the purpose of marketing."

Date:

Signature of Participant:

Witness:

**APPENDIX "C"**

**INFRACTION REPORT FORM**

Date/Time of Infraction \_\_\_\_\_ a.m. p.m.  
(Date) (Time)

Submitted by (Name): \_\_\_\_\_ Position: \_\_\_\_\_

Location of Infraction: \_\_\_\_\_

Team NWT Individuals Involved	Sport(s)
_____	_____
_____	_____
_____	_____

Other Individuals Involved  
\_\_\_\_\_

---

Description of Incident: (Be objective, concise & accurate. Use more paper if needed)

---

---

---

Names of Any Witnesses:

Province/Territory

---

---

---

---

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICE USE

Received by: \_\_\_\_\_

Date & Time Received: \_\_\_\_\_

Infraction # \_\_\_\_\_

**APPENDIX "D"**

**DECISION OF HEAD COACH/DISCIPLINE COMMITTEE**

**INCIDENT REPORT#**

**DATE OF INCIDENT:**

**NAME OF INDIVIDUAL INVOLVED:**

**DISCIPLINARY ACTIONS TAKEN BY HEAD COACH/DISCIPLINE COMMITTEE:**

**REASONS:**

**SIGNATURE OF HEAD COACH**

**OR DESIGNATE:**

**DATE:**

**APPENDIX "E"**

**NOTIFICATION OF APPEAL**

**THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE CHEF-DE-MISSION WITHIN TWO HOURS AFTER ANY DISCIPLINE DECISION HAS BEEN MADE.**

**INCIDENT REPORT #**

**DATE OF INCIDENT:**

**NAME OF INDIVIDUAL INVOLVED:**

**NAME OF INDIVIDUAL REQUESTING APPEAL:**

**REASON FOR APPEAL:**



**SIGNATURE OF INDIVIDUAL REQUESTING APPEAL:**

**SIGNATURE**

**DATE**

**TIME SUBMITTED TO NWT MISSION DESK:**

**INITIALS OF CHEF-DE-MISSION:**

(The exact time of receipt must be initialled by a member of Team NWT's Mission Staff)

**APPENDIX "F"**

**DECISION OF APPEALS COMMITTEE**

**INCIDENT REPORT #**

**DATE OF INCIDENT:**

**NAME OF INDIVIDUAL INVOLVED:**

**DECISION OF APPEALS COMMITTEE:**

**REASON FOR DECISION:**

**SIGNATURE OF CHEF-DE-MISSION:**

**DATE:**

## 2012 ARCTIC WINTER GAMES MISSION STAFF

NAME		SPORT
RENTMEISTER	Douglas	Chef de Mission
OTHMER	Bill	Assistant Chef de Mission
ROCHE	Pauline	Indoor Soccer (Female)
STOCKHOUSE	Jordan	Snowshoeing / Badminton
PHILIPP	Lois	Arctic Sports / Gymnastics
OLSEN	Shari	Cross Country Ski /Curling
ROSS	Theresa	Figure Skating /Speed skating
ILIOPOULOS	James	Indoor Soccer (Male)
WILLIAMS	Andrew	Wrestling /Table Tennis /Newsletter
HORN	Darren	Team Photographer
MCLEOD	Annalee	Dog Mushing / Dene Games
BANNON	Sarah	Volleyball / Snowboarding
FELTHAM	Amanda	Basketball / Hockey (Female)
BORKEVIC	Joey	Biathlon - ski /snowshoe
CAHOON	Chris	Hockey (Bantam/Midget)
KORNACKI	Melanie	Cultural / Medical / Media /Newsletter

# 2012 Arctic Winter Games



# Participant Handbook

March 4 – 10, 2012

Whitehorse, Yukon



ARCTIC WINTER GAMES  
WHITEHORSE 2012

## MESSAGE FROM THE CHEF DE MISSION

I am proud to be the Chef de Mission of Team Northwest Territories for the 2012 Arctic Winter Games. The 350 members of our team represent 24 communities throughout the NWT and include some of our finest young athletes and most dedicated coaches, managers and mission staff.

The goals of our team are simple – to strive for personal best performances and to represent the NWT with pride and integrity. These games will showcase our northern talent and commitment to sport and culture. We are very excited that eight circumpolar regions will have the opportunity to compete alongside us and witness our best efforts on the field of play. Team NWT members also take great pride in representing their Territory proudly where ever they may be at the Games – acknowledging volunteers, officials and staff or shaking a competitor’s hand after a good competition.

