



Northwest Territories **SOCCER ASSOCIATION**

Arctic Winter Games Operations Manual



Last modified – January 6th, 2010



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Acronyms

Arctic Winter Games – AWGs or *'the Games'*

Arctic Winter Games International Committee - AWGIC

The NWT Soccer Association – NWTSA

Definitions

Chair of the Hosting Committee – an individual identified by the NWT Soccer Association to organize, manage and carry out the tasks necessary to host the territorial tryouts for the Arctic Winter Games according to the responsibilities outlined in this document.

Community Coach – the Canadian Soccer Association's first level of coaching certification comprised of the child, youth and senior courses. Completion of one of these courses is the minimum requirement for a coach to attend the Games.

Director of High Performance – a member of the Board of the NWT Soccer Association who oversees all high-performance programs such as the Arctic Winter Games and has the authority to act on behalf of the Association.

Division – the age categories as specified by the AWGIC.

Regional Coordinator - an individual identified by the Director of High Performance and/or Sport North to represent their respective region in the coordination and management of the regional tryouts according to the responsibilities outlined in this document.

Regional Selection Committee – is responsible for identifying the team(s) from the respective region that will travel to the territorial tryouts. The committee will be comprised of individuals identified by the Director of High Performance who have no perceived conflict of interest with NWTSA.

Territorial Selection Committee – is responsible for identifying a maximum of eighteen (18) athletes from each Division to attend the selection camp during the territorial tryouts. The committee will then identify nine (9) players and two (2) alternates from the selection camp to comprise Team NWT for each Division. The committee will be





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comprised of the coaches of the AWG teams as well as other representatives assigned by NWTSA's *Director of High Performance*.

Athlete & Coach Eligibility

In order to be eligible to participate in any stage of the AWG process, athletes and coaches must be citizens of the Northwest Territories and Members in good standing with the NWT Soccer Association (NWTSA) at the time of application, and until the completion of the Games.

A Member in good standing with the NWT Soccer Association requires individuals to be registered and paid for the current membership season (a membership season runs from September 1st of one year until August 31st of the following year), and not have any disciplinary sanctions against them that would prohibit them from participating in the Games.

If an AWG participant violates any of the policies or guidelines set forth by the NWTSA, they are considered to be no longer a Member in good standing and can be subject to removal from the AWG process and further disciplinary measures as determined by the NWTSA.

Athlete Registration

All athletes wishing to participate in the Arctic Winter Games must register with Sport North and the NWT Soccer Association prior to the regional registration deadline (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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Coach Registration and Application

Individuals wishing to participate as a coach for one of the teams travelling to the AWGs, must submit an application to the NWTSA's *Director of High Performance* no later than the date advertised on our website in the year preceding the Games. Applications received after the deadline will be considered on an individual basis. Coaches must be registered with the NWT Soccer Association and Sport North by the regional registration deadline in order for their application to be considered. Information on how to register can be found on our website at www.nwtkicks.ca.

The NWTSA will, pending the receipt of appropriate applicants, announce by December 1st at the latest, the successful coaching staff for the AWG teams. The NWTSA reserves the right to solicit interest from outside the pool of received applications if appropriate applicants have not been identified by the deadline.

Coach Selection Process and Criteria

Selecting an appropriate Coach is the first step to ensure that Team NWT gets the most out of their experience. The NWTSA's HP Committee will review the applications and select the most appropriate coaches for our AWG teams. In the event that a member of the HP committee has applied as an AWG coach, they will not be involved in the selection and another individual will be asked to assist. The selection of coaches will be based **on, but not limited to, the following criteria:**

- Current member of NWTSA in good standing;
- Past coaching & playing experience;
- Current Coaching Certification, with a minimum at the 'Community Coach' level;
- Desire/intent on continuing within the coaching certification program;
- Intent to complete the "Respect In Sport" 3hr online course (cost covered by NWTSA) prior to the Territorial Tryout;
- Valid CPIC (contact your local RCMP for details) with vulnerable sector check;
- 1 Letter of Recommendation;
- Commitment to implement the Arctic Winter Games program and abide by policies and procedures as set forth by the NWTSA.





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Duties of the Coach shall include:

- Acting as an appropriate role model, as identified by the NWTSA policies and procedures, at all times during soccer activities on and off the field;
- Overseeing the training and preparation of the AWG athletes;

Athlete Selection Criteria (Regional & Territorial)

1. Technical skills
2. Tactical skills
3. Physical fitness
4. Subjective criteria

Fitness is ultimately each player's responsibility, regardless of circumstance or time of year.

Regional and Territorial selection committees are required to ensure the NWTSA receives copies of the athlete evaluation forms so they can be retained for ten (10) days following the tryouts, as an athlete may request to see their evaluation form within the ten (10) day timeline.

Regional Tryouts - Process

The regional try-outs serve two (2) purposes: firstly; to act as the first stage of the Arctic Winter Games athlete selection process, and secondly; to offer a soccer-focused developmental opportunity for individuals from all communities within the NWT.

The NWTSA and/or Sport North will identify AWG Regional Coordinators for each of the five (5) regions: Beaufort/Delta, Sahtu, Yellowknife, South Slave, and Mackenzie. Regional try-outs will take place in the fall preceding the Games, the dates and venues of which will be coordinated by the respective Regional Coordinator.

A team of nine (9) individuals per Division will be selected at the regional level to participate in the territorial tryouts. In the event a region only has nine (9) players or less registered for a Division, a regional tryout for that Division will not be held. If a region doesn't have enough players to field a team in a specific Division, the athletes within the region will be combined with other regions to participate at the territorial



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tryouts. Whether athletes from the region will be split up and combined with other regional teams or will travel to the territorials to be assigned teams, will be determined by the NWTSA.

In the event that regions would like to host a combined regional tryout due to low participant numbers, they must submit a request to the Director of High Performance for approval.

Players and coaches are allowed to participate in regional tryouts for two different sports, however, they are required to register and pay their Sport North registration fees twice. Athletes eligible under Sport North's age requirements to play up a Division, must choose which age category they intend to try out for prior to the regional tryout.

Regional Tryouts - Responsibilities

The NWTSA is responsible for:

- selecting appropriate Regional Selection Committees to attend the regional tryouts;
- communicating the Regional tryout process (e.g. website, radio, paper) to all potential AWG participants.

The AWG Regional Coordinator is responsible for:

- securing an appropriate date and facility for the regional tryouts;
- assisting players and coaches that have to travel with accommodation arrangements for the regional tryouts;
- communicating to all AWG participants within their region the date, times and locations prior to the regional tryouts (timely, constant and effective communication is key);
- collecting the Sport North regional registration fee;
- ensuring that all participants of the regional tryouts are registered online with the NWTSA and collect the signed parental consent forms if they are under 18 years of age;
- transferring the contact information of all athletes registered for the regional tryout to the NWTSA registrar;
- helping all AWG participants to understand the AWG process;
- keeping in constant communication with NWTSA's Director of High Performance;





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The Regional Selection Committee is responsible for:

- being present and focused for the entirety of the regional tryout;
- avoid communicating with parents throughout the weekend and speaking with anyone during evaluations;
- using the attached athlete selection criteria (see Appendix A & B) to identify team(including 2 alternates), that will travel to the territorial tryouts;
- ensure that players chosen to travel to territorial tryouts have the minimum experience with soccer and physical fitness required to play soccer.

Territorial Tryouts – Process

If selected at the regional level to proceed to the territorial tryouts, athletes must register with Sport North no later than the territorial trial registration deadline which will be advertised on our website at www.nwtkicks.ca. This fee helps to cover the costs that Sport North will incur for facility and travel costs.

Each of the teams from the five (5) regions will compete in a tournament style competition at the beginning of the territorial tryouts weekend.

The Territorial Selection Committee will observe the competition and identify a maximum of eighteen (18) individuals for each division to attend the selection camp portion of the weekend. Initially, two (2) athletes will be selected from each region, with the remaining athletes being drawn from any of the participating teams.

The assigned coach of each team along with individual(s) identified by the *Director of High Performance*, will select the team (#'s specified by the AWGIC) and two (2) alternates to be part of Team NWT. All successful athletes selected to travel to the Games must pay a \$250 fee to Sport North by the date specified by Sport North.

The alternates may be contacted in the event that athletes from the AWG team become injured or unavailable to attend the Games. If the alternates have not kept up their physical fitness or are unavailable or uninterested, the assigned coach may approach players who were in attendance at the Territorial Tryouts.

Players and coaches are allowed to participate in Territorial Tryouts for two different sports as long as the dates for the Territorial Tryouts don't conflict. If a participant wishes to do this than they are required to register and pay their Sport North registration fees twice.



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The NWTSA is responsible for:

- selecting an appropriate individual to act as the “Chair” of the Hosting Committee for the territorial tryouts;
- financially supporting the Hosting Committee.

The Chair of the Host Committee is responsible for:

- overseeing the operations of the Host Committee;
- identifying additional individuals to serve on the Host Committee;
- preparing a budget and present it to the NWTSA for costs associated with the Territorial Tryouts by September 30th of the year preceding the Games;
- only exercising spending that has been approved by the NWTSA or clearly falls within the scope of responsibilities outlined in this document;
- operating and maintaining the facilities during the Territorial Tryouts;
- provide accommodation options (e.g. liase with schools, contact hotels to arrange deals) for all AWG participants attending the territorial tryouts and communicate these to the AWG Regional Coordinators;
- maintaining a constant line of communication with the AWG Regional Coordinators and NWTSA’s Director of High Performance;
- bringing any issues that may require direction from the NWTSA to the Board in a timely manner;
- scheduling of all events;
- identify individuals to serve on an AWG Appeals Committee that are familiar with the AWG, Sport North, and NWTSA Dispute Resolution Policies;

The Territorial Selection Committee is responsible for:

- being present and focused for the entirety of the regional tryout;
- attending the coaches meeting prior to the weekend’s events;
- avoid communicating with parents throughout the weekend and speaking with anyone during evaluations;
- using the attached athlete selection criteria to identify a maximum of eighteen (18) individuals per Division that will attend the selection camp;

Dispute Resolution and Appeals 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 of the Arctic Winter Games Regional or Territorial Selection Committee if they believe that, in accordance with the published criteria, they deserve to be included on Team NWT for the Arctic Winter Games.





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1. A person may appeal the decision by serving a written notice of appeal seven (7) days after receipt of the selection decision to the NWTSA President or Director of High Performance. The appeal must have all supporting material attached. Please see the NWT Soccer Association's "*Dispute Resolution Policy*" at www.nwtkicks.ca for more information.
2. Upon receipt of a Notice of Appeal, the President 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 a Board member of NWTSA.
3. No Board Member shall participate in the hearing of an appeal if:
 - a. The Board Member is directly or indirectly involved with the situation that is undergoing appeal or has a real or perceived conflict of interest.
4. The Appeal Committee may request written responses from the Regional or Territorial Selection Committee, as well as request further information from the appellant.
5. The written decision of the Appeal Committee shall be final and binding.

Removal and Replacement Procedures

The head coaches, Regional or Territorial Selection Committee, may apply to the NWTSA to remove any athlete from the AWG process. The NWTSA shall reserve the right to remove any athlete or coach from the AWG process if the athlete or coach is unable to meet or abide by any requirements in the *athlete selection criteria* or *coach selection criteria* (listed above) or other policies or guidelines set forth by the NWTSA. This will be communicated to the athlete or coach by written letter from the NWTSA. Examples include, but are not limited to, injury, illness, and misconduct.

Who to Contact?

Contact information for the following individuals can be found on the NWTSA website at www.nwtkicks.ca. For questions regarding:

- any stage of the AWG process, please contact NWTSA's *Director of High Performance*.
- details of the Regional Tryouts, please contact your *AWG Regional Coordinator*.
- details of the Territorial Tryouts, please contact the *Chair of the Hosting Committee*.
- on how to register as a member of the NWTSA, please contact NWTSA's *Sport Consultant*, Ms. Melanie Kornacki.



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						
Ivl						

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 _____