

2012 Arctic Winter Games Cross Country Skiing Selection Criteria For Athletes, Coaches and Officials

NWT Ski Division - Cross Country Skiing

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2 Age Categories

- Junior Males: Born in 1994 and 1995
- Junior Females: Born in 1994 and 1995

- Juvenile Males: Born in 1996 and 1997
- Juvenile Females: Born in 1996 and 1997

- Midget Males: Born in 1998 and 1999
- Midget Females: Born in 1998 and 1999

3 Technique and Distances

Junior Male & Female

- 750 meter Free Sprint (qualification round interval starts followed by elimination heats)
- 5 km Classic (interval start)
- 10 km Free (mass start)
- 3 x 5 km Relay Classic (mass start)

Juvenile Male & Female

- 750 meter Free Sprint (qualification round interval starts followed by elimination heats)
- 5 km Classic (interval start)
- 7.5 km Free (mass start)
- 3 x 5 km Relay Classic (mass start)

Midget Male & Female

- 500 meter Free Sprint(qualification round interval starts followed by elimination heats)
- 2.5 km Classic (interval start)
- 5 km Free (mass start)
- 3 x 2.5 km Relay Classic (mass start)

4 Rules

Competitions will be conducted under the rules of the International Ski Federation (FIS).

5 Mini-Midget Ski Up

A mini-midget who is or will be at least 12 years of age and/or is in the second year mini-midget category at the time of the Arctic Winter Games will be permitted to ski in the midget category.

6 Team Composition

6.1 Each Games Unit may enter a team comprised of a maximum of twenty-four (24) skiers plus three (3) coaches; as follows:

- Junior Male 4
- Junior Female 4
- Juvenile Male 4
- Juvenile Female 4
- Midget Male 4
- Midget Female 4
- Coaches 3

6.2 Athletes who have competed in a World Junior Championship in cross-country skiing within 2 years of the Games are ineligible to compete in the Arctic Winter Games. See also other restrictions in the Arctic Winter Games Staging Manual.

6.3 One coach must be female and one male. If a coach from one gender is not available a chaperon must be substituted.

7 NWT Ski Division Membership

7.1 All athletes, coaches and officials must be members in good standing of their local ski club and in good standing with the NWT Ski Division at the NWT trials.

8 Athlete Participation

8.1 All athletes must be a continuous resident of the NWT for six months prior to the Arctic Winter Games.

8.2 If an athlete is attending a post secondary institute or a secondary institute in southern Canada and their NWT residency is still valid they are still eligible to try out for the 2012 Arctic Winter Games.

8.3 All athletes are required to sign a Conduct Agreement with Sport North.

8.3.1 Sport North's Conduct and Discipline Code will be implemented for and observed by all participants at the AWG Territorial Trials and the AWGs.

9 Athlete Selection

- 9.1 Athletes must be in attendance and participate in Territorial Trials to be considered for team selection.
- 9.2 Athletes trying out at the Territorial Trials must have participated in a ski program within the last year.
- 9.3 The TSO, in coordination with the appropriate recreation association, shall select the site for the regional event.
- 9.4 Territorial Selection Ranking:
- 9.4.1 Athletes must compete in the category in which they will compete in the 2012 Arctic Winter Games.
- 9.4.2 The weather conditions rules of Cross Country Canada will apply in deciding if an outdoor selection race is run.
- 9.4.3 Athletes must complete the race route if a race is run to be considered for advancement to the AWGs.
- 9.4.4 Athletes must complete the alternative selection criteria program, if a program is instituted, to be considered for advancement to the AWGs.
- 9.4.5 The first selection method will be three races: Classic, Freestyle, and Sprint, in the following distances:

Junior Male and Female

- 750 meter Free (time trial - sprint)
- 5 km Classic (interval start)
- 10 km Free (mass start)

Juvenile Male and Female

- 750 meter Free (time trial - sprint)
- 5 km Classic (interval start)
- 7.5 km Free (mass start)

Midget Male and Female

- 500 meter Free (time trial - sprint)
- 2.5 km Classic (interval start)
- 5 km Free (mass start)

9.4.6 Points will be allocated and the top 4 athletes will be declared in accordance with the following point system:

- First Place 5 points
- Second Place 3 points
- Third Place 2 points
- Fourth Place 1 point

9.4.7 The final selection of AWG athletes will be determined by ranking at the AWG Territorial Trials.

9.4.8 Athletes ranked first, second, third and fourth in their respective categories will be offered a place on the 2012 Arctic Winter Games Cross Country Ski Team.