To our chaperones, coaches and managers, I offer sincere thanks for your leadership and commitment in ensuring that our athletes are attended to and prepared for this major sporting event. Through your guidance, I am confident that our athletes and cultural representatives will be ready to meet any challenge that these games bestow them.

On behalf of Team Northwest Territories, I would like to thank and congratulate the City of Whitehorse, its Host Society and the hundreds of volunteers for their tireless efforts in organizing what most likely will be; “the best Arctic Winter Games ever!”

A handwritten signature in blue ink, which appears to read "Doug Rentmeister". The signature is fluid and cursive, written over a white background.

Doug Rentmeister  
Chef de Mission, Team NWT



## TABLE OF CONTENTS

<b>Mission Staff</b>	
Mission Office contact .....	4
<b>Accreditation</b> .....	5
<b>Parent Appreciation</b> .....	5
<b>Transportation</b>	
To and From the Games .....	5
During the Games.....	5
<b>Venue Locations</b> .....	6
<b>Athletes' Village</b>	
Accommodations .....	7
Keys ... ..	7
Towels/Bedding .....	7
Telephones .....	7
Personal Property .....	7
Curfew .....	8
Cleaning Services.....	8
Banking .....	8
Recycling .....	8
<b>Food Services</b>	
Cafeteria .....	8
<b>Medical Services</b> .....	9
<b>Ceremonies</b>	
Opening Ceremony .....	9
Closing Ceremony .....	9
<b>Entertainment</b> .....	9
<b>Participant Check List</b> .....	10
<b>Sponsors</b> .....	11



## MISSION STAFF

The NWT Mission Staff have the responsibility of assisting Team NWT at the Games and is coordinated by the Chef de Mission.

Doug Rentmeister	Chef de Mission	867.332.0180
Bill Othmer	Assistant Chef de Mission	867.332.0181

Each mission staff is assigned a sport/team and will work with that sport during the Games. These people act as liaisons between the Chef de Mission and the coaches. If a coach has a problem/issue, they should notify their mission staff person and it will be dealt with.

Joey Borkovic – Ski & Snowshoe Biathlon	867.332.0188
Sarah Bannon – Volleyball, Snowboarding	867.332.0192
Lois Philipp – Gymnastics, Arctic Sports	867.332.0193
Theresa Ross – Speed Skating, Figure Skating	867.332.0194
Chris Cahoon – Bantam & Midget hockey	867.765.8552
Melanie Kornacki – Cultural, Medical, Media, Newsletter	867.446.0000
Amanda Feltham – Basketball, Female Hockey	867.332.0189
Anna Lee McLeod – Dog Mushing, Dene Games	867.332.0182
Darren Horn – Team Photographer	867.332.0185
Andrew Williams – Wrestling, Table Tennis, Newsletter	867.332.0184
James Iliopoulos – Male Indoor Soccer	867.332.0191
Shari Olsen – Curling, Cross Country Skiing	867.332.0186
Jordan Stackhouse – Snowshoeing, Badminton	867.332.0187
Pauline Roche – Female Indoor Soccer	867.332.0183

## Team NWT Mission Office

### Physical Address

Yukon College  
500 College Drive

Telephone: 867.393.5508

Email : [teamnwt@awg2012.org](mailto:teamnwt@awg2012.org)

Mission office hours are 7:00 am – 12:00 am



## **ACCREDITATION**

All athletes, coaches, managers, technical officials, VIPs, media, volunteers and staff are given an accreditation pass that identifies them and allows access to sites and venues specific to their group. All pass information is boldly stated and easily identifiable.

Athletes, coaches, and managers will need to wear their accreditation passes at all times during the Games. The accreditation pass ensures access to competition/practice venues, cafeteria and the Athletes' Village. Pass information should not be blocked by pins, etc. Security will need to see this information at all times.

An accredited member of the appropriate Mission Staff must accompany athletes requiring changes for any reason. Participants will receive their accreditation tag and other items provided by the AWG Host Society upon arrival in Whitehorse.

## **PARENT APPRECIATION**

The Parent's Appreciation breakfast will be held on Tuesday, March 6<sup>th</sup> at the Gold Rush Inn (411 Main Street, Whitehorse, YK) commencing at 8:00 am. Parents come to pick up your Team NWT swag and have breakfast too.

