



2020

**Arctic Winter Games
TEAM ALASKA
Participant Handbook**



Whitehorse, Yukon

March 15-21, 2020

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INTRODUCTION

Welcome to Team Alaska!

You are now a distinguished member of the largest team at the Arctic Winter Games, the largest and most high profile sporting competition in the circumpolar North. It is an honor to be selected to represent our great state at the 2020 Arctic Winter Games, and your accomplishments are to be celebrated. Congratulations!

This handbook outlines the roles, responsibilities and obligations of all Team Alaska members, including athletes, coaches, managers, support staff and mission staff at the Games. All Team Alaska members are expected to become familiar with their responsibilities and obligations at the Games, as laid out in this handbook.

This handbook also contains Team Alaska's Conduct and Discipline Code for the Games. This code identifies the standard of behavior, which is expected of all Team Alaska members. Participants who fail to meet this standard run the risk of losing the many privileges that come with being a member of Team Alaska, including the opportunity to compete and/or participate in the future. All members of Team Alaska are urged to read this Code carefully.

As a member of Team Alaska, you represent positive sportsmanship, leadership and community for our State. Your vibrant contributions and participation in Team Alaska will ensure an unforgettable experience at the 2020 Arctic Winter Games.

Congratulations on this prominent appointment!

Sincerely,

Tim Dillon
President, Team Alaska Arctic Winter Games

ABOUT THE ARCTIC WINTER GAMES

What are they?

The Arctic Winter Games is the world's largest northern multi-sport and culture event. The Games combine athletic competition, cultural exchange and social interaction between northern contingents.

When are they held?

The Games are held every two years, hosted by the northern contingents on a rotational basis.

When did the Arctic Winter Games begin?

The first Arctic Winter Games were held in Yellowknife, NWT in 1970 with the three contingents coming from Alaska, Yukon, the Northwest Territories.

How were the Arctic Winter Games started?

The Arctic Winter Games were founded in 1969 under the leadership of Governor Walter J. Hickel (Alaska), Commissioner Stuart M. Hodgson (Northwest Territories), and Commissioner James Smith (Yukon).

The idea to "provide a forum where athletes from the circumpolar North could compete on their own terms, on their own turf" came from Cal Miller, an advisor with the Yukon team at the 1967 Canada Winter Games.

In 1970 in Yellowknife, Canada, 500 athletes, trainers and officials came together for the first Arctic Winter Games. The participants came from Northwest Territories, Yukon and Alaska.

Who participates in the Arctic Winter Games?

These Games now include participation from Alaska, Yukon, Northwest Territories, Northern Alberta, Nunavut, Nunavik Quebec, Yamal Russia, and the Sapmi people from Scandinavia. The Games are a venue where developing athletes from across the north meet to enhance their athletic skills and to share their respective cultures.

Who runs the Games?

The Arctic Winter Games International Committee governs the Games. This council is responsible for establishing the competitive categories and technical requirements for the Games. The host municipality establishes a Host Society, consisting of community volunteers who are responsible for planning, fundraising, marketing, organizing, and staging the Games.

What are the Guiding Principles and Values of the Games?

- Bring together young athletes to participate in friendly competition and to share cultural values from countries and regions across the North.
- Promote the development and benefits of sport and circumpolar cultures.

ABOUT THE ARCTIC WINTER GAMES

- Develop young athletes
- Promote skill development, self--confidence and self--esteem in the athlete
- Promote of cultural understanding and harmony
- Provide motivation for young athletes to develop active and healthy lifestyles and to make choices that could lead to the pursuit of personal excellence and provide the opportunity for participants to develop socially and culturally.
- Provide the inspiration and motivation for coach, official, and volunteer development
- Provide a major vehicle for community development and volunteer involvement

What awards can be won at the Arctic Winter Games?

In addition to gold, silver and bronze medals won by the athletes, there is a special presentation of the Hodgson Trophy to the contingent whose athletes best exemplify the ideals of fair play and team spirit.

Team Alaska won the Hodgson Trophy in 1978, 1990, 2006, 2010, 2014, & 2018

Individual “Fair Play” pins are also dispersed throughout the Games to those athletes whose efforts in fair play are noticed.

When are the Games held?

The 2020 Arctic Winter Games will be held March 15--21, 2020.

Where will the Games be held?

The 2020 Games will be hosted in Whitehorse, Yukon.