9.4.9 If two skiers are tied for points then the best aggregate times are used.

9.4.10 If an alternative method of selection is required instead of a ski race (due to temperatures below -20 degrees C) a similar point system as above will be used to rank the athlete.

9.4.11 The alternative selection method will measure fitness, strength and skiing technique and is specified in Section 9.0.

9.5 Athletes must formally commit to a training plan between the trials and the AWG. They must send monthly training reports to Arctic Winter Games coaches.

9.6 The NWT Ski Division reserves the right to remove athletes from the NWT Ski Team who do not train appropriately between the selection trials and the Arctic Winter Games.

10 Alternative Selection Criteria

10.1 A team selection committee will be struck consisting of three coaches and a chairperson selected by the Board of the NWT Ski Division at the AGM of the year previous to the AWGs.

10.2 The NWT Ski Division will not jeopardize the health and safety of the participating athletes if the conditions are too cold or windy. The standards of Cross Country Canada will be used to ascertain whether conditions are suitable for racing.

10.3 The Team Selection Committee will, in determining which athletes should be selected for the AWG Team, consider:

10.3.1 The competitive record during the season of the games and the most recent NWT Championships.

10.3.2A program of fitness measurement, strength, and skiing technique testing determined by the Team Selection Committee and approved by the Board of the NWT Ski Division in advance of the scheduled race program.

10.3.3The prescribed method of measurement of fitness, strength and ski technique shall be completed indoors and consist of:

- Running
- Jumping
- Sliding

Points will be allocated and the top 4 athletes will be declared in accordance with the following point system:

1st place - 5 points
2nd place - 4 points
3rd place - 3 points
4th place - 2 points
5th place - 1 points

Each member of the Team Selection Committee will rate each athlete individually, and the ratings of the three members shall be combined to provide an aggregate rating.

13 Exemption from AWG Territorial selection due to sickness, injury or other event

13.1 Exemption for advancing to the AWGs without participating in the Territorial Trials will be considered due to sickness or injury in some circumstances. The athlete must provide a signed letter from a medical professional AND written agreement from the AWG head coach.

14 Discipline Procedures

14.1 The NWT Ski Division Discipline Policy shall apply.

15 Appeal Process

15.1 The NWT Ski Division Appeal and Alternative Dispute Resolution Process shall apply.

16 Coach Selection Process

16.1 The Board of Directors, NWT Ski Division shall have the prerogative to make the selection of the coaches.

16.1.1 The selection of coaches and manager will be at the discretion of the Board.

16.2 The NWT Ski Division will make an effort to email or fax a letter to all active NWT cross country ski coaches in the spring of the year previous to the AWGs inviting applications for the two coaching and one manager position.

16.2.1 Any effort to contact coaches is taken as a courtesy, and does not imply an obligation on the part of the Board to contact any coach, nor does a right of appeal arise because a Coach was not contacted.

16.3 The coaching team shall consist of one head coach, one assistant coach, and one team manager

16.3.1 Head Coach:

16.3.1.1 At a minimum, the head coach must be:

- Certified in the National Coaching Certification Program (NCCP) as a Level 2 (previous system) or the NCCP Learning to Compete (new system), or the equivalent coach in skiing.
- Actively coaching for a minimum of one year.

16.3.1.2 Duties of the head coach will include:

- Development of athlete training plan prior to the AWGs
- Participate in AWG selection committee
- Oversee all aspects of team coaching during the AWGs, including wax testing, training schedule, etc
- Attending coaching meetings
- Liaise with AWG missions staff and host officials
- Delegate responsibilities to the other coaching/manager staff, as required

16.3.2 Assistant Coach/Wax Technician:

16.3.2.1 At a minimum, the assistant coach must:

- Certified in the National Coaching Certification Program (NCCP) Level 1 (previous system) or be trained at the Community Coach (CC – new system), or equivalent
- Demonstrate strong skills and abilities as a waxing technician
- Demonstrate ability to ski
- Demonstrate coaching skills