## **TRANSPORTATION**

### To and From the Games

Team NWT participants will be travelling to the Games on charter and scheduled flights (March 3<sup>rd</sup>). Return travel from the Games will depart Whitehorse on March 10<sup>th</sup> and 11<sup>th</sup>. Sport North will make these travel arrangements. Anyone choosing not to use Sport North travel will be responsible for their own travel costs. You will be notified directly by your coach regarding your flight ticket/itinerary. If you have any questions regarding your travel, contact Rita Bertolini by phone 669-8331 or via email [rbertol@sportnorth.com](mailto:rbertol@sportnorth.com).

Personal identification is required to be presented by all passengers upon boarding each flight – please ensure all travelers in your group are carrying some form of Government-issued photo ID document, i.e. valid driver's license or passport. Please follow airport luggage requirements.

### During the Games

Buses will transport all participants to and from events and venues. Please check bus routes/schedules posted at the Athletes' Village and in the Host Society Participant Guide.



## VENUE LOCATIONS

### Sport:

Canada Games Centre	2121 Second Avenue	Hockey, Speed Skating, Figure Skating, Indoor Soccer, Volleyball
F.H. Collins Secondary	1001 Lewes Boulevard	Basketball
Grey Mountain		Cross Country Skiing, Biathlon
Kwanlin Dün Cultural Centre	1171 – 1 <sup>st</sup> Avenue	Dene Games
Mt. Lorne		Dog Mushing
Mt. McIntyre	200 – 1 Sumanik Drive	Curling, Cross Country Skiing
Mt. Sima		Alpine Skiing, Snowboarding, Freestyle Skiing
Porter Creek Secondary	1405 Hickory Street	Badminton
Shipyards Park		Snowshoeing
Selkirk Elementary	5 Selkirk Street	Table Tennis
Vanier Catholic School	16 Duke Street	Gymnastics, Arctic Sports
Yukon College	500 College Drive	Wrestling

### Cafeteria:

Yukon College  
500 College Drive

### Merchandising Store:

Canada Games Centre  
Official Store  
2121 Second Ave.  
Phone: (867) 668-8360

Yukon College Bookstore  
500 College Drive  
Phone: (867) 668-8800

Sportslife Official  
Games Store  
305 Main Street  
Phone: (867) 668-6848

### Cultural:

Arts Underground	305 Main Street	Cultural Exhibits, Cultural Performances
Baked Café	100 Main Street	Cultural Performances
Canada Games Centre	2121 Second Avenue	Opening & closing Ceremonies, Cultural Performances, Snow Carving
Centre de la francophonie	302 Strickland Street	Spectacle Raphael Freynet
Kwanlin Dün Cultural Centre	1171 – 1 <sup>st</sup> Avenue	First Nations Cultural Showcase, Cultural Exhibits
White Pass Building	2 <sup>nd</sup> & Main Street	Snow Carving
Yukon Arts Centre	300 College Drive	Cultural Exhibits, Concert, GALA



## **ATHLETES' VILLAGE**

The Athletes' Village for the 2012 Arctic Winter Games is providing sleeping accommodations, food services, medical services, the Village Information Centre, and entertainment for 2,000 athletes, coaches and cultural performers expected to participate in the Games.

### Accommodations

Athletes will be housed in schools:

- F.H. Collins Secondary (1001 Lewes Boulevard)
- Jack Hulland Elementary (1304 Fir Street)
- Porter Creek Secondary (1405 Hickory Street)
- Takini Elementary (526 Range Road)
- Vanier Catholic Secondary (16 Duke Street)

### Keys

Security personnel and Village Mayors will have keys to each room. To gain access to a room, participants must show their accreditation passes permitting them access to that room. No one will be allowed access to a room if they do not have their accreditation passes or are not residents in the room.

### Towels and Bedding

Each participant is required to provide their own pillow, sheet (optional), towel and face cloth. One sleeping bag per participant is provided, which you will be able to keep following the Games as a gift from the 2012 Arctic Winter Games Host Committee.

### Telephones

Each Athletes' Village will have phones for individual use. Please be courteous and limit the length of your calls in order to allow other participants the opportunity to place their calls.

### Personal Property

Lockers are available for participant use. For purchase of locks, please see the Village Mayor. The Whitehorse 2012 Arctic Winter Games Host Society does not assume any liability for lost or stolen items or money.



