



2024 Arctic Winter Games



Handbook

Handbook Updates:

Biathlon email address: updated October 11th 2023

Table Tennis Trial Dates & Location: updated October 16th 2023

Territorial Trials Payment Link: updated October 16th 2023

Regional Coordinators – Appendix A: updated Oct. 23rd 2023

TABLE OF CONTENTS

1. INTRODUCTION.....	2
2. GENERAL RULES	2
a. Eligibility	2
b. Residency.....	2
c. Registration.....	2
d. Uniforms.....	3
e. Alternates	3
f. Refunds	3
g. Chaperones.....	3
3. TERRITORIAL TRIALS	3
a. Eligibility	3
b. Registration	3
c. Dates & Locations	3
d. Transportation.....	4
e. Accommodations & Facilities	4
f. Meals.....	4
g. Officials	4
4. ARCTIC WINTER GAMES	4
a. Eligibility	4
b. Registration	4
c. Dates & Locations	5
d. Team Size.....	5
e. Transportation.....	5
f. Accommodations & Meals	5
g. Officials	5
5. ADDITIONAL RESPONSIBILITIES	5
a. Sport North Federation	5
b. Regional Coordinators	5
c. Host Community/Local Organizing Committee	6
d. Territorial Sport Organization (TSO).....	6
6. REGIONAL COORDINATORS	6
7. APPENDIX	7
a. APPENDIX A – Pending	7
b. APPENDIX B – Age Categories	8
c. APPENDIX C – Territorial Sites & Dates.....	9
d. APPENDIX D – Registration & Payment.....	10
e. APPENDIX E – Event Discipline Procedures	11
f. APPENDIX F - Territorial Trials Exemption Request Form.....	16
g. APPENDIX G – Participation Agreement.....	17
h. APPENDIX H – Informed Consent Agreement.....	18

1. INTRODUCTION

For the Northwest Territories (NT), athletes/teams are selected for the Arctic Winter Games through the Territorial Trials. Territorial Trials are held to select the individual or team who will represent the Northwest Territories at the Arctic Winter Games. Sport North Federation has created this Handbook to outline the general rules, details of the process, and responsibilities of each organization involved.

Athlete attendance at the Trials is mandatory. Exceptions to this rule will be permitted only upon review and approval by the Chef de Mission. Exemptions may be granted for the following reasons: injury, illness; NWT school program commitments; and special family circumstances. For an exemption to be considered, a request form must be submitted to the Chef de Mission one month from the Territorial Trials date. Where there are special situations making attendance impossible which could not have been anticipated, these will be considered individually by the Chef de Mission. A letter of support is necessary from the TSO listing the reason, a letter of support from the school if the reason is a NWT school programming commitment, or a physician's note if reason is due to injury or illness. (Exemption Request Form Appendix F is attached).

Students attending school outside the territory must comply with all eligibility requirements and their principal residence must be in the Northwest Territories. Full time attendance at school outside the Territory does not constitute an NWT school programming commitment which would exempt them from the Trial.

1. GENERAL RULES

a. Eligibility

These general rules apply to components of the Arctic Winter Games process where applicable; (Territorial Trials and the AWG).

- Except individuals or teams that have been approved for direct entry to the Arctic Winter Games by the Chef de Mission, all athletes and coaches must participate in the Territorial Trials. Where no minimum age limit exists for a division within a sport, an athlete must be within 3 years of the maximum age allowed. A TSO may submit a request to the Chef de Mission for specific age considerations.
- Each athlete/coach must meet individual TSO sport requirements.
- **NEW: participants will need to provide proof of a valid passport, or that they have submitted a passport application (renewal or new application) and received a processing number from the Government of Canada. For more information on Passports please follow this link <https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports.html>**
- Arctic Winter Games Coaches must have completed the NCCP Making Ethical Decisions (MED) Evaluation, and Safe Sport Training Module by the Territorial Trials. Please see links to register: <https://safesport.coach.ca> <https://coach.ca/nccp-make-ethical-decisions>
- All participants (coaches, chaperones, athletes, cultural & mission staff) 18 yrs. of age and over must submit a Criminal Record Check/Vulnerable Sector Check prior to their Territorial Trials date – CRC/VSC will be valid six months prior to the Arctic Winter Games.
- An athlete shall not have competed in, or been selected for, an international competition as a representative of his/her NSO and Canada in that sport within one year of the opening day of the Games. If he/she participates in a national camp, he/she is still eligible to compete in the Games.

b. Residency

- Each athlete/coach must be a resident of the Northwest Territories 6 months prior to the

- Games and continue to reside in the NT until the completion of those Games.
 - Each athlete/coach must register under a single Region (see Appendix # A), which may be either the Region in which they reside or the Region in which they attend school.
 - Athletes attending school or university outside of the NWT will be eligible to participate in the AWG process if their permanent residence is within the NWT.
 - Exchange students or those individuals on a temporary work visa or who are otherwise temporarily living in their respective Region are not considered residents and therefore ineligible to participate in the Arctic Winter Games process.
 - Extenuating circumstances beyond everyone's control will be considered and dealt with on a case by case scenario.
 - Proof of residency will be required by athletes/coaches and include:
 1. Copy of Health Care Card;
 2. Letter from school, employer, social services, church, or other equivalent acceptable documentation.
- c. Registration
- To participate in the AWG process, each athlete, coach, must be a registered member of the Territorial Sport Organization (TSO) and pay the appropriate TSO Membership fee.
 - All athletes, coaches, must also pay the appropriate Territorial, and AWG fee.
- d. Uniforms
- The Territorial Sport Organizations are responsible for providing field of play uniforms at the Arctic Winter Games. Team NT's official colours are navy, light blue and white.
- e. Alternates
- All TSO's must identify a maximum of five alternates per team/sport from the Territorial Trials. Alternates do not pay the registration fee until they have replaced an athlete.
- f. Refunds
- Refunds of Territorial and AWG fees will be provided to registered participants for the following situations:
- Family or Medical Emergency (must provide proof).
 - Cancellation due to inclement weather.
 - Other requests for refunds will be dealt with by Sport North on a case by case basis.

Refunds will not be provided if a participant is removed from the Team due to a Discipline Issue – See Sport North Federation Event Discipline Procedures Policy (Appendix D).

- g. Chaperones
- Individuals or teams with members under the age of 18 years must be accompanied by a responsible adult -a coach or chaperone to and from their community to the Territorial Trials. The coach or chaperone must occupy the same accommodations as the athletes and are responsible for their athletes during the entire Territorial Trials process. Where reasonable Sport North will endorse a ratio of 1 chaperone to 8 athletes.

2. TERRITORIAL TRIALS

- a. Eligibility
- Each athlete and coach can only compete in one sport in each respective weekend.
 - Each athlete/coach must meet individual TSO sport requirements.
 - Each TSO can register the maximum number of players/coaches per region as indicated in the respective AWG technical package.
 - A TSO may submit a request to the Chef de Mission for additional players & coaches to attend the Territorial Trials.
 - All participants (coaches, chaperones, athletes, cultural & mission staff) 18 yrs. of age and

over must submit a Criminal Record Check/Vulnerable Sector Check prior to the Territorial Trials – CRC/VSC will be valid six months prior to the Arctic Winter Games.

b. Registration

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

- Territorial Trial Registration Fee \$150.00 per coach/athlete/chaperone – payable to Sport North. All athletes, coaches & chaperones, participating in the Territorial Trials must be registered by **October 30, 2023**.

c. Dates & Location

The Territorial Trials will be held ***November 22-26 for Team Sports and December 13-17 for Individual Sports***. Locations of Trials can be found in appendix C of this Handbook.

In cases where the health and safety of athletes are involved, or for logistical reasons, Sport North will permit Territorial Sport Organizations to conduct their Trials at a date agreeable to all concerned parties.

d. Transportation

- Sport North coordinates transportation for all athletes, coaches, and chaperones.
- Sport North will not be responsible for travel costs of any Team NT participant who misses the departure travel arrangements to and from the Territorial Trials. Athletes attending school outside the NWT will be responsible for their own transportation to the Charter.
- In the event of weather/mechanical or other unexpected delays in travel, Sport North will make every reasonable effort to find alternative travel for the participant to make it to their host destination. In the event those options fail, Sport North will work with the corresponding TSO/s to work out a potentially cost-effective selection solution that both parties agree to.

e. Accommodation & Facilities

- Accommodation will be arranged by the Host Community (via the TSO) in consultation with the Regional Coordinator for all athletes, coaches, and chaperones.
- Coaches and chaperones must reside in the same residence as their athletes. Host community (via the TSO) is responsible for scheduling and paying for facilities.

f. Meals

- Each participant is responsible for their own meals.
- The Host Community will arrange meals in circumstances where there are no restaurants available and provide them either for free or at a nominal fee to all athletes, coaches, and chaperones.

g. Officials

- The TSOs are responsible for identifying officials and paying their game fees/honoraria.
- Sport North will provide transportation for all officials within the NWT.
- The host community (via the TSO) will be responsible for officials' meals and accommodations.

3. ARCTIC WINTER GAMES

a. Eligibility

- Each athlete and coach can only compete in one sport.
- Athletes must have been registered in the same sport and age category at the Territorial Trials to be eligible to compete at the Arctic Winter Games as an athlete or alternate in that sport.
- Each athlete/coach must meet individual sport requirements.

b. Registration

All Team NT participants must be registered online, and payment made to Sport North by Friday February 9th 2024.

AWG Registration Fee	\$400.00 per participant – payable to Sport North
After Deadline	\$425.00 per participant + \$75.00 admin. fee – payable to Sport North

c. Dates & Location

The Arctic Winter Games will take place in Matsu-Borough, Alaska, March 10-16, 2024.

d. Team Size

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

e. Transportation

Sport North will provide transportation for all athletes, coaches, and chaperones that comprise Team NT. Sport North will not be responsible for expenses incurred for transportation by players, coaches, chaperones, or cultural delegates who travel by means other than designated by Sport North. Coaches and chaperones must travel with their teams to and from the Games. Participants who reside outside of the NWT will be responsible for their own transportation to the Team NT Charter. Participants outside the NWT will be responsible for their own transportation to and from the designated Team NT Charter.

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

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

f. Accommodation & Meals

The AWG Host Society will provide accommodation and meals for all AWG participants. All athletes, coaches, chaperones, and cultural delegates must occupy the accommodation provided by the Host Society.

g. Officials

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

4. ADDITIONAL RESPONSIBILITIES

The following section outlines responsibilities that are not previously mentioned in the Handbook.

a. Sport North

- Promote the Arctic Winter Games within the Northwest Territories.
- Identify Regional Coordinators to assist with the delivery of the AWG process.
- Approve competition sites and coordinate transportation arrangements for Territorial Trials.
- Approve the final selection process (camp or competition), appeals mechanism, and neutral evaluators provided by TSO.
- Coordinate transportation for athletes, coaches, chaperones, cultural delegates, and Mission Staff of Team NT to and from the Territorial Trials and the Games.

- Liaise with the Arctic Winter Games International Committee and the Host Society respecting all arrangements affecting Team NT.
- Select Mission Staff.
- Operate a Mission Office during the Games.
- Account for all funds under its charge.

b. Regional Coordinators

- The Regional Coordinator is the liaison person for Sport North in their respective Region. Their duties include:
 - Report to and take direction from the AWG Chef de Mission on all aspects of the Arctic Winter Games process.
 - Update their respective communities on all aspects of the Arctic Winter Games.
 - Maintain a close working relationship with Host Community, TSO's, and Sport North, to ensure that all parties are properly informed of all developments.
 - Oversee the program logistics of the Territorial Trials.

c. TSO via Local Organizing Committee

- Maintain a liaison with all local authorities (i.e., Council, Recreation Committee, Education Board, community, and school staff) to ensure support and assistance.
- Book facilities and ensure access to all competition venues.
- Assist the Territorial Sport Organizations (TSO) and/or AWG Regional Coordinator with securing locally available equipment.
- Facilitate all necessary logistics with local authorities.
- Provide accommodation (via schools/community centers) for the duration of competition. Teams that book accommodations other than what the host provides will do so at the team's expense. In addition, the team must notify the host if private accommodations are going to be used.
- Provide official's accommodation and meals in consultation with the TSO.
- Provide a meal package if there are no commercial restaurants available in the community. The cost for the meal package will be the responsibility of each participant or free of charge.
- Responsible for the cost of rental facilities.
- Oversee the Territorial Trials.
- Identify instructors/officials and pay for their game fees & honorarium.
- Ensure the equipment necessary for competitions is available.
- Ensure all athletes registered for Territorial Trials are affiliated with their TSO.

d. Territorial Sport Organization (TSO)

- Advise the AWGIC through the Chef de Mission on all technical aspects relating to their sport.
- Oversee the sport selection at the Territorial Trials in consultation with Sport North.
- Ensure the equipment necessary for competitions is available at the Territorial competition sites in consultation with Sport North.
- Develop a selection camp schedule.
- Provide registration forms - preferably electronic version - to ensure that all participants are properly affiliated with their respective Sport prior to the Territorial Trials.
- Provide a copy of their Team Selection Policy, Discipline Policy, and Appeals Policy to Sport North 3 months prior the Arctic Winter Games.
- Provide Final Team Roster that provides the participant's name and community.

5. REGIONAL COORDINATORS

MAJOR DUTIES:

Territorial Trials

- To collect all registration fees for participants who have qualified for the Territorial Trials and

- remit these funds to Sport North.
- To assist Sport North with all participant transportation arrangements.
- To assist the communities with their hosting responsibilities.
- To assist the Territorial Sport Organizations with their responsibilities.
- To relay results on a regular basis.

Games

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

After the Games

- Submit a comprehensive report to Sport North within thirty (30) days of the games ending.

Region	Communities	Regional Coordinator
Mackenzie	Behchoko Dettah/N'Dilo Enterprise Fort Liard Fort Providence Fort Resolution Fort Simpson Gameti Jean Marie River Kakisa Lake K'atlodeeche Lutsel K'e Nahanni Butte Trout Lake Wekweeti Wha Ti Wrigley	Nicole Crowley 250-893-7614 nicolescrowley@gmail.com
Yellowknife	Yellowknife	Kim Nichols 867-446-0043 ykregionalcoordinator@gmail.com
South Slave	Fort Smith Hay River	Allie McDonald 613-899-4553 amcdonald@ssdec.org
Beaufort Delta	Aklavik Fort Mcpherson Inuvik Paulatuk Sachs Harbour Tsiigehtchic Tuktoyaktuk Uluhaktok	Until November 1st: Colin Pybus -905-401-4675 colinpybus@gmail.com After November 1st: Natasha Kulikowski – 867-678-5252 natashakuli@hotmail.com
Sahtu	Colville Lake Deline Fort Good Hope Norman Wells Tulita	Igor Cvetkovski 867-686-0987 Cvetkovski31@yahoo.com