16.3.2.2 Duties of the assistant coach will include but are not limited to:

- Assume all aspects of waxing, including waxing, ski testing
- Lead warm-up and cool-down ski routine with athletes
- Assume support and coaching responsibilities for community skiers at the AWG trials and training camps
- Attend AWG trials and training camps
- Participate in AWG selection committee
- Assume the role of the head coach, as required

16.3.3 Team Manager

16.3.3.1 At a minimum, the team manager must be:

- Certified at the Introduction to Community Coaching (ICC) level course or equivalent coach in skiing,
- Demonstrate an ability to ski
- Possess some waxing experience or the ability/interest to learn
- Demonstrate skills and interest in managing athletes who may potentially represent a wide range of skiing experience and ability, qualifications, experience, knowledge and demonstrated skills.
- Demonstrate strong organization and communication skills.

16.3.3.2 Duties of the team manager, will include but are not limited to:

- Liaise between Sport North and the AWG throughout the AWG process (regional and territorial trials and AWGs)

- Responsible for all logistics and administration prior to and during the AWGs
- Key point of contact for communication with athletes, including all information related to regional/territorial trials, developing and maintaining distribution list of all athletes, coaches, sharing information in a timely fashion to keep athletes up to date on AWG process and deadlines,
- Attend AWG trials and training camps

16.3.4 Consideration shall be given to selecting coaches from larger as well as smaller communities.

16.4 The NWT Ski Division will select at least one male and one female coach.

16.5 The two coaches and manager will represent the Team Selection Committee.

16.6 All coaches for AWG must complete a criminal records check and submit it to Sport North when they register.

17 Official selection criteria

17.1 The NWT Ski Division will suggest to the AWG Host Society that NWT officials be asked to attend the AWGs.

17.2 Any official recommended should be:

17.2.1 Fully certified Level 2

17.2.2 Actively officiating for a minimum of one year

17.2.3 Undergo security check by AWG Host Society

17.3 The NWT Ski Division will select the AWG officials based on qualifications, experience, knowledge, and demonstrated skills.

18 **Appendix 1: NWT Ski Division Discipline Policy**

All athletes will sign a contract with the NWT Ski Division. In the event that an athlete disobeys any policy, rule and regulation stated in the contract they will:

1. On the first offence, be given one warning, either verbally and/or in writing, by the NWT Ski Division.
2. On the second infraction of the same or a different policy, rule or regulation, be suspended from participation as a member of the NWT Ski Team and all competitions until further notice. Should the competition be occurring in a location other than the athlete's home community, the athlete will be returned home as soon as possible and the cost of the athlete's return fare will be the responsibility of the athlete and his/her parents.
3. Any disciplinary action of the NWT Ski Division can be appealed to the President of the NWT Ski Division who will invoke the provisions of the Appeal Policy in resolving the matter.

19 Appendix 2: NWT Ski Division Appeal Policy

Definitions: In this policy

“appellant” refers to the member appealing a decision

“member” refers to any director, employee (including contract personnel), committee member, volunteer or any affiliate association of the NWT Ski Division

“respondent” refers to the body whose decision is being appealed

1. Any member of the NWT Ski Division (the Association) who is affected by a decision of the Board, of any Committee of the Board, or of any body or individual who has been delegated authority to make decisions on behalf of the Board shall have the right to appeal that decision.
2. Members who wish to appeal a decision shall have 10 days from the date on which they received written notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the President of the Association.
3. An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds include the respondent:
 - (a) making a decision for which it did not have authority or jurisdiction as set out in governing documents;
 - (b) failing to follow procedures as laid out in the bylaws or approved policies of the Association;
 - (c) making a decision which was influenced by bias;
 - (d) failing to consider relevant information or taking into account irrelevant information in making the decision;
 - (e) exercising its discretion for an improper purpose; and/or
 - (f) making a decision which was unreasonable.
4. Within 10 days of receiving notice of an appeal the President (or designate) shall appoint three persons to constitute a Tribunal, in accordance with the following:
 - (a) The Tribunal shall be comprised of members in good standing of the Association who shall have no significant relationship with the appellant, shall have had no involvement with the decision being appealed, and shall be free from actual or perceived bias or conflict.
 - (b) At least one of the Tribunal members shall be from among the appellant’s peers.

