



Northwest Territories **SOCCER ASSOCIATION**

Canada and Western Canada Summer Games Handbook

The Northwest Territories Soccer Association actively participates in such an exciting event to help advance the competitiveness of soccer in the North. Whether you are a volunteer, player, parent, coach, manager or chaperone, we are excited that you have decided to be part of such an important event and we appreciate any suggestions you may have along the way to help improve our processes for the future.

We have developed this document for all participants to minimize confusion, clearly identify roles and responsibilities, and most importantly, to ensure a high quality program for our players. The NWTSA is committed to the W/CSG program and wants to remind everyone to stay positive, communicate regularly, and have a high level of understanding of the requirements for coaching staff, chaperones, players and parents.

Organization

The NWTSA will designate a high performance committee comprised of the President, Technical Director, and the Director of High Performance, to oversee and modify the W/CSG program as necessary.

A lot of time and effort go in to the preparation and implementation of this program. With a volunteer Board, a program of this magnitude would never happen without the dedication of parents. For this reason, a volunteer Planning Committee (of which NWTSA's Treasurer and Director of High Performance shall be members) will be formed in years one (1) and three (3) with a two year term. Parents interested in serving on this committee should put their name forward to the NWTSA as soon as possible with the understanding that they will abide by the following:

- To meet regularly to stay on top of preparation for the W/CSG Program;
- To identify an individual that will liaise with Sport North as a central point of contact;
- To organize and coordinate the transportation, accommodations, and meals for the teams during out-of-territory camps and tournaments;
- To identify an acceptable number of gender-appropriate chaperones for each out-of-territory camp and tournament;
- To only authorize spending within the NWTSA's approved HP budget;
- To act in a professional and courteous manner and practice confidentiality and/or clarity when acting on behalf of the NWTSA.



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Program

Year 1

Coaching Staff Selection (in July following the June Identification camp)

Player Development

- Player Identification
- AWG Regional & Territorial Tryouts
- NWT Tournaments (Connie Loutit, Elks, Super Soccer, Mini World Cup)
- Outdoor camp – up to 30 players (end of June) – S/N fitness testing

Player Selection (25)

- Outdoor camp (end of September)

Year 2

Coach Development

- Head and A/coaches will attend the NSCAA coaching symposium (January)
- B-Part 1/Provincial certification clinic (March)

Player Development

- Indoor training camp (January) – S/N fitness testing
- Indoor training camp (March)
- Outdoor training camp (prior to departing for the WCSG)
- Western Canada Games (early August)

Player Selection (17 + 2 alternates)

- Outdoor training camp in Saskatoon (May long weekend)

Year 3

Coach Development & Coaching Staff Selection

Player Identification (30)

- Outdoor camp (end of June) – S/N fitness testing

Player Development

- Indoor camp (January) – fitness testing
- Major International Trip (Easter weekend)
- Outdoor camp (end of August) – S/N fitness testing
- Club Nationals or other outdoor tournament

Player Selection (25)

- Outdoor camp (end of September)



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Year 4

Coach Development

Player Development

- Indoor training camp (January) – S/N fitness testing
- Indoor training camp (March)
- Outdoor training camp (prior to departing for the WCSG)
- Canada Summer Canada (early August)

Player Selection (17 + 2 alternates)

- Outdoor training camp in Saskatoon (May long weekend)

Communications Plan

The NWTSA has a specific page on our website (www.nwtkicks.ca) that will be dedicated to the W/CSG program where upcoming dates, program details, coach and player selections, and any changes will be posted. Details specifically regarding tryouts will also be advertised on the radio (CJCD and the Aboriginal radio station) and in the free sports column of Northern News. Our school and community contacts will also be notified of the tryouts to help ensure that as many parents and players are aware of this opportunity as possible. This advertising campaign will begin at least two (2) months prior to the actual tryouts.

A Communication Code of Conduct has also been established to increase the accuracy and efficiency of communication between parents and players and the coaching staff: ***We ask that all questions and concerns be brought forward to the Director of High Performance or the team Managers instead of the coaches.***

This will help alleviate the stress and distraction of constant questions and allow the coaches to coach. We believe this is essential to an effective program as mixed or incomplete messages can be frustrating and damaging to everyone's experience. We greatly appreciate the time and effort that all of the parents and coaching staff put into the development of the players and we would like to maximize their roles by helping to eliminate as many distractions as possible.

While this program is the highest level of soccer that our players can participate in within the NWT, we feel that all potentially qualified players should have the opportunity to be evaluated. For this reason, players who experience extenuating circumstances or were not contacted due to an error on the fault of the NWTSA, may be eligible to participate. This will be at the discretion of the HP Committee. It's unfair to those players and to the success of the program if individuals are prohibited from participating due to miscommunication or a lack of identification.



Coaching and Player Development Strategy

There are several ways in which the NWTSA identifies, records, and tracks our high performance soccer players and coaches in the NWT. Unlike most soccer associations, we must combine our efforts for player identification with our current activities as there is limited funding available.

The NWTSA will identify potential coaches during the coaching education and certification courses that are run according to our *Program Development Policy*. As well, coaches selected for the territorial tryouts and the Arctic Winter Games will be evaluated more thoroughly during the territorial tryouts and be given feedback which will aid in their development.

Coaches and their certification are recorded by the NWTSA registrar so that we may quickly identify which coaches are qualified for specific roles within our programs. The NWTSA will cover the cost of any NCCP or CSA coaching certification for all head and assistant coaches up to the B-Provincial level. Any currently active soccer coaches who wish to apply for funding to aid in their certification and education are more than welcome to apply for funding according to NWTSA's 'Coach Development Program'. Individuals pursuing their B-Provincial, B-National and A-License level can therefore apply for this funding to lessen their financial burden.

One avenue for player identification is during the regional and territorial tryouts for the Arctic Winter Games. A member of the high performance committee or designate will be in attendance at each of the regional tryouts and several will be in attendance at the territorial tryout.

An additional avenue we have for identification is through a recommendation from an NWT Soccer coach in good standing with the NWTSA. Coaches can either submit a form to the NWTSA's sport consultant or submit an online recommendation on behalf of athletes that they feel should participate in the W/CSG. This helps to ensure that any hard-working, dedicated and skilled players that haven't participated in other NWTSA activities and programs aren't overlooked. We also have a dedicated page within our website that is only accessible to the HP Committee and our B-Licensed coaches for the purposes of tracking these recommended and identified players for the W/CSG. The name, age, community, date of identification, contact information, and name of coach who identified the player is recorded so that this list can be continually updated and expanded.



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The NWT Soccer Association strongly supports our athletes giving back to the communities which provide the financial and motivational support for them to participate in programs such as the W/CSG. In an attempt to educate and develop athletes and coaches, all players must complete the CSA's Community Coach Child (CCC) by the end of the W/CSG program and the Community Coach Youth (CCY) by the end of the CSG program. This is a standard practice across the country so that knowledgeable athletes can offer their insight and experience to youth players who in turn will continue to promote and develop the sport of soccer and fitness training for years to come.

The NWTSA will work with all of its member teams and leagues to try and coordinate team activities and training to optimize the physical preparation of our players as well as take advantage of economies of scale and additional training opportunities.

Coaching Staff

Coaches, Assistant Coaches and Managers will be required to apply by April 30th of the year preceding the W/CSG, using the relevant application form found on the NWT Soccer website. The NWTSA or its HP Committee will be responsible for selecting the coaching staff according to the above criteria.

The NWTSA will, pending the receipt of appropriate applicants, announce by May 31st of the year preceding the Games, the successful coaching staff. The NWTSA reserves the right to solicit interest from outside the pool of received applications if appropriate applicants have not been identified by the registration deadline.

Selecting an appropriate Head and Assistant Coach is the first step to ensure that Team NWT gets the most out of their experience. Duties of the coach shall include:

- Acting as an appropriate role model at all times during soccer activities on and off the field in front of W/CSG participants;
- Adhering to NWTSA policies, procedures and protocol;
- Overseeing the training of the athletes and offering individual training advice;
- Preparing and implementing a training regime that include both skill and fitness development which progresses throughout the W/CSG program.

Coaches and Assistant Coaches will be selected based on, but not limited to the following criteria:

- Past coaching & playing experience;
- Current coaching certification (please provide NCCP#);
- Desire/intent on continuing with the coaching certification program;
- Ability to implement the Canada and Western Canada Summer Games program as set forth by NWT Soccer;



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- Valid CPIC with vulnerable sector check; and
- 2 Letters of Recommendation.

Selecting a capable and committed Manager to keep the team organized is the next biggest challenge to ensuring a solid team of parents and players. Duties of the Manager shall include:

- Acting as the central point of contact for parents and players for your team and ensuring that the coaching staff do not have to communicate with parents and that all information (changes to dates, meetings, policies, travel details) is communicated accurately to the players and parents by providing a weekly update;
- Ensuring that all players are registered with the NWTSA, the Canada Summer Games, and all relevant travel forms, waivers, consent forms etc., are filed with the NWTSA registrar and fitness forms are passed on to the head or assistant coaches;
- Maintaining a copy of the entire teams necessary health information, emergency contact information, CPIC for all coaching staff and chaperones;
- Arranging for appropriate chaperones to be present at all times outside of actual games. ***Head coaches may not be considered as chaperones;
- Helping to identifying a fundraising coordinator for your team and communicating with them on a regular basis;

Managers will be selected based on, but not limited to the following criteria:

- A positive attitude and good communication skills;
- A general knowledge of the NWT Soccer Association policies, and of soccer in the NWT;
- Excellent organizational and time-management skills;
- Financial and/or business experience;
- Ability, willingness and availability to act as a chaperone;
- Ability to implement the Canada and Western Canada Summer Games program as set forth by NWT Soccer;
- Valid CPIC with Vulnerable Sector.

Selecting appropriate chaperones to ensure the safety and proper conduct of our players is of the utmost importance. Chaperones are responsible for athletes' activities outside the scheduled event times. This includes ensuring that athletes are participating in age appropriate activities and are supervised appropriately according to their age level.



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Chaperones are responsible for:

- Accompanying the team to and from all activities;
- Accounting for athletes at all times (i.e. before and after designated game times, meal times, rest periods etc);
- Assisting the team Manager when available and coordinating travel so the group is ON TIME to all games, practices and team events;
- Ensuring the safety and well being of the athletes at all times;
- Ensuring that all athletes behave according to the NWT Soccer and Canada Summer Games Code of Conducts, policies, and rules;
- Setting a positive example for the athletes by following all NWTSA policies, regulations, and Code of Conduct.

Player Expectations

Our W/CSG players are under the age of eighteen (18), but we intend to treat them as adults during training, while traveling, and after a win or a loss. We expect the same respect and responsibility from our players towards our coaching staff, chaperones, parents, and especially our opponents. While representing Team NWT, players are not representing their school, their community, but the entire territory. An enormous amount of time and effort go into the preparation of this event by literally hundreds of volunteers, so we expect that players will take it upon them self to ensure the following are completed:

- Sign and submit your 'Player/Parent W/CSG Contract';
- Ensure you are a currently registered member of the NWTSA in good standing;
- Submit your 'Fitness Form' to your team manager and attend all fitness testing;
- Maintain a high level of fitness (use Sport North's HP standards as a starting point);
- Contact your team manager to find out travel information ahead of time;
- Maintain a positive and respectful attitude at all times;
- Attend all training camps, tournaments, and team events;
- Abide by NWTSA and the specific venue or organization's appropriate policies, procedures and protocols (e.g. curfew);
- Have a thorough understanding of the W/CSG program and everyone's responsibilities and ask your team manager if you don't understand.

Training

After being selected to the W/CSG Training Squad, every athlete is required to submit a completed 'Fitness Form' to their team Manager. These 'Fitness Forms' will be used by the coaching staff to assist with athlete specific training advice.



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They also help each athlete to develop a schedule/program that works for them and compliments their other activities and sports. Sport North has developed minimum fitness standards which will be mandatory for all athletes participating in the W/CSG program. Athletes can use this information to ensure that they are well beyond this standard so that they may continue in the program. Assistant coaches should regularly communicate with all of their athletes to monitor their fitness progress and to provide additional training advice.

Fitness is ultimately each player's responsibility, regardless of circumstance or time of year. Even in the case of injury, there is still training and exercises that athletes can do while injured to accelerate their rehabilitation, so please consult the appropriate professional or NWT Soccer's physiotherapist.

A failure to show progression in two consecutive fitness testing sessions will constitute a lack of commitment and will be grounds for dismissal. Where small numbers of athletes from the same area occur, the male and female contingents should be trained together.

Fundraising

Each individual and region have access to different resources, different fundraising capabilities and different methods of acquiring funds, for this reason, the respective managers will designate fundraising coordinators to coordinate fundraising opportunities and oversee the acquisition and management of all funds (which must be tracked individually). Tracking the amount of hours that individuals and their families work will allow each athlete the option to fundraise or simply pay for their contribution to the program. The total amount of money raised at each event throughout the program will be divided by the total amount of hours used to raise those funds. This will ensure that fundraising monies will be distributed appropriately among the individuals that put in the corresponding commitment. Players and their families are ultimately responsible for covering the costs of the athlete's portion of the program whether through fundraising or out-of-pocket expenses.

There is a mandatory registration fee of \$500 for players accepting a position on the 'Final Training Squad', due two weeks following the announcement. This money will be put towards funding this program and is not an additional fee, rather a means to ensure commitment and a method to provide parents with a tax receipt for at least a portion of their financial contribution to this program.



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Dispute Resolution and Appeal Procedure

An athlete or their guardian (if younger than 18 years old), may appeal any decision made pursuant to this document. An athlete has a right to submit an appeal regarding the decision if they believe that, in accordance with the published criteria, they deserve to be included on Team NWT for the W/CSG.

1. A person may appeal the decision by serving a written notice of appeal seven (7) days after notice of the decision to the NWTSA President or Director of High Performance. The appeal must have all supporting material attached according to the NWT Soccer Association's *Dispute Resolution Policy*.
2. Upon receipt of a Notice of Appeal, the President or Director of High Performance shall forward the Notice to the Appeal Committee. The Appeal Committee shall consist of three (3) members, with one (1) member of the committee being an Executive member of NWTSA.
3. No Board Member shall participate in the hearing of an appeal if:
 - a. The Board Member has a real or perceived conflict of interest;
 - b. The Board Member is directly or indirectly involved with the situation that is undergoing appeal.
4. The Appeal Committee may request written responses from the selection committee, as well as request further information from the appellant.
5. The written decision of the Appeal Committee shall be final and binding.

Additional Provisions

If a player has the opportunity to participate in the W/CSG program with another sport, we would ask parents to bring up their concern to their respective Manager and the parents of that athlete will be contacted by the NWT Soccer Association's HP Committee.

One of the most important criteria for the selection of athletes is their attitude and behaviour both on and off the field and their commitment to the Canada Summer Games. The NWT Soccer Association promotes this program as a means to achieve an educational and developmental experience that will stay with our athletes into the future. Criteria for the selection of our Team NWT athletes are listed in the appendices.



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Provisions will be made to allow the Head Coaches to:

1. Allow players to miss certain training camps, tournaments, and team events for a valid reason;
2. Invite players to join and/or rejoin the W/CSG program at any time prior to the final team selection in the year of the Games; and
3. Apply to the NWTSA to remove any athlete from the W/CSG process.

The NWTSA shall reserve the right to remove any athlete or coach from the W/CSG process if the athlete or coach fails to adhere to any requirements, policies or guidelines set forth by the NWTSA and/or is unable to fulfill their responsibilities to the W/CSG program. This will be communicated to the athlete or coach by written letter from the NWTSA. Examples include, but are not limited to, injury, illness, poor attendance and misconduct.

As of March 31st in the year of the Western or Canada Summer Games, any players involved with club teams must be released from their respective teams in order to dedicate all of their soccer time and enthusiasm to the W/CSG Program.

Athlete Registration

All athletes wishing to participate in the Canada or Western Canada Summer Games must register with the NWT Soccer Association prior to participating in the program and with Sport North prior to traveling to the Games themselves (date will be advertised on our website at www.nwtkicks.ca). The annual NWTSA membership fee is \$20 for those 13yrs old and older and \$10 for those 12yrs old and younger. All players must register online with the NWTSA at www.nwtkicks.ca. As part of the registration process, athletes under the age of 18 must submit a parental consent form (located on our website) to Melanie Kornacki at Sport North:

NWT Soccer Association
Attn: Melanie Kornacki
P.O. Box 11089
Yellowknife, NT
X1A 3X7

Melanie Kornacki
(867)669-8379 (Direct)
1-800-661-0797 (Toll Free)
(867)669-8327 (Fax)
mkornacki@sportnorth.com



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SPORT: _____

YEAR 1 – TSO Application

<i>TSO Executive & Endorsement</i>	
<i>High Performance Committee</i>	
<i>NAME</i>	<i>CONTACT INFORMATION</i>

<i>Signature of President or designate approving application</i> _____	
<i>TSO Report from last Canada Games (*If attended previous Games)</i>	
<i>Team and/or Athlete's events & results (list athletes & their events):</i>	

<i>Successes and challenges from previous Games:</i>	

<i>Coach Recruitment & Development</i>	
<i>Names of Full or partial Certified NCCP Coaches (provide list of names & credentials for designation below):</i>	
1. Level II:	
2. Level III:	

<i>Coach Selection Policy:</i>	

<i>Coach Professional Development Plan:</i>	

<i>Organization's Commitment to Canada Games</i>	
<i>High Performance Budget:</i>	

<i>TSO Athlete Talent Pool Strategy:</i>	

<i>Athlete Selection and Appeal Policies (please provide copy of current policy). Communication (how will athletes and their parents be advised of the details for "Trying Out" for your sport?)</i>	
<i>*If you do not have a Selection Policy, you must provide an approved policy by the end of Year 1.</i>	
<i>Physical preparation and maintenance of high performance athletes in a Canada Games Program. What is your sport planning? Confirm the timeframe of when athletes will be available for physical testing.</i>	



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SPORT: _____

YEAR 2 – Talent ID & Coach Professional Development

<p>Talent Identification</p> <ul style="list-style-type: none"> • Communication Strategy • Selection Camps - proposed dates and location(s) • Athlete Financial Assistance summary(what type of aid will be provided to athletes to attend); • Athlete training packages. <p>Provide copies of the above or indicate when this will be developed.</p>
<p>Coaching Staff & Professional Development</p> <p>Provide names and NCCP credentials of all staff positions for the Canada Games:</p> <p>1. Head Coach _____ NCCP # _____</p> <p>2. Assistant Coach _____ NCCP # _____</p> <p>3. Manager _____ NCCP # _____</p>
<p>Provide copies of signed staff "Agreement forms":</p> <p>1. Head Coach Yes___ No___</p> <p>2. Assistant Coach Yes___ No___</p> <p>3. Manager Yes___ No___</p>
<p>Provide a staff development plan to meet Games certification requirements: (if applicable)</p>
<p>If your sport is unable to fulfill the NCCP certification within the two years of the Games, please provide a detailed explanation.</p>
<p>Performance Standards & Measures</p> <p>Does your NSO provide you with current Physical Performance Measures? Yes___ No___</p> <p>Does your NSO provide you with current Technical Performance Standards? Yes___ No___</p> <p>If you answered "Yes" to the above questions, provide a copy.</p> <p>Provide athlete testing protocol that you anticipate using in each year leading up to the Games.</p>



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YEAR 3 – Games Rehearsal & Coach Formalization

<p><i>Talent Identification</i></p> <p><i>Athletes of Team Sports (i.e. Curling, Volleyball, Basketball, Softball, Hockey and Soccer) must be identified at the beginning of Year 3. Describe the selection process, location(s) and tentative date(s) for this to occur.</i></p>
<p><i>Provide timelines and detail on how individual event athletes will be selected before Games deadline (i.e. Track & Field, Figure Skating, Squash, Wrestling, Tennis, Gymnastics, Shooting, Speed Skating, Biathlon, Ski and Swimming).</i></p>
<p><i>Provide a copy of the evaluation tool to be used in the selection process.</i></p>
<p><i>Coaching Staff Professional Development</i></p> <p><i>Provide names and final NCCP credentials of all staff positions for the Canada Games:</i></p> <p>1. Head Coach _____ NCCP # _____</p> <p>2. Assistant Coach _____ NCCP # _____</p> <p>3. Manager _____ NCCP # _____</p>
<p><i>Planning</i></p> <p><i>Submit a complete Year 3 YTP(Appendix "C") for your team or one athlete for individual sports:</i></p>
<p><i>Submit proposed timelines with details of individual athlete selection for Year 4:</i></p>
<p><i>Performance Standards & Measures</i></p> <p><i>Provide criteria of your NSO technical & physical measures for Year 3.</i></p>
<p><i>Submit tentative dates that your athletes would be available for standardized Physical Testing.</i></p>
<p><i>Provide a copy of the testing protocol that your sport will measure athletes and indicate on your YTP when this will occur.</i></p>



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SPORT: _____

YEAR 4 – GAMES YEAR

<i>Athlete Formalization</i>
<i>Final team selection process & team roster</i>
<i>Planning</i>
<i>Provide copy of Year 4 YTP</i>
<i>Do you anticipate any changes or possible impacts that may affect your YTP after submission?</i>
<i>Evaluation</i>
<i>Provide, in detail, how you will evaluate your Games program (provide any surveys or evaluation tools used).</i>

PLAYER EVALUATION FORM

Name: _____ Date: _____

Age Group and Team: _____

▪ **Player is rated on the following scale:**

5 = EXCELLENT 4 = VERY GOOD 3 = GOOD 2 = AVERAGE 1 = BELOW AVERAGE

TECHNICAL (control, dribbling, passing, range, heading, tackling, shooting, etc.) Rating: _____

PHYSICAL (power, strength, agility, balance, endurance, quickness, speed, fitness, etc.) Rating: _____

PSYCHOLOGY (leadership, composure, concentration, attitude, commitment, pride, etc.) Rating: _____

TACTICAL (offensive/defensive support, balance, vision, speed of play, reading the game, etc.) Rating: _____

▪ **General comments and recommendations:**

Coach/Trainer

Signature

Player

Signature

GoalKeeping Evaluation Form

Age Group	
Team	
Date	

Player's Name _____

FUNDAMENTAL TECHNIQUES

	Poor(1)	Fair(2)	Good(3)	V-Good(4)	Excellent(5)	Comment
Catching / Stopping						
Diving/ Shot Stopping						
General Distribution						
Footwork						
Recovery						
Endurance						
Punting						
Goal Kicks						

TACTICAL ABILITY

	Poor(1)	Fair(2)	Good(3)	V-Good(4)	Excellent(5)	Comment
Do you organize your defense to help cope tactically?						
Making Your presence felt in attack.						
Your Position in Box						
Decision Making						
Angle Play						
lvl						

PSYCHOLOGICAL MAKE-UP

	Poor(1)	Fair(2)	Good(3)	V-Good(4)	Excellent(5)	Comment
Attitude						
Concentration						
Motivation						
Courage						
Mental Toughness						

PLAYING WITH YOUR FEET

	Poor(1)	Fair(2)	Good(3)	V-Good(4)	Excellent(5)	Comment
Are you comfortable as a part of attack?						
Is your touch adequate to be an asset?						

General Comments _____