Appendix B – 2024 Arctic Winter Games Age Category

SPORT	CATEGORY	AGE REQUIREMENT
Archery	Barebow Male (U 18) Barebow Female (U 18) Compound Male (U 18) Compound Female (U 18)	Males and Females 17 years of age or under as of December 31, 2023 Year of Birth: 2006 or later
Arctic Sports	Male (U 17) Female (U 17) Open Male Open Female	U 17: Males and Females 16 years of age or under as of December 31, 2023 Year of birth: 2007 or later Open Female/Open Male
Badminton	Male (U 16) Female (U 16) Male (U 19) Female (U 19)	U 16: Males and Females 15 years of age or under as of December 31, 2023 Year of birth: 2008 or later U 19: Males and Females 18 years of age or under as of December 31, 2023 Year of birth: 2005 or later
Basketball	Male (U 19) Female (U 19)	Males and Females 18 years of age or under as of December 31, 2023 Year of birth: 2005 or later
Biathlon - ski	Male (U 15) Female (U 15) Male (U 18) Female (U 18)	U 15: Males and Females under 15 years of age as of December 31, 2023 Year of birth: 2009 or later U 18: Males and Females 15-17 years of age as of December 31, 2023 Year of birth: 2006, 2007 or 2008
Biathlon - Snowshoe	Male (U 15) Female (U 15) Male (U 18) Female (U 18)	U 15: Males and Females under 15 years of age as of December 31, 2023 Year of birth: 2009 or later U 18: Males and Females 15-17 years of age as of December 31, 2023 Year of birth: 2006, 2007 or 2008
Curling	Male (U 18) Female (U 18)	Males and Females 17 years of age or under as of December 31, 2023 Year of Birth: 2006 or later
Cross Country Ski	Male (U 14) Female (U 14) Male (U 16) Female (U 16) Male (U 18) Female (U 18)	U 14: Males and Females 13 years of age or under as of December 31, 2023 Year of birth: 2010 or 2011 U 16: Males and Females 14-15 years of age as of December 31, 2023 Year of birth: 2008 or 2009 U 18: Males and Females 16-17 years of age as of December 31, 2023 Year of birth: 2006 or 2007
Dene Games	Male (U 18) Female (U 18) Open Male Open Female	U 18: Males and Females 17 years of age or under as of December 31, 2023 Year of birth: 2006 or later Open Female/Open Male
Hockey	Male (U 15) Male (U 18) Female (U 19)	U 15: Males 14 years of age or under as of December 31, 2023 Year of birth: 2009 or later U 18: Males 17 years of age or under as of December 31, 2023 Year of birth: 2006 or later U 19: Females 18 years of age or under as of December 31, 2023 Year of birth: 2005 or later
Figure Skating	Female (U 18)	Females 12-17 years of age as of December 31, 2023 Year of birth: 2006 - 2011
Futsal	Male (U 16) Female (U 16) Male (U 18) Female (U 18)	U 16: Males and Females 15 years of age or under as of December 31, 2023 Year of birth: 2008 or later U 18: Males and Females 17 years of age or under as of December 31, 2023 Year of birth: 2006 or later
Gymnastics	Female (U 18)	Females 17 years of age or under as of December 31, 2023 Year of birth: 2006 or later
Snowboarding	Male (U 14) Female (U 14) Male (U 16) Female (U 16)	U 14: Males and Females 13 years of age and under as of December 31, 2023 Year of birth: 2010 or later U 16: Males 15 years of age or under as of December 31, 2023 Year of birth: 2008 or later
Snowshoeing	Male (U 15) Female (U 15) Male (U 19) Female (U 19)	U 15: Males and Females 14 years of age and under as of December 31, 2023 Year of birth: 2009 or later U 19: Males and Females 18 years of age or under as of December 31, 2023 Year of birth: 2005 or later
Speedskating	Male (U 15) Female (U 15) Male (U 19) Female (U 19)	U 15: Males and Females 12-14 years of age as of December 31, 2023 Year of birth: 2009, 2010 or 2011 U 19: Males and Females 18 years of age or under as of December 31, 2023 Year of birth: 2005 or later
Table Tennis	Male (U 15) Female (U 15) Male (U 18) Female (U 18)	U 15: Males and Females 14 years of age and under as of December 31, 2023 Year of birth: 2009 or later U 18: Males and Females 17 years of age or under as of December 31, 2023 Year of birth: 2006 or later
Volleyball	Male (U 19) Female (U 19)	U 19: Males and Females 18 years of age or under as of December 31, 2023 Year of birth: 2005 or later
Wrestling	Male (U 17) Female (U 17)	U 17: Males and Females 13-16 years of age as of December 31, 2023 Year of birth: 2007 - 2010

Appendix C Territorial Trial Sites & Dates

Sport	Trial Site	Trial Dates	Trial Contact
Basketball	Inuvik	Nov. 22-26	Basketball NT bnwt.ca / rami.bnwt@gmail.com
Biathlon – Ski	Hay River	Nov. 22-26	NT Biathlon Association biathlonnwt@gmail.com
Biathlon – Snowshoe	Hay River	Nov. 22-26	NWT Biathlon Association Biathlonnwt@gmail.com
Cross Country Ski	Yellowknife	Dec. 13-17	NWT Ski Division www.NWTski.com
Gymnastics	Yellowknife	Dec. 13-17	NWTgym@gmail.com Desiree Gautreau
Hockey	U 15 Male: Hay River	Dec. 13-17	Hockey NT -Kyle Kugler kylek@hockeynorth.ca
	U 18 Male: Yellowknife		
	U 19 Female: Yellowknife		
Figure Skating	St. Albert	Dec. 8-10	NWT Figure Skating – Jaime Harris 867-875-7401 nwtfsa@outlook.com
Futsal	Behchoko	Nov. 22-26	NWT Soccer Association – Melanie Thompson melanie@nwtsoccer.ca 867-445-4832
Volleyball	Female: Hay River Male: Fort Smith	Nov. 22-26	NWT Volleyball Association volleyballnt.ca / nwtvolleyball.nrs@gmail.com
Curling	Inuvik	Nov. 22-26	NWT Curling Association - Nick Santurnino nwtcurling@gmail.com
Archery	Yellowknife	Dec. 13-17	Aboriginal Sport Circle Cheyenne Lafferty 669-8337 cheyenne@ascnwt.ca
Arctic Sports	Inuvik	Dec. 13-17	Aboriginal Sport Circle Cheyenne Lafferty 669-8337 cheyenne@ascnwt.ca
Badminton	Yellowknife	Dec. 13-17	NWT Badminton Association jagpal@gmail.com
Dene Games	Fort Simpson	Dec. 13-17	Aboriginal Sport Circle Cheyenne Lafferty 669-8337 cheyenne@ascnwt.ca
Table Tennis	Fort Providence	Nov. 22-26	Table Tennis North - Thorsten Gohl thor@tabletennisnorth.ca (867) 373-2101
Snowboarding	Yellowknife	Jan. 13-14	NWT Snowboard Association nwtsnowboard@gmail.com www.NWTboardsport.com
Speed Skating	Yellowknife	Dec. 13-17	nwtspedskating@gmail.com
Wrestling	Yellowknife	Nov. 22-26	NWT Wrestling Assoc. stevenbaryluk@yahoo.ca

Snowshoeing	Inuvik	Dec. 13-17	Jeffrey Amos - 867-678-5562 jamos@inuvialuit.com
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Appendix D Registration & Payment Information

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

Please follow the links below to register:

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

Step 1: Online Registration

- Click respective link below to complete registration online.

ATHLETE:

[Participant](#)

COACH/CHAPERONE/TEAMSTAFF:

[Coach/Manager/Team Staff](#)

Step 2: Submit Forms

- Consent Forms: Participation Agreement (Appendix G) and Informed Consent Agreement (Appendix H) need to be printed, signed, and sent to the respective AWG Regional Coordinator or Sport North (see [appendix A](#) for contact info.)

Step 3: Payment

- \$150 Registration Fee for Territorial Trials & \$400 Registration Fee for AWG's.
- Payment can be made one of the following ways:
 - Online when you register: <https://www.sportnorth.com/arctic-winter-games-matsu-alaska-2024/registration>
 - In-person in Yellowknife (4908 49th street -1 floor) with cash, debit, or credit card.
 - Credit card by contacting the Sport North office directly @ 1(867) 669-8333.
 - Bringing cash or cheque to your Regional Coordinator.

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

Appendix E SPORT NORTH FEDERATION EVENT DISCIPLINE PROCEDURES

1. DEFINITIONS

1.1 The following terms have these meanings in this Procedure:

- a) “Event” – A Sport North Federation-sponsored event
- b) “Participant” - anyone participating in the Event or named to a team that will participate in the Event including, but not limited to athletes, coaches, officials, chaperones, cultural representatives, and mission staff
- c) “Athlete’s Village” - any area that has been designated by the Sport North Federation or a host community/society for Participants to stay at including, but not limited to schools, hotels, motels, dormitories, apartments, and billets.
- d) “Territorial Sport Organization” – an affiliated member of the Sport North Federation
- e) “Anti-Doping Campaign” – a campaign designed by the Canadian Centre for Ethics in Sport (CCES)
- f) “Fair Play Initiative” – an initiative that is based on respect for others and respect for the institution of sport
- g) “Minor” – an individual who has not yet reached the age of majority as defined by the applicable legislation in the jurisdiction in which the Event is being held
- h) “Minor Infraction” – an infraction that is less serious than a major infraction and that is subject to informal discipline by a Head Coach
- i) “Major Infraction” – an infraction of the most serious nature that is subject to discipline by the Discipline Committee
- j) “Head Coach” – the coach who is responsible for the athlete at the time of the alleged infraction
- k) “Discipline Committee” – a three-person committee appointed by the Sport North Federation that is responsible for the discipline of all major infractions at or before the Event. Provided they have been appointed, the Discipline Committee consists of the Assistant Chef-de-Mission (who shall serve as Chair), the mission staff member assigned to the sport, and one other mission staff member appointed by the Chair. If these individuals have not yet been appointed, the Sport North Federation will appoint the Discipline Committee members at its discretion.
- l) “Representative” – an individual permitted to advise and support an athlete who has been accused of a minor or major infraction

2. PURPOSE

2.1 The Sport North Federation is committed to providing a game environment in which all participants at a Sport North Federation-sponsored Event are treated with respect. This procedure outlines how participants shall be disciplined during or before an Event.

3. SCOPE AND APPLICATION

3.1 This Procedure will be applied to Sport North Federation-sponsored Events including:

- a) Canada Winter/Summer Games
- b) Western Canada Summer Games
- c) Arctic Winter Games (and Territorial Trials)

3.2 This Procedure applies to disciplinary matters following an athlete being named to a team that will participate at or before an Event, and during Events. It does not apply to disputes, selection processes, appeals, or conduct and discipline that occur prior to an athlete being named to a team that will participate at an Event.

4. STANDARD OF CONDUCT

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

4.2 Following a Participant being named to a team that will participate at an Event, each Participant (along with the Participant’s parent or guardian if the Participant is a minor) must sign the *Participant Agreement* (**Appendix A**).

4.3 Participants are expected to conduct themselves at all times in a sportsmanlike and responsible manner. This includes ensuring they are informed and understand the expectations of conduct as outlined in this Procedure as well as any

expectations of conduct endorsed by their Territorial Sport Organization. This standard of conduct is expected of Participants at all times before and during Sport North Federation-sponsored Events.

Respect for Others

4.4 The Sport North Federation is committed to providing a safe, harassment-free environment where all team members are treated with respect, and which is conducive to maximal performance by each Participant. This commitment includes providing equal opportunities and prohibits discriminatory practices. All Participants will refrain from comments or behaviours which are disrespectful, offensive, abusive, racist, or sexist.

Ceremonies and Official Team NT Functions

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

Residence

4.6 All athletes, their coaches, managers, and chaperone(s) must reside in the area designated by the Sport North Federation, such as an Athletes' Village; in the rooms they are assigned.

Curfew

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

Drugs, Doping Penalties and Fair Play

4.8 The Sport North Federation and all other Games' Councils and Committees strongly embrace the Fair Play Initiative, and unequivocally oppose cheating, which includes the use of substances and methods banned by National Sport Organizations and the Canadian Centre for Ethics in Sport.

4.9 The Sport North Federation recognizes and adapts the Canadian Policy on Penalties for Doping in Sport (endorsed by the Canadian Centre for Ethics in Sport and adopted by Fitness and Amateur Sport and the National Sport Organizations) and will honour suspensions of athletes or others determined to have committed doping or doping-related infractions. Therefore, any person under suspension by their National or Territorial Sport Organization shall be ineligible to participate in Sport North Federation-sponsored Events until the suspension has been lifted by the NSO or TSO.

Alcohol, Tobacco, and Cannabis

4.10 Athletes shall not consume alcohol, nor use any tobacco or tobacco-like products, including snuff, electronic cigarettes, water pipe and cannabis, at any time during the Event or during travel to or from an Event. Minors found possessing any alcohol, tobacco or tobacco-like products will have these items confiscated, and will be subject to further discipline, and criminally charges if warranted.

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

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

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

5. INFRACTIONS

5.1 Breaches of the Standard of Conduct in this Procedure are divided into two types: minor infractions and major infractions. Minor infractions by athletes are dealt with informally by the Head Coach. Minor infractions involving coaches, managers,

chaperones and mission staff, as well as Major infractions involving any member of Team NT, are dealt with more formally by the Discipline Committee.

5.2 Examples of **minor infractions** include, but are not limited to:

- a) use of tobacco products, including snuff, by minors
- b) use of tobacco products by adults in the designated Athletes' Village, at all Events, functions, and competition sites
- c) disturbance or disruption after quiet time in the designated Athletes' Village
- d) disrespectful, offensive, abusive, racist or sexist comments or behaviour
- e) unsportsmanlike conduct such as arguing
- f) being late for, or absent from, activities or functions
- g) failing to follow the dress code for official functions
- h) other similar infractions of minor severity

5.3 Examples of **major infractions** include, but are not limited to:

- a) unsportsmanlike conduct such as fighting
- b) curfew violations
- c) repeated disturbances or disruptions after quiet time in the designated Athletes' Village
- d) repeated or gross display of disrespectful, offensive, abusive, racist or sexist comments or behaviour
- e) repeated lateness for, or absence from activities or functions
- f) bringing disgrace to Team NT or any Event
- g) use of alcohol by a minor at any time
- h) use of cannabis by a minor at any time
- i) use or distribution of alcohol or cannabis by an adult within the designated Athletes' Village, or an adult being under the influence of alcohol or impaired from cannabis use while performing official duties as a Participant at an Event
- j) intoxication
- k) activities or behaviour which disrupts competition
- l) pranks, jokes or other activities which endanger the safety of others
- m) criminal activities
- n) betting or gambling
- o) other similar infractions of major severity

6. DISCIPLINE PROCESS

Incident Reporting

6.1 Incidents that potentially violate the Standard of Conduct, per section 4 of this Procedure, should be reported to the Mission Desk (or, for incidents prior to the Event, to the Sport North Federation) in the form of an *Infraction Report* (**Appendix B**). The individuals receiving the report of the alleged incident shall use their discretion to determine if the incident should be classified as a minor infraction (and referred to the Head Coach for disciplinary action) or as a major infraction (and referred to the Chef-de-Mission for action by a Discipline Committee).

6.2 Head Coaches who receive *Infraction Reports* directly should still report the incident to the Mission Desk (or, for incidents prior to the Event, to the Sport North Federation) to confirm that it is a minor infraction and not a major infraction. Head Coaches found to have not reported incidents may themselves be considered to have committed an infraction by virtue of an intentional omission.

Discipline Procedure

6.3 All minor infractions will be referred to the Head Coach. The Head Coach will decide on the appropriate disciplinary sanctions in accordance with the guidelines outlined in this Procedure. In determining discipline, the coach shall give the individual being disciplined an opportunity to respond to the allegations. Minor infractions, and corresponding sanctions, will be documented using the *Discipline Decision* (**Appendix C**), and a copy of this completed decision shall be provided to mission staff Mission (or, for incidents prior to the Event, to the Sport North Federation).

- 6.4 All major infractions shall be reported to the Chef de Mission (or, for incidents prior to the Event, to the Sport North Federation). During an Event, the infraction must be reported using the *Infraction Report Form (Appendix B)* to the Mission Desk or, if this is not possible, to any member of the Mission Staff.
- 6.5 The Participant alleged to have committed a major infraction will be advised of the procedures in this Procedure, and of the right to consult with a Representative, a parent/guardian (if the Participant is a minor), and/or legal counsel. The Participant alleged to have committed the infraction will also have an opportunity to submit a written response.

Hearing

- 6.6 As soon as possible after the incident is reported, the Discipline Committee shall convene a hearing. The hearing shall be governed by such procedures as the Discipline Committee sees fit, provided that the following principles are observed:
- a) the individual shall be given reasonable notice of the hearing and shall have an opportunity to address the Discipline Committee
 - b) the individual may be accompanied by a Representative, or any other adviser including legal counsel
 - c) the hearing shall be held in private
 - d) the presence of witnesses to the incident may be requested
- 6.7 The Discipline Committee shall determine appropriate sanctions in accordance with section 7 of this policy. The Committee's decision shall be communicated to the individual in writing, with reasons, using the *Discipline Decision (Appendix C)* and shall take effect immediately. A copy of the Discipline Committee's decision shall also be provided to the Chef-de-Mission (or, for incidents prior to the Event, to the Sport North Federation).

7. SANCTIONS

- 7.1 The following sanctions may be applied, singly or in combination, for minor infractions:
- a) earlier curfew
 - b) verbal or written reprimand
 - c) formal verbal apology (witnessed)
 - d) formal written apology (hand-delivered)
 - e) suspension from the next scheduled competition(s) at the Event
 - f) other sanctions as may be considered appropriate by the Head Coach
- 7.2 The following sanctions may be applied, singly or in combination, for major infractions:
- a) revocation of Team NT clothing
 - b) removal of certain Team NT or Athletes' Village privileges
 - c) removal of return travel privileges
 - d) removal from a portion of the Event
 - e) expulsion from the Event
 - f) other sanctions as may be considered appropriate by the Discipline Committee
- 7.3 If the Discipline Committee determines that the major infraction may warrant criminal charges, it shall report the incident to the police.
- 7.4 Incidents which involve several team members, whether they are minor or major infractions, may result in the entire team receiving disciplinary sanctions.
- 7.5 Any sanction, whether for minor or major infractions, may be appealed under the Sport North Federation's *Appeal Policy*.
- 7.6 Further disciplinary action may be taken after the event by the Sport North Federation and may involve suspension from future Events.
- 7.7 At the conclusion of the Event, the Chef-de-Mission shall submit all *Infraction Reports* and *Discipline Decisions* to the Sport North Federation.

8. POST-EVENT DISCIPLINE

- 8.1 Upon receiving and reviewing all *Discipline Decisions*, the Sport North Federation may determine that further sanctions are necessary. While investigating the incident(s), the Sport North Federation will follow the following procedure:
- a) Collect and consider any reports of the incident and any evidence
 - b) Determine if the infraction was of such a serious nature that further discipline should be applied beyond the sanctions applied during the event
 - c) Establish a three-person Hearing Tribunal that consists at least one Sport North Federation Board Member
 - d) Invite written or oral comments from the disciplined Participant and from other parties or individuals, as necessary
 - e) Determine additional sanctions which can only include the following
 - i. Recommendation to the Participant's TSO that the Participant face discipline according to the TSO's policies and procedures, and/or;
 - ii. Ineligibility from Sport North Federation-sponsored Events for a time period determined by the Hearing Tribunal.
- 8.2 If the Hearing Tribunal declares the Participant ineligible from future Sport North Federation-sponsored Events, this decision may be appealed under the Sport North Federation's *Appeal Policy*.

9. CONFIDENTIALITY

- 9.1 All communication of disciplinary matters to outside parties shall be handled by a Sport North Federation representative. Every effort will be made to keep the investigative process, including all information and written documents, confidential.
- 9.2 All individuals involved in a disciplinary matter, including the individual being disciplined, shall refrain from disclosing the details of the matter to outside parties.

Appendix F
Territorial Trials Exemption Request Form



**2023 ARCTIC WINTER GAMES
TRIALS EXEMPTION REQUEST FORM**

SPORT: Click or tap here to enter text.

DATE OF TRIAL: Click or tap here to enter text.

ATHLETE

NAME: Click or tap here to enter text.
ADDRESS: Click or tap here to enter text.
PHONE: (h) Click or tap here to enter text. (c) Click or tap here to enter text.
EMAIL: Click or tap here to enter text.

SIGNATURE: _____

PARENT / GUARDIAN

NAME: Click or tap here to enter text.
ADDRESS: Click or tap here to enter text.
PHONE: (h) Click or tap here to enter text. (c) Click or tap here to enter text.
EMAIL: Click or tap here to enter text.
SIGNATURE: _____

LIST REASON FOR EXEMPTION:

Click or tap here to enter text.

ADDITIONAL DOCUMENTATION required with application form:

Letter of support from the TSO if reason is a special family circumstance
Letter of support from your school if the reason is an NWT school programming commitment
Physician's note if reason is due to injury or illness

The application and supporting documentation must be submitted Sport North one month to the start of the Territorial Trials or the request will not be considered.

Appendix G
Participation Agreement

SPORT NORTH FEDERATION
APPENDIX G – PARTICIPANT AGREEMENT

PARTICIPANT CLOTHING AGREEMENT

My name is _____, my TSO is _____, and I acknowledge having read and understand that as a Participant for a Sport North Federation-sponsored Event, I hereby accept the clothing provided and agree to follow the dress code.

The clothing provided remains the property of Team NT during the Event, but if no sanctions are levied upon me by the conclusion of the Games, the clothing becomes my property.

SIGNATURE

DATE

PARTICIPANT CONDUCT AGREEMENT

" I acknowledge and agree that I have read and understood this Event Discipline Procedure as published at 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 NT & the Host Society."

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

Date:

Name of Participant:

Signature of Participant:

Name of Parent/Guardian (if the Participant is a Minor):

Signature of Parent/Guardian (if the Participant is a Minor):

Appendix H

Informed Consent Agreement

**Participant Registration Form
2024 Territorial Trials / Arctic Winter Games**

INFORMED CONSENT AGREEMENT

Risk:
I, the undersigned understand and acknowledge that participation in the 2024 Territorial Trials/Arctic Winter Games might result in personal injury, property damage or loss, and possible death. I fully understand these risks and hereby agree to participate in the 2024 Arctic Winter Games process voluntarily and at my own risk. I further state that I am in proper physical condition to participate in these Games.

Liability:
In consideration of acceptance of my participation in the 2024 Territorial Trials/ Arctic Winter Games, I agree that the Sport North Federation and their volunteers, sponsors, employees or agents shall not be liable for any personal injury, property damage or loss arising from or in any way resulting from, my participation unless such injury, loss or damage is caused by negligence of the Sport North Federation or their volunteers, sponsors, employees, or agents while acting within the scope of their duties.

Photo Consent:
I hereby grant the Sport North Federation consent to use any photographs taken of me throughout the process of the Territorial Trials and at the Arctic Winter Games Mat-Su Borough, Alaska.

THE APPROPRIATE SIGNATURE SECTION MUST BE COMPLETED FOR EACH PARTICIPANT

Each participant (i.e., Athlete, Coach and Chaperone) must complete the following. Please check the appropriate box:

I confirm that I am: Under the age of 19 Of the full age of 19 years, have read, understood and agree to the contents of this Informed Consent Form in its entirety.



Signature of Participant (Athlete, Coach, Chaperone)



Witness



Print Name of Participant (Athlete, Coach, Chaperone)

Print Name of Witness

For each participant **Under the age of 19**, the following must be completed by his/her parent of guardian:

I, as the parent/guardian of the participant named herein, hereby declare that I have read, understood and agree to the contents of this Informed Consent Form in its entirety.

Signed this _____ Day of _____, 20_____

Signature of Parent/Guardian



Print Name of Parent/Guardian