## Curfew

The curfew for all participants is 11:00 p.m. "Lights out" will be 12:00 midnight for all participants. Chefs may be granted exceptions for late competition schedules and other matters beyond a team's control. Chefs/Coaches should coordinate with Village Mayors and Security.

## Cleaning Services

Teams are responsible for the general upkeep and cleanliness of their assigned rooms. Garbage bags, brooms and supplies can be obtained from the Village Mayor. Janitorial/custodial services will be provided daily to common areas.

## Banking

Banking services are available at a number of major banks and credit unions throughout the city. Some Games Venues and most public establishments are also equipped with automated teller machines.

## Recycling

Recycling containers are provided at all Games Venues for the recycling of aluminum cans and plastic drink bottles. Like these Games, every recycled container makes a positive contribution to the future of today's youth.

# FOOD SERVICES

## Cafeterias

All 2012 Arctic Winter Games participants are welcome in Food Services cafeterias. Please ensure that you eat meals only in the cafeteria noted on your Accreditation Badge. All participants must have their Accreditation Badge to access meal service areas.

## Location & Hours of Operation

**Yukon College**  
500 College Drive

**Saturday, March 3 to Sunday March 11:**

Breakfast: 6:00 a.m. to 10:00 a.m.

Lunch: 11:00 a.m. to 2:00 p.m.

Dinner: 4:00 p.m. to 8:00 p.m.

Grazing Hours: 6:00 a.m. to 10:00 p.m.



## MEDICAL SERVICES

The Polyclinic will be housed at Yukon College. All athletes, coaches, officials, V.I.P.'s and Mission Staff are welcome to visit the Polyclinic for their medical needs from 8:00 a.m. – 10:00 p.m.

Participants will be required to provide their accreditation number in order to register at the Polyclinic. Participants who are minors (under age 18) will need to be accompanied by a chaperone (coach, parent, Mission Staff) for their initial visit. Follow-up visits do not require chaperone accompaniment.

## CEREMONIES

### Opening Ceremony – March 4

The Opening Ceremony will take place on **Sunday, March 4<sup>th</sup> at 6:00 pm at the Canada Games Centre**. Athletes will be required to be dressed in their official team uniforms for the duration of the ceremony. At the conclusion of the ceremony, athletes and coaches will be marshaled out of the ceremony site and then dismissed.

### Closing Ceremony – March 10

The Closing Ceremony will take place on **Saturday March 10<sup>th</sup> at 6:00 pm at the Canada Games Centre**. Athletes will be required to be dressed in their official team uniforms for the duration of the ceremony. At the conclusion of the ceremony, athletes and coaches will be marshaled out to their respective busses for departure from the 2012 Arctic Winter Games.

## ENTERTAINMENT

You can participate in a variety of optional activities that have been planned throughout the Games week. Please see the schedule for participants, and clear with your coach before signing up.

### Movies and Gaming

A variety of movies and gaming equipment are available for participant entertainment in the Athletes' Villages.

### Internet

Internet/Computer Access is available at Athletes' Villages.



## Cultural Workshops

All participants have an opportunity to enjoy a variety of cultural workshops being held in Athletes' Villages during the week. More information is available at Games information kiosks.

## Pin Trading Centre

The Pin Trading Centre is located in the Canada Games Centre Official Store, located in the main floor of the Canada Games Centre. Pin-Trading Centre, Sponsor displays, Games Gear Kiosk, Information Centre, Cultural performances and more!

**For the most update to date information on Team NWT's progress at the games follow us on twitter (@sportnorth) or check out our Facebook page.**

## **PARTICIPANT CHECK LIST**

### Things to bring:

- Pillow
- Towel & facecloth
- Soap, shampoo, hair brush, toothbrush, toothpaste, deodorant
- Any medication taken on a regular basis
- Spending money for snacks, souvenirs
- Copy of health care card
- Photo ID for travelling on airplane

### Things provided by Sport North:

- Walk-out Uniform (jacket and snowpant)
- Headband
- Hoodie
- Pins

### Things provided by the 2012 AWG Host Society:

- Sleeping Bag
- Backpack



Sport North Federation  
Box 11089  
Yellowknife, NT  
X1A 3X7

Phone: (867) 669-8326  
Toll Free: 1-800-661-0797  
Fax: (867) 669-8327  
[www.sportnorth.com](http://www.sportnorth.com)

Special thanks to our sponsors & supporters:

