



# **NWT Soccer Association Canada Summer Games Handbook**

## **February 2024**



## Acronyms and Definitions

**CSG** - Canada Summer Games

**NWT Soccer** - NWT Soccer Association

**Participant** - any coach, official, athlete or volunteer selected by NWT Soccer for the CSG

**Technical Committee** - NWT Soccer's Technical Committee



## Welcome

Welcome to the Canada Summer Games (CSG) Handbook for players, parents, coaches, officials, and volunteers. Go to the [NWT Soccer website](http://nwtsoccer.ca) to find pages dedicated to the CSG program – including upcoming dates of note and information regarding coach and player selection.

We greatly appreciate the time and effort all parents and coaching staff put into the development of players and would like to maximize their roles by eliminating as many distractions as possible. Ineffective communication can be frustrating and damaging to everyone's experience, so this Handbook is also intended to ensure communication roles and responsibilities are clear to everyone involved in the program.

Dates and details for tryouts will be posted on the NWT Soccer website and advertised through various media channels throughout the NWT. School and community contacts will be notified to help ensure as many parents and players as possible are aware of the CSG opportunity.

**As the coaching staff are volunteers, any questions or concerns should be communicated to the NWT Soccer's Executive Director.**

## Our Contact Information

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## 1 Who Can Take Part?

The CSG technical package specifies that for the 2025 Games, divisions are as follows:

- Players under 17 years of age before January 1, 2025 (Year of Birth: 2008 or later).
  - Overage Players: Up to nine (9) players under 18 (Year of Birth: 2007 or later)

Athletes and coaches must be residents of the Northwest Territories and members in good standing with the NWT Soccer to participate in any stage of the CSG process.

An athlete's permanent residence must be located within the NWT's recognized boundaries for at least 180 days before the opening of the Games.

A member in good standing with NWT Soccer is one who has registered and paid for the current membership season (from April 1 to March 31) and received no disciplinary sanctions that prohibit them from participating in the Games.

If a CSG participant violates any of the NWT Soccer's policies or guidelines, they are no longer considered a member in good standing and will be removed from the CSG process and may face further disciplinary measures as determined by the NWT Soccer.

Fundraising plays an important role in the ability of the NWT Soccer teams to appropriately train and prepare throughout the CSG process. Please be aware that funds raised remain with NWT Soccer programs once a cycle concludes and remaining funds cannot be withdrawn following the conclusion of the Games.

## 2 Applying to Coach

Coaching Staff:

- Men's Team: 2 coaches and 1 manager (one of the coaches must be male)
- Women's Team: 2 coaches and 1 manager (one of the coaches must be female)

Individuals wishing to coach a CSG team must submit their coaching resume. The process and closing dates for applications will be advertised online in advance. Applicants must be registered as a coach with NWT Soccer for their application to be considered. Information on how to register can be found on the [NWT Soccer's website](#). NWT Soccer reserves the right to approach individuals outside the pool of applications if suitable applicants have not been identified by the deadline. Applications received after the deadline posted online will be considered on an individual basis.



Applicants must declare all potential conflicts of interest at the time of application (e.g., relatives, coworkers). NWT Soccer will seek to avoid conflicts of interest when appointing coaches.

## 2.1 Selection Criteria for the Coaching Staff

Selecting an appropriate coach is the first step to ensure that Team NT's players get the most out of their experience.

NWT Soccer's Technical Committee will review applications and select the most suitable Head Coach for its CSG teams. The Head Coach, once selected, will become a member of the selection committee for the appointment of the remaining coaching staff of that respective team.

In the event that a member of the committee has applied for a CSG coaching position, that member will not be involved in the selection process. An individual designated by NWT Soccer may be asked to assist in their place.