- (c) In appointing the Tribunal, consideration shall be given to the geographic location of the appellant, respondent and Tribunal members, in order to minimize the inconvenience and expense to all parties.
 - (d) The appellant shall be given an opportunity to recommend one of the Tribunal members, provided the members satisfies criteria (a) and (c) above.
5. Within 7 days of its appointment the Tribunal shall review the notice of appeal and reasons for the appeal and shall decide whether or not there are sufficient grounds for an appeal. This decision is discretionary and may not be appealed.
6. If the Tribunal is satisfied that there are not sufficient grounds for an appeal, it shall notify the appellant of this decision in writing, stating reasons. If the Tribunal is satisfied that there are sufficient grounds for an appeal, it shall conduct a Hearing.
7. If the Tribunal conducts a Hearing, it shall govern the Hearing by such procedures as it deems appropriate in the circumstances, provided that:
 - (a) the Tribunal shall be held within 21 days of the Tribunal's appointment;
 - (b) the appellant and respondent shall be given 10 days written notice of the day, time and place of the Hearing;
 - (c) Tribunal members shall select from themselves a Chairperson;
 - (d) A quorum shall be all three Tribunal members;
 - (e) Decisions shall be by majority vote;
 - (f) Except where there exists a conflict of interest, no Tribunal member shall abstain from voting;
 - (g) Copies of any written documents which either the appellant or respondent wish to have the Tribunal consider shall be provided to all parties at least 2 days in advance of the Hearing;
 - (h) Both the appellant and respondent may be accompanied by a representative or advisor, including legal counsel;
 - (i) The Tribunal may request that any other individual participate and give evidence at the hearing.
8. In order to keep costs to a reasonable level the Tribunal may conduct the Hearing by means of a conference call or video conference.
9. Within 3 days of the concluding the Hearing, the Tribunal shall issue its written decision, with reasons. The Tribunal may decide:
 - (a) to void, vary or confirm the decision being appealed;
 - (b) to make any decision it feels the respondent should have made;
 - (c) to refer the matter back to the respondent for a new decision, correcting any errors that were made; and/or
 - (d) to determine how costs of the appeal shall be allocated.

A copy of this decision shall be provided to the appellant, the respondent and the President (or designate) of the Association.

10. If the circumstances of the dispute are such that this policy will not allow a timely appeal, the President (or designate) may direct that these timelines be shortened. Should this be the case, the appellant, respondent and members of the Tribunal will make every reasonable effort to comply with the revised timelines in order to conclude the appeal in a timely manner.
11. If the circumstances of the dispute are such that an appeal cannot be concluded within the timelines of this policy, the President (or designate) may seek agreement from the appellant and respondent to extend the timelines.
12. The appellant shall have the right to decline a Hearing in favour of a documentary review. Should this be the case, the Tribunal shall request both appellant and respondent to provide written submissions, upon which the Tribunal shall make its decision. The Tribunal may direct such timelines as it deems appropriate in the circumstances in order to conclude the appeal in a timely manner.
13. The decision of the Tribunal shall be final and binding, and not open to any further appeal or intervention by any court, with the exception of a review by mediation or arbitration as set out in the Association's Alternative Dispute Resolution Policy.
14. This Appeal Policy was adopted by the Board of Directors on the 31 day of October 2003 and shall be reviewed by the Board of Directors on an annual basis.

20 **Appendix 3: NWT Ski Division Alternative Dispute Resolution Process**

The NWT Ski Division supports the principle of Alternative Dispute Resolution (ADR) and is committed to the techniques of mediation and arbitration as effective ways to resolve disputes with its members, and avoid the harm of litigation.

1. Mediation

Opportunities for mediation may be pursued at any point in a dispute where it is appropriate and where the disputing parties agree that such a course of action would be mutually beneficial.

2. Arbitration

In the event that a dispute persists after internal avenues of decision-making appeals and/or mediation have been exhausted, opportunities for arbitration may be pursued.

Where the continuing dispute related to the Tribunal having made a decision which was outside its jurisdiction, having failed to follow proper procedures, or having made a decision which was influenced bias, such a dispute may be dealt with through binding arbitration before an independent arbitrator who is acceptable to the parties in dispute.

3. Legal Action

No action or other legal proceeding shall be commenced against the NWT Ski Division in respect of a dispute, unless the NWT Ski Division has failed to participate in arbitration in accordance with this policy.

This policy was approved by the Board of Directors on the 31 day of October, 2003 and shall be reviewed by the Board of Directors on an annual basis.