2020 Arctic Winter Sports

Alpine Ski	Hockey
Arctic Sport	Futsal
Badminton	Snowboarding
Basketball	Snowshoeing
Biathlon Ski	Table Tennis
Biathlon Snowshoe	Volleyball
Cross Country Ski	Wresting
Cultural	Dene Games
Figure Skating	Curling
Dog Mushing	Gymnastics
Speedskating	Archery

ELIGIBILITY FOR TEAM ALASKA

a) **ATHLETES**

Residency: Must continually reside in Alaska for at least six (6) consecutive months prior to the opening day of the Games. **For the 2020 Arctic Winter Games, the effective date is September 6, 2019.**

Students: Students attending an institution outside of the Alaska must also comply with all eligibility requirements prior to the start of the school year, and must maintain their principle residence in Alaska.

Age: Athletes must be within the age requirement specified in the sport's Selection Criteria.

Competitor: Must not have been a member of a national team in the sport in which she/he is competing, nor competed in, nor have been selected for an international competition as a representative of her/his country in the sport within one year of the opening date of the Games.

Try--outs: Location and coordination of try--outs are the responsibility of the Head Coach, and are detailed in the Selection Criteria. Selection Criteria for each sport can be found at www.teamalaska/sports.org.

Athletes can participate in only one sport at the Games. They may try--out for two different sports during the team selection process, but must choose one sport to participate in at the Arctic Winter Games.

ELIGIBILITY FOR TEAM ALASKA

Background Checks:

All participants 18 years or older are required to undergo a criminal records check and submit the results to Team Alaska. Results of checks completed one year prior to the start of the Games are considered valid. The date for the 2020 AWG is March 15, 2020.

b) COACHES

All coaches must have coaching experience in the selected sport, and agree to the philosophy and tenets of Team Alaska. In addition, Team Alaska coaches agree to the Choose Respect by participating in the pledge. They must also be:

- a member in good standing with the Team Alaska
- be willing to adhere to the terms of the Coaches/Managers/Support Staff Agreement. Coaches must be prepared to accept the duties that accompany the position of a coach of Team Alaska athletes;;
- be 21 years or older, and no longer in high school. Exceptional circumstances will be considered;;
- undergo a criminal records check and submit the results to Team Alaska. Results of checks completed one year prior to the start of the Games are considered valid. The date for the 2020 AWG is March 15, 2020.

c) PARENT VOLUNTEERS (IF NEEDED)

Team Alaska welcomes parents interested in playing a part in the 2020 Arctic Winter Games. Parents interested in volunteering with the teams must make arrangements with the Head Coach..

ELIGIBILITY FOR TEAM ALASKA

d.) PROCESS FOR SELECTION

All sports have established procedures for selecting sports teams. These procedures are reviewed bi-annually, a process that will be complete at the end of October 2019. The Head Coach selects the athletes, in collaboration with the coaches and confirmation by the Team Alaska Chef de Mission.

Unless otherwise specified in the sport's Selection Criteria, each athlete must provide, at minimum, the following information in order to apply for Team Alaska:

- A written application is submitted to www.awg.teamalaska.org. There is no fee to apply.
- The application packet must include:
 - Copy of birth certificate or photocopy of passport
 - Two contactable references
 - Recommendation from a coach who has coached the applicant
 - Tape, DVD, or youtube URL required if the coach is unable to see the athlete play in person

Team selection is based upon the following standards:

- Playing Experience
- Coach's recommendation
- References
- Skills evaluation of tape, DVD, youtube URL, or live performance

b) APPROPRIATE ATTITUDE AND BEHAVIOR

Team Alaska is a “*Choose Respect*” Team. This means that together we are strongly committed to providing a safe, harassment free environment where all team members are treated with respect so the experience is positive and enjoyable for all. Attitude and behavioral characteristics clearly impact on this and as a result will be criteria considered in team member selection.

Attitude and behavioral characteristics may be measured by the following criteria:

- willingness to take instruction and direction
- demonstrated leadership qualities
- ability to be responsive to coaching
- Respect exhibited by the person towards other team members, coaches, chaperons, officials, spectators, opponents and others.

ELIGIBILITY FOR TEAM ALASKA

AWGTA POLICY: BACKGROUND CHECKS

1. All AWGTA staff, including volunteers, board members, and participants over age 18 must undergo a background investigation. Under emergency circumstances, the Chef can waive this requirement to allow someone to work until the investigation is complete.
2. No person who has ever been convicted, or plead guilty or no contest (including forfeiture of bail), to a crime involving violence or sexual abuse may be associated with AWGTA as a staff member, volunteer or participant.
3. No person who has been convicted, or plead guilty or no contest (including forfeiture of bail), to (1) a felony or (2) a crime or other violation involving a controlled substance, within the five years preceding the application, may be associated with AWGTA as a staff member, volunteer or participant. If more than five years have elapsed since the crime or violation, a person may apply pursuant to the following paragraph.
4. In addition to persons subject to application review under paragraph (3), applications from persons who have been convicted, or plead guilty or no contest (including forfeiture or bail), to any crime or violation (excluding minor traffic violations) not covered in (2) or (3) will be considered by the AWGTA Board of Directors on a case--by--case basis.
5. If charges are pending, no action will be taken on the individual's application until disposition of the charges.

INSURANCE AND LIABILITY

a) **GENERAL**

Participants enter the Arctic Winter Games program entirely at their own risk and it is understood that the Host Society, Team Alaska, the Arctic Winter Games International Committee, and their respective directors, officers, employees, volunteers and agents will not be held responsible for injury, loss or damage sustained during pre-games training, travel to and from the Games, and at the Games. Nor will these organizations assume responsibility neither for loss of wages, nor for medical, dental or hospital care for participants as a result of participation in the Games.

Each participant, whether an athlete, coach, chaperone or mission staff will be required to abide by the Conduct and Discipline Code.

- Each member of Team Alaska is responsible for “first dollar” medical care costs for any illness or injury which occurs during the Games.
- Team members without a health insurance policy may be required to sign a waiver stating that they will be responsible for health care costs incurred at the Games.
- Team members who are enrolled in BIA--affiliated health programs may be required to provide documentation stating that their regional health program will cover costs incurred at the Games.
- Team Alaska will purchase a special risk insurance policy that will provide secondary coverage to supplement existing health insurance policies.

ROLES AND RESPONSIBILITIES

a) **Team Alaska Board of Directors**

The Arctic Winter Games Team Alaska Board of Directors is the governing board of the Corporation. The Board of Directors hires the Chef De Mission, raises funds from private and government sources, approves a budget for the 2--year Games cycle, and oversees the implementation of all aspects of the games preparation plan. The operations of the Arctic Winter Games Team Alaska Board of Directors are governed by the Arctic Winter Games Team Alaska Bylaws.

b) **Staff: Chef de Mission**

The Chef de Mission is the administration and management of Team Alaska. They are hired by the Arctic Winter Games Team Alaska Board of Directors to implement the games preparation plan. The Chef De Mission is responsible for directing and overseeing the selection of mission staff, coaches and athletes, managing all public relations, legislative and advocacy work. The Chef De Mission arrange travel for the team, procure uniforms and other clothing for the team, and for any other tasks as assigned by the Arctic Winter Games Team Alaska Board of Directors. All actions by the Chef De Mission are taken on behalf of the Arctic Winter Games Team Alaska Board of Directors, and are made with either their explicit or implicit approval.

c) **Mission Staff**

Mission staff members assist the Chef De Mission before and at the Games, as directed by the Chef de Mission.

d) **Head Coaches**

Head Coaches are primarily responsible for overseeing the selection process for their respective sports. They are responsible for

- Being familiar with sport rules
- Being familiar with the current Technical Package as issued by the Arctic Winter Games International Committee Technical Director.
- Being familiar with the Arctic Winter Games eligibility rules
- Being a source, within their respective sports, for selection information and general information about Team Alaska, such as registration fees, deadlines, etc.
- Creating, in conjunction with and subject to the approval of, the Chef de Mission, procedures for selection of coaches and athletes

ROLES AND RESPONSIBILITIES

e) Team Member

Team members, referred to by the term “member” in this document, include:

- Athletes who have been selected for Team Alaska and who participate in the Games
- Coaches who have been selected for Team Alaska and who participate in the Games
- Chaperones who have been selected for Team Alaska and who participate in the Games
- Mission Staff who have been selected for Team Alaska and who participate in the Games
- The Chef De Mission
- Members of the Board of Directors who attend the Games