Selection of coaches is based on, but not limited to, the following criteria:

- Current member of the NWT Soccer in good standing
- Past coaching and playing experience
- Current coaching certification or working towards the following:
- All Coaches (head and assistant) **Certified National B License National Certified**. Must be Competition-Development Certified
- Desire and intent to continue within the coaching certification program. Coaching certification must be completed no later than 180 days before the opening of the Games (February 10, 2025)
- Completion of the "**Respect in Sport**" three-hour online course (cost covered by NWT Soccer) prior to CSG
- Must be available for **ALL selection and training camps**.
- Current criminal record check with **vulnerable sector check** (contact your local RCMP for details) – to be supplied with an application
- Commitment to implement the CSG program and abide by policies and procedures set forth by NWT Soccer
- Must be above the age of 18
- Valid passport or intention to acquire one (if applicable)
- Demonstrable knowledge of the game

In selecting CSG coaches, NWT Soccer may consider assessments of current and past coaching performance, feedback received from club, community and Team NT programs, and other information deemed appropriate by the Technical Committee.

Successful applicants will be asked to sign a contract reflecting their commitments and duties in the lead-up to and during CSGs.

Certain exemptions can be made for coaching certification requirements. C-license holders are encouraged to apply for a coaching position.

## 2.2 Duties of the Coaching Staff

Coaching staff must:

- Act as an appropriate role model and chaperone, as identified by NWT Soccer's policies and procedures, at all times on and off the field
- Oversee the training and preparation of CSG athletes
- Ensure communication with athletes, parents, and NWT Soccer is prompt and effective throughout the CSG process
- Be prepared to work as a team with their coaching colleagues in the lead-up to and during CSG, attending all meetings where required

## 3 Athlete Selection Criteria

There are five (5) criteria on which athlete selection is based. Examples of each criterion are laid out in italics.

- i. Technical  
*Ability to play with both feet, passing, controlling and releasing the ball, feinting and dribbling, shooting at goal, heading and tackling*
- ii. Physical  
*Strength (explosiveness), speed, endurance, suppleness (mobility)*
- iii. Psychological  
*Concentration, willpower, perseverance, confidence, willingness to take risks, creativity*
- iv. Tactical  
*Reading of the game, attacking play, defensive play*
- v. Social  
*Communication, behaviour, charisma/personality, conscientiousness, team spirit*

Fitness is each player's own responsibility, regardless of circumstance or time of year. If selected players do not maintain their fitness in the opinion of their coach, a coach may elect to remove them and consider alternates in their place.

Athletes may be removed and replaced after selection under certain circumstances. See Section 12 for more information.

## 4 Exceptional Circumstances

Should an athlete be unable to attend an open identification or selection camp owing to exceptional circumstances, a written request may be made to the Technical Committee for special consideration. Such requests must be received no later than December 1st.

NWT Soccer and its coaches reserve the right to select players outside the pool of participants from a selection camp if necessary, subject to the approval of the Technical Committee. Circumstances that may warrant this consideration include but are not limited to low attendance at a selection camp; a smaller pool of players with the appropriate skill, fitness, and attitude than the number of players allowed on the training roster; the circumstances of an individual player's absence from a camp.

This application must explain the circumstances in question as fully as possible. The Technical Committee will issue a decision within fourteen (14) days of the request being received.

## 5 Out-of-territory Athletes

Students attending school on a full-time basis outside the NWT during the year of the Games shall be permitted to compete for either the NWT or the province/territory in which the athlete attends school. To be eligible to compete for the province/territory where the athlete attends school, the student must be enrolled on a full-time basis during the academic year preceding the Games.

If unable to attend an open identification or selection camp, a written request in advance may be made to the Technical Committee under the provisions for exceptional circumstances given above. Athletes are expected to attend all camps where possible.

NWT Soccer reserves the right to request a transcript as proof of status. Financial support is not available for out-of-territory athletes travelling to camps.

## 6 Player and Parent Contract

All selected athletes and their parents or guardians will be asked to sign a contract reflecting their commitments and duties in the lead-up to and during CSG.

## 7 NWT Soccer's Responsibilities

- Selecting an appropriate individual to act as Chair of the Technical Committee
- Overseeing operations of the Technical Committee
- Collecting athlete evaluation forms during the CSG selection process, ensuring their confidentiality, and providing them to athletes upon request



- Booking facility time and securing equipment for all athletes attending open identification or selection camps
- Preparing a budget for costs associated with the CSG process
- Identifying volunteers for duties related to the CSG process

## 8 The Technical Committee's Responsibilities

- Selecting individuals for coaching staff positions
- Maintaining communication with the NWT Soccer
- Reviewing the CSG Handbook and recommending revisions to the Board for its consideration
- Bringing issues that may require direction from NWT Soccer to the Board in a timely manner
- Meet and rule on matters referred to the committee

## 9 Coaching Staff Responsibilities

- Abiding by the terms of the contract signed prior to CSG
- Being professional, present, and focused for the entire process
- Attending all CSG-related meetings and training camps
- Avoiding communication with parents of athletes during sessions. Parents may address concerns to registration staff or NWT Soccer's Executive Director during sessions at selection events
- At all other times, ensuring communication with athletes, parents, and NWT Soccer is prompt and effective
- Using NWT Soccer athlete evaluation form to identify players/alternates for Team NT
- Maintaining confidentiality of all evaluation forms and transferring them to NWT Soccer
- Coordinating fundraising initiatives and managing the team's budget (for team managers)

## 10 Expectations of Participants

We want all NWT participants at CSG to be safe, enjoy themselves and proudly represent the Northwest Territories. We ask that all participants:

- Abide by the terms of their contracts signed with NWT Soccer, the NWT Soccer's Code of Conduct, and Sport North policies and procedures
- Demonstrate respect to event organizers and all athletes, coaches and volunteers



- Uphold a standard of behaviour in keeping with a participant representing their territory
- Remember, at all times, that their behavior and demeanor are the subject of scrutiny by others

## 11 Removal and Replacement Procedures

The coaching staff of the CSG team may, once players have been selected, request that the Technical Committee remove an athlete from the CSG process.

The Technical Committee reserves the right to remove any athlete or coach from the CSG process if that athlete or coach is found unable to meet or abide by any requirements in the selection criteria or other policies and guidelines set forth by NWT Soccer.

NWT Soccer will communicate this to the athlete or coach in writing. Examples include – but are not limited to – injury, illness, attendance, fitness standard and misconduct.

If the Technical Committee is unable to reach a decision, the matter shall be referred to the NWT Soccer Board of Directors.

## 12 Dispute Resolution

Coaches are expected to keep full evaluation records of all athletes from selections. Following any selection camp at which selection decisions are made, coaches must hand completed evaluation forms to NWT Soccer within 48 hours following an event.

Any athlete may request to see their player evaluation form within five (5) days of the conclusion of any camp at which selection decisions are made.

Any athlete involved in a camp – or their guardian if younger than 18 years old – may appeal a decision made pursuant to this handbook within two (2) weeks of that decision being communicated to them. For further guidance, please see our Dispute Resolution Policy, available on the NWT Soccer's website.

## APPENDIX 1: Frequently Asked Questions

**Is financial assistance available to cover the costs of participation?**



NWT Soccer does not directly offer financial support to cover the costs of individual players. However, other territorial organizations may be able to help. Contact your local municipal authority, band, or recreation association for more details.

### **We just moved to the Northwest Territories. Can my child take part?**

Provided your child is projected to meet the six-month residency requirement outlined in Section 1 before the start of the next CSG, they are eligible to take part in the selection process. You must also acquire player transfer documentation and file this with NWT Soccer if your child was previously playing in another jurisdiction.

### **How do I receive the correct certification to apply for a coaching position?**

NWT Soccer hosts regular coaching clinics for developing coaches looking to achieve the required certification. Check the website or contact NWT Soccer's Executive Director for more information.

### **I missed the coach application deadline. Can I still apply?**

Applications may be received after the deadline has passed but may not necessarily be considered, depending on the pool of applications received prior to the deadline. Please outline any mitigating circumstances explaining the delay when applying.

Applications received after the posted deadline are less likely to receive consideration.