TEAM ALASKA ADMINISTRATION

a) Team Alaska Participation Fees:

Participation fees are to be submitted to Team Alaska. These fees are established by the Board of Directors prior to each Arctic Winter Games, and are presently:

The 2020 Team Alaska Participation fee is: \$2,050.00

- Each member of Team Alaska, with the exception of Mission Staff, Head Coaches and Coaches are responsible for payment of the full registration fee.
- This fee covers: transportation to and from the Games, Team Alaska “walk--out” uniform, and membership to the International Committee. The fee may also cover all or a portion of competition uniforms, and/or additional clothing, such as t--shirts or sweatshirts.
- Fees are nonrefundable, except as determined by the Chef de Mission, with the approval of AWGTA Board of Directors.

b) Sport--Specific Fees:

Individual sports may assess an additional fee to cover the actual cost of required special equipment or supplies, such as ski--wax, competition uniforms, ammunition, shuttlecocks, etc. The selecting body will establish this sport--specific fee. It is the responsibility of that body to collect the sport--specific fee. Team Alaska will not collect the fee.

Contact your Head Coach to determine if your sport has a Sport--Specific Fee.

- Sports that must be selected relatively close to the Games may propose a sport--specific payment deadline. This proposal is subject to approval of the Chef de Mission.
- Each sport has the option of assessing a coaching fee to each athlete. The sum of the coaching fees paid by the members of a team may not exceed the registration fee for which the coach is responsible. NOTE: The coaching fee must be collected by the specific coaches

c) Travel:

Team Alaska travels to the Games either on chartered bus or chartered airliner.

All members of Team Alaska must travel with the team unless specifically authorized (in writing) to travel separately by the Chef De Mission

TEAM ALASKA ADMINISTRATION

Parent(s) or legal guardian(s) who wish to drive their child home from the Games must submit a notarized document stating their intent to do so. Physical custody of the child will be transferred from a designated member of the Mission Staff to the transporting party following the Closing Ceremonies. The transporting party will be required to show photo identification in order to affect the transfer of custody.

Documentation for International Travel

When the Games are held outside of the US, travel documents as specified by the national government of the host community will be required of all members of Team Alaska.

- Required documents must be shown to appropriate personnel prior to boarding the team charter bus or charter aircraft. Any members of the travel party who do not produce the required documents at this time will not be permitted to board the team charter.
- Minor team members (under the age of 18 on the first day of travel) will also be required to provide a notarized document, signed by parents or guardian, giving permission for the minor team member to travel with Team Alaska without their parent(s) or guardian(s) being present.

For Team Members who Reside outside the Highway System

Team Alaska will make all transportation arrangements and pay travel costs between nearby airports and the primary team departure points from which Team Alaska departs via bus or aircraft for the Games.

- Team members who make their own transportation arrangements or others who make transportation arrangements on behalf of team members in violation of team policy are liable for any and all costs associated with those arrangements.
- Team Alaska will not reimburse expenses incurred by team members who travel using travel arrangements not made by the Team Alaska office, nor will Team Alaska reimburse individuals who make travel arrangements on behalf of Team Alaska members without the authorization of the Team Alaska office.

For Team Members who reside on the Highway System

Team Alaska members who reside along the highway system are responsible for getting themselves to the primary departure points from which Team Alaska departs via bus or aircraft for the Games.

- In the case that Team Alaska is traveling by bus from some points in Alaska to a departure point in Alaska, members who reside along the highway system need only get themselves to a pickup point where they can join the traveling party on the bus(es).

TEAM ALASKA ADMINISTRATION

d) **Rooms & Meals:**

Athletes, coaches, and chaperons will reside in the athletes' village, where the Host Society, at no cost to the participants, provides meals and accommodations.

e) **Competition Uniforms**

The acquisition and cost of sport specific competition uniforms are the responsibility of the athletes and the Head Coach. Design and color of competition uniforms must be approved by the Chef De Mission prior to acquisition.

f) **Team Alaska "Parade" Uniform**

Team Alaska will provide a walkout uniform consisting of a warm jacket or parka and hat to each member of the team. Team Alaska may also provide a pair of pants as part of the walkout uniform.

Team Alaska takes pride in providing the Alaska team with an extensive clothing package designed to identify the participants as members of Team Alaska.

In return for their selection as official members of Team Alaska, participants shall agree to comply with the Team Alaska Dress Code on the occasions as described within.

g) **Dress Code**

It is essential that team members dress respectfully and appropriately at all times during the Games. Items of clothing that promote the use of drugs or alcohol is prohibited.

- **OPENING CEREMONY** – Athletes and coaches will wear their Team Alaska Parade Uniform
- **CLOSING CEREMONY** – Athletes and coaches will wear their Team Alaska Parade Uniform
- **MEDAL CEREMONIES / PRESS CONFERENCES**

Indoor Venue – Hoodie or Liner Jacket

Outdoor Venue – Outdoor jacket and ski pants

Competition dress may also be worn at both indoor and outdoor venues.

Team Alaska Parade Uniform exchanges with other contingents are permitted at the conclusion of the 2020 Arctic Winter Games Closing Ceremony.

TEAM ALASKA ADMINISTRATION

h) Curfew

Quiet time in all venues is 11:00 p.m. Curfew is 12:00 a.m. Coaches and managers have the right to impose earlier deadlines.

i) Cell Phones

All phones are to be turned off at 11:00 p.m. every evening in the athlete's residence.

j) Media

Throughout the course of the Games you may be asked to talk with the media. In some cases this will be arranged through the mission staff, coach or manager. If not please make them aware of the request as soon as you are asked.

The media are looking for the best possible story. They are not only concerned with the winners;; they are looking for intriguing stories about interesting people, controversial situations, and special angles. If you present yourself and your team in a positive manner, it will bring good publicity to you, your team, and your sport.

Here are some tips to help you prepare:

- BE PREPARED – Spend some time thinking of which questions you may be asked before, during, and after the competition. Think about some stories or issues that may arise and how to deal with them if asked for an interview. If you are unsure why you are being interviewed, ask the interviewer before he or she starts.
- ANTICIPATE THE QUESTIONS – Questions asked in an interview should not be a big mystery. You can anticipate most of them and have your answers ready.
- LISTEN TO THE QUESTION – Many of the questions asked are not really questions. Any questions that start with “do you think” or “isn't it true that” are not as tough as they sound. You can answer the questions briefly and then move on to your message, no matter what the question. If you get a question like, “What was good and bad about the Games”, answer the part you want to answer and ignore the other part unless you are asked again.
- GIVE YOUR POSITION – Do not allow interviewers to put words in your mouth. If you have a position on an issue, state it clearly. If they try to get you to change your position, keep coming back to your message. It is also a good idea to think of different ways to deliver your message.

TEAM ALASKA ADMINISTRATION

- STAY IN CONTROL – There is nothing to fear in an interview. You are in control. No one can make you say anything that you don't want to and you only have to offer as much as you want.
- BE POSITIVE – No one likes someone who is complaining about things, such as the way that you think things were organized. No matter how you feel, think of something positive to say in every situation.
- SIGHT and SOUND BITES – Someone who makes an embarrassing or inflammatory gesture or remark is liable to become a sight or sound bite. The cameras and microphones are always on, and you do not want to do or say something that could embarrass you or your team.
- DIFFICULT SITUATIONS – If you run into a difficult situation, saying nothing is the worst thing that you can do. It gives the journalist the opportunity to write whatever they want. Whether you get your message across on a written statement, press conference, or in an interview, know your message, deliver it, and then move on. If you don't, the difficult situation could become worse.
- BE BRIEF – Answers should be short, to the point, and colorful. Long answers are boring, difficult to follow, and you may offer the media more information that you want to.
- THINGS TO AVOID – Avoid dating your responses with words like tonight, tomorrow, and today. Try not to say "yes" or "no". Don't use slang or swear words or say "um", "you know", or "like".
- INVENTORY OF STORIES – If you or your team wins a medal, then you can predict which questions you will be asked. There are many other issues and stories that will come up which you can relate to and have many great quotes ready.

CONDUCT AND DISCIPLINE CODE

Application of the Code

This Code applies to all members of Team Alaska, which includes but is not limited to all participating athletes, coaches, managers, support staff and mission staff. This Code applies to conduct of such members at Arctic Winter Games activities and events.

Team Alaska's Code of Conduct

All members of Team Alaska are expected to:

- Participate in the Arctic Games in the spirit of fair play, co--operation and respect for others at all times;;
- Respect the rules of their sport, Team Alaska, the Arctic Winter Games, the Arctic Winter Games International Committee, and the Host Society;;
- Perform to their best ability in every competition and accept with pride the result their effort brings;;
- Respect their opponents and the directions and decisions of competition and other officials;;
- Be gracious in victory and defeat;;
- Respect the rights of the residents of the Host communities and members from other contingents;;
- Regard participation in the Arctic Winter Games as a privilege and wear the colors of Team Alaska with pride;; and
- Conduct themselves in a manner that supports and enhances a safe environment, free from harassment and discrimination, for all members and Games participants.

All Members of Team Alaska will:

- Abide by the established curfew (all athletes, coaches, managers and support staff who are anywhere in the residence are to be quiet after an established time;; all athletes, coaches, managers and support staff are to be in residence in their assigned room, in bed, with the lights out and quiet by an established curfew);;
- Reside in the Athletes' Village for the full duration of the Games;;
- If under the age of 18, be accompanied by another Team Alaska member after 9:00 p.m. when not in residence or competition;;
- Be punctual for all Team Alaska functions and activities;;
- Wear the appropriate team uniform pieces as indicated by our team dress code;;
- Participants who are not minors shall neither consume nor be in possession of alcohol in the Athletes' Village, any Games venue or event. Participants shall not be under the influence of alcohol at any time they are performing their official duties as a member of Team Alaska;;
- Minors shall not be in possession of, nor consume alcohol or tobacco (including snuff, vapes) at any time during the Games or during travel to/from the Games;; and
- Participants who are not minors shall not use or possess tobacco products in the Athletes' Village, at all official Team Alaska activities, Games venues and events.

CONDUCT AND DISCIPLINE CODE

All Members of Team Alaska will not:

- Verbally or physically abuse other members of Team Alaska or participants in the Arctic Winter Games;;
- Show disrespect to officials, including the use of foul language and obscene or offensive gestures;;
- Breach any of the rules of their sport, Team Alaska, the Arctic Winter Games or the Host Society;;
- Abuse, damage or destroy facilities or equipment;;
- Fail to comply with rulings by officials, coaches, managers, or any other person in a position of authority or responsibility;;
- Bet or take part in illegal gambling;;
- Participate in any physical or verbal actions directed at any other Team Alaska member or Games participant which will impact negatively on their ability to enjoy the experience of the Games;; and
- Indulge in any other unreasonable conduct which brings Team Alaska into disrepute, including but not limited to, activities which disturb or disrupt the peace, infractions of municipal, territorial, provincial or federal laws, the abusive use of alcohol, the non--medical use of drugs, tobacco, or the use of alcohol by minors.

Types of Infractions

Breaches of this Code of Conduct 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, support staff and mission staff, as well as Major infractions involving any member of Team Alaska, are dealt with more formally by the Team Alaska Disciplinary Committee.

Minor infractions include, but are not limited to:

- Single instances of disrespectful behavior;;
- Single instances of unsportsmanlike behavior such as arguing;;
- Being late, or absent from, Team Alaska activities or functions;;
- Failing to follow the Team Alaska Dress Code Agreement ;;
- A minor disturbance or disruption after quiet time in the Athletes' Village;; and
- Other similar infractions of minor severity.

Major Infractions include, but are not limited to:

- Repeated minor infractions;;
- Unsportsmanlike conduct such as fighting;;
- Major disruptions after quiet time and curfew;;
- Use of tobacco products;;
- Use of tobacco products by adults within the Athletes' Village, at official Team Alaska activities or functions, or competition sites;;
- Use of alcohol by a minor at any time;;

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- Use of alcohol by an adult within the Athletes' Village, or being under the influence of alcohol while performing official duties as a member of Team Alaska;;
- Intoxication at any time;;
- Pranks, jokes, or other activities which endanger the safety of others;;
- Possession or use of illegal drugs;;
- An anti--doping rule violation under the Anti--Doping Program;;
- Failure of coaches to enforce discipline for minor infractions;; and
- Other similar infractions of major severity.

Disciplinary Sanctions

The following are examples of disciplinary sanctions that may be applied, singly or in combination, by a Head Coach or Discipline Committee. Other sanctions may be applied depending on the circumstances. These sanctions are listed generally in order of severity:

- a) Impose an earlier curfew;;
- b) Issue a verbal reprimand or warning to the member;;
- c) Issue a written reprimand or warning to be filed in the mission office where relevant;;
- d) Require the member to make a verbal apology to the Host Society, his or her team mates, his or her coaches, or such other parties as are appropriate;;
- e) Require the member to hand deliver a written apology to such parties as are appropriate;;
- f) Confinement to residence or the Athletes' Village for a specified period of time;;
- g) Require the member to do voluntary team service for his or her team where his or her team are in agreement with this sanction;;
- h) Removal of Team Alaska uniform;;
- i) Suspend the member from the Arctic Winter Games non--competition events such as the Opening and Closing Ceremonies;;
- j) Expel the member from the Arctic Winter Games after the completion of his or her competition;;
- k) Suspend the member from his or her sports competition;;
- l) Expel the member from the Arctic Winter Games before completion of his or her competition;;
- m) Send the member home at his or her own cost following expulsion from the Arctic Winter Games either before or after the member's competition;; and
- n) Prohibit the member from participating for Team Alaska at any future major games.

In applying sanctions, the Head Coach and the Discipline Committee may have regard to the following aggravating or mitigating circumstances:

- The nature and severity of the infraction;;
- Whether the infraction is the member's first offense or a repeat offense;;

CONDUCT AND DISCIPLINE CODE

- The member's acknowledgement of responsibility;;
- The member's extent of remorse;;
- The age, maturity or experience of the member;; and
- The member's prospects for rehabilitation.

In addition to the provisions of this Policy, officials of Team Alaska may contact local police concerning the behavior of any Team Alaska member, if appropriate to do so. Also, a member may be subject to further disciplinary procedures, in addition to the disciplinary procedures set out in this Policy.

Roles and Responsibilities

Head Coach

The Head Coach is responsible for discipline for all minor infractions by athletes. The Head Coach will keep a written record of all minor infractions using report form *Appendix A & B* in case there are repeated incidents that would warrant consideration as a major infraction.

Discipline Committee

The Disciplinary Committee is responsible for discipline for minor infractions by coaches, managers, support staff and mission staff and for all major infractions. The Discipline Committee is made up of three (3) individuals, one appointed by the Chef De Mission to serve as Chair, and two others appointed by the Chair. Members of the Discipline Committee will be free from bias or conflict of interest. Should any member of the Discipline Committee believe that he or she cannot act with impartiality;; the Committee Chair will appoint another individual. In case of the Committee Chair the Chef De Mission will appoint a new Committee Chair.

In cases where several individuals may be the subject of a disciplinary hearing, the Committee Chair may choose to deal with the individuals as a group or individually as he or she sees fit. Also, depending on the circumstances, the Committee Chair may delegate to another member of mission staff his or her authority and responsibilities under this Code.

Member Advocates

A member who is the subject of a Disciplinary Committee hearing and/or an Appeal Committee hearing, has the right to be assisted by an Advocate of their choice or as provided by Team Alaska. The role of the Advocate is to inform the member about his/her rights, to provide support and, if requested, to participate with the member at the scheduled disciplinary hearing. Hearings will not be postponed or rescheduled to accommodate the Advocate.

CONDUCT AND DISCIPLINE CODE

Discipline Procedures

Minor Infractions

All minor infractions will be reported to the Head Coach. The Head Coach will decide on the appropriate disciplinary sanctions. Minor infractions, and corresponding sanctions, will be documented using the Infraction Report Form in Appendix A and the Disciplinary Decision Report Form in Appendix B, and a copy of these forms will be provided to mission staff and the Chef De Mission.

If a person witnesses a minor infraction that is not otherwise reported to the Head Coach, the person should report the infraction to mission staff, who will deal with it informally or determine that it should be dealt with as a major infraction.

Decisions relating to Minor Infractions will be documented on the Disciplinary Decision Report Form in Appendix B.

Major Infractions

Major infractions will be reported to any member of mission staff. The Mission staff member will immediately report the infraction to the Chef De Mission using the Infraction Report Form in Appendix A. The Co--Directors will then contact the Discipline Committee Chair who will convene the Discipline Committee.

The Discipline Committee will:

- Dismiss the report if he or she considers it to be trivial;;
- Deal with the infraction informally as a minor infraction;; or
- Deal with the infraction formally as a major infraction.

When a matter is referred to the Discipline Committee, the member will be so advised, will be informed of the procedures of this policy, and will be provided with an opportunity to secure an Advocate.

In carrying out these procedures, the Discipline Committee will ensure that procedural fairness is respected at all times. This means that the member is entitled to the following protections:

- The right to receive notice of the alleged violation;;
- The right to receive notice of the time and place for the disciplinary hearing;;
- The opportunity to be assisted at the hearing by an Advocate;;
- Where the member is a minor, the right to have parents or guardians notified of the alleged infraction and be given an opportunity to participate in the disciplinary hearing, either in person or by telephone conference;;
- The right to address the Discipline Committee, call witnesses, present evidence and make argument;;
- The right to choose to provide a written submission in lieu of participating in an oral hearing;;

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- The right to receive a timely written decision from the Discipline Committee, with reasons;; and
- The right to know how to appeal the outcome, if the decision is against the member.

All decisions relating to Major Infractions will be documented on the Disciplinary Decision Report Form in Appendix B by the Chair. The written decision will be provided to the member and a copy will be provided to the Chef De Mission, Team Alaska Board of Directors, and the Parents or Guardians of the member. The chair of the Discipline Committee will implement the decision of the Discipline Committee.

Appeal Procedures

Appeals of decisions of the Team Alaska Discipline Committee will be dealt with by an Appeals Committee. The Appeals Committee is made up of the Chef De Mission, who shall chair the committee, a member of mission staff from a different sport, and a third person selected by the Chef De Mission from among the appellant's peers, but not from the same sport/team (i.e. if the appellant is an athlete, this would be another athlete, if the appellant is a coach, then another coach, etc.). The Chef De Mission may solicit team members to serve on the Appeals Committee as necessary. An appeal may be initiated by filing a Request for Appeal with the Chef De Mission or designate within two hours of receiving the written decision of the Discipline Committee. If the written decision is reached after 10 PM, the Request for Appeal must be submitted by 9 AM the following morning.

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 the Team Alaska Code of Conduct;;
- b) failure to follow procedures as laid out in the Team Alaska Code of Conduct;;
- 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.

Please note that the decision by the Appeals Committee could potentially result in further sanctioning.

All decisions made by the Appeals Committee are final.

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**APPENDIX A (CONFIDENTIAL)
Arctic Winter Games - Team Alaska
Infraction Report**

Date/Time of infraction _____ a.m./p.m.

(date) (time)

Submitted by (name): _____ Position: _____

Location of infraction: _____

Team Alaska individuals involved:	Sport(s)
_____	_____
_____	_____
_____	_____

Other individuals involved:

Description of incident: (Be objective, concise & accurate. Use more paper if needed)

Is this considered a: Minor Infraction: _____ Major Infraction: _____

Names of any witnesses:	Contingent:
_____	_____
_____	_____

Signature: _____ Date: _____

FOR OFFICE USE

Received by: _____ Date & time received: _____

Infraction # _____

APPENDIX B (CONFIDENTIAL)

CONDUCT AND DISCIPLINE CODE

**Arctic Winter Games - Team Alaska
Disciplinary Decision Report**

Infraction # _____ Minor Major

Name of individual(s) involved : _____

Disciplinary decision of: Head Coach Discipline Committee and action taken:

Reasons:

Signature of Head Coach or
Discipline Committee Chair

Date

Time/date of delivery of notification to individual(s) being disciplined _____

Time/date

Delivered by _____

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APPENDIX C (CONFIDENTIAL)

**Arctic Winter Games - Team Alaska
Request for Appeal of a Disciplinary Decision**

This form must be completed and hand delivered to the Co-Director or their designate within two hours of notification of a Disciplinary Decision.

Date: _____

Name of individual requesting the appeal: _____

Infraction #: _____

Reason for appeal:

Signature of individual requesting the appeal:

Signature

Date

Time submitted to the Co-Director or designate: _____

Initial of the Co-Director or designate: _____

(The exact time of receipt must be initialed by a member of Team Alaska's Mission Staff)

9. TEAM ALASKA CONDUCT AND DISCIPLINE POLICY

**APPENDIX D (CONFIDENTIAL)
Arctic Winter Games - Team Alaska
Appeals Committee Decision Report**

Infraction #: _____

Date of Decision: _____

Name of Appellant: _____

Decision of Appeals Committee:

Reasons:

Signature of Chef de Mission/Designate

Date

