



NWT AMATEUR SPEED SKATING ASSOCIATION

Athlete & Coach Selection Policy

November 23, 2017



1. Selection Policy

This document sets out the process used by NWTASSA to select athletes and coaches for major events – Arctic Winter Games, Canada Games, Canada West Championships, and other events as chosen at the discretion of NWTASSA.

Athletes, coaches, parents and volunteers are asked to abide by all elements of this policy. However, if circumstances arise which make this impossible, please see Section 8.

2. Principles of Selection

NWTASSA will select athletes in accordance with the Technical Package issued for each event, which governs the age categories and number of athlete berths available to NWTASSA.

NWTASSA will select coaches in accordance with the Technical Package issued for each event, which governs the gender, certification prerequisites, and number of coach berths available to NWTASSA.

NWTASSA will seek gender equality in its selection of coaches for events wherever possible.

3. Athlete Eligibility

Athlete eligibility is governed by the Technical Package of each event and, where applicable, the relevant Team NWT Handbook.

In addition to the provisions of the Technical Package and Handbook, NWTASSA mandates that all selected athletes must:

- be Canadian citizens or permanent residents, or eligible for and able to demonstrate active pursuit of Canadian citizenship;
- have been continuously resident in the Northwest Territories for at least six months prior to the start of the event for which they are selected; or
- if attending school or otherwise temporarily resident outside the NWT, be able to demonstrate to NWTASSA's satisfaction that the territory remains their home residence;
- be members in good standing with NWTASSA and registered with a speed skating program directly affiliated to NWTASSA and Speed Skating Canada (or, if in a community where no such program exists, be able to demonstrate adherence to a regular training program and access to schedule ice sessions);
- agree to be bound by the NWTASSA Code of Conduct and any other applicable (e.g. Team NWT) code of conduct;
- provide, and wear, all regulation equipment;
- once selected, maintain attendance at regular training sessions and meet fitness standards expected of athletes representing the Northwest Territories.

4. Selection Process: Athletes

4.1 Arctic Winter Games

All eligible athletes seeking selection to Team NWT in speed skating for the Arctic Winter Games must participate in NWTASSA's Territorial Trials.

Territorial Trials shall involve AWG competition distance events according to the provisions of the relevant Technical Package. Territorial Trials are held on dates specified by Sport North in the three months prior to each Arctic Winter Games.

Athletes receive points for each distance in accordance with the NWTASSA points system:

1st 250	8th 35	15th 12	22nd 4
2nd 175	9th 30	16th 10	23rd 3
3rd 125	10th 25	17th 9	24th 2
4th 75	11th 20	18th 8	25th 1
5th 60	12th 18	19th 7	Others 1
6th 50	13th 16	20th 6	
7th 40	14th 14	21st 5	

The top four ranked eligible athletes in each category under this points system, once all races are completed and overall points tallied, shall be selected by NWTASSA for the Arctic Winter Games.

If any two or more athletes are tied, a tie-breaking contest over a medium distance shall be held at Territorial Trials as follows (subject to amendment by NWTASSA should age categories at the Arctic Winter Games change):

Juvenile – 400m pursuit (100m track)
Junior – 777m pursuit (111m track)

The results of the tie-breaking contest shall be used to fill the available selection berth(s) by advancing athletes in finishing order, fastest first, until such time as the team is complete.

If any top-four ranked athlete withdraws from selection for any reason, the next-ranked athlete shall be advanced to the Arctic Winter Games.

In the event that there are four or fewer eligible and qualified athletes in a category, NWTASSA may automatically advance those athletes to the Arctic Winter Games and provide an alternate speed skating event in place of Territorial Trials for that category.

Alternate athletes in each category are, in order, those next-ranked athletes outside the top four selected athletes.

4.2 Canada Winter Games

To be eligible for selection to the Canada Winter Games training group, athletes must be skating within 125% of the Canada Winter Games record in two distances by May 1 of the year preceding the Games.

Athletes wishing to be considered for selection must sign a commitment form regarding training, to be issued by NWTASSA and returned to the team manager prior to May 1 of the year preceding the Games. An event-specific training group will be subsequently formed.

Members of the Canada Winter Games training group must participate fully in all elements of training as directed by their coaching staff, such as training logs, strength and conditioning, and travel to sanctioned events. Exceptions related to unforeseen circumstances will be considered on a case-by-case basis.

To be eligible for selection to the Canada Winter Games team, athletes in the training group must skate within 120% of the Canada Winter Games record in at least two distances prior to December 31 of the year preceding the Games.

Performances reaching that target must have been achieved between July 1 and December 31 of the year preceding the Games, during official competitions or time trials, and the results obtained must be based on the average of three watches.

NWTASSA will identify a maximum of four opportunities for athletes to achieve a target performance during the same time period. If an athlete misses any such opportunity through illness, injury or other unforeseen circumstance, NWTASSA may identify an alternative opportunity but is not obliged to do so.

Athletes must also maintain 80% attendance at on-ice and off-ice training sessions scheduled or approved by the coaching staff, between May 1 of the year preceding the Games and the beginning of the Games. Athletes who do not maintain 80% attendance and are unable to provide a satisfactory explanation will be removed from the training group or team.

NWTASSA will name its Canada Winter Games team from members of the training group by the end of December 31 of the year preceding the Games. Members and configurations of the relay teams will be the decision of the coach.

Athletes who have demonstrated sufficient commitment to the training group, achieved attendance standards, and met the required time standards outlined in the Target Performances document, will then be ranked for selection to the Canada Winter Games team.

Ranking of athletes is based on the sum of each skater's best times achieved during the performance window outlined above in the first three Canada Winter Games distance.

Athletes ranked from first to fifth will be offered positions on the team. Ties for the fifth place will be decided through an independent three-person panel appointed by NWTASSA. The panel has the authority to break the tie based on an athlete's record of dedication to the sport and to training group activities and/or disciplinary record, or to establish a one-off race or series of races to break the tie. Panel members shall be free from actual or perceived conflict of interest with regard to athletes participating in the tie-breaking process. The decision of the panel is final.

4.3 Canada West Championships

NWTASSA's selection process for this event (abbreviated as CanWest) follows the eligibility criteria established in Speed Skating Canada's Competitions Bulletin issued the summer prior to each edition of CanWest, which serves as a Technical Package for the event.

The Competitions Bulletin establishes age and gender categories for CanWest alongside the number of skaters NWTASSA may enter for the event.

Athletes must indicate to the selected coach their intention to be considered for CanWest selection by December 1 of the year preceding the event. In stating this intention, athletes pledge their availability for the duration of the event and commit to attending all training and competitive sessions mandated by their coach in preparation.

To qualify for selection, athletes must achieve times within 120% of the previous CanWest edition's fastest times in both one short distance and the 1500m distance by the end of February 1 in the present season. NWTASSA will publicize a list of the previous CanWest edition's fastest times for ease of understanding and clarity.

Should more than one athlete qualify in any given category, athletes will be ranked and selected according to best times for the season in progress. Times must be achieved using the average from a minimum of three watches.

Athletes will be named to the CanWest team in order of the sum of their best times in each of the 200m, 400m and 1500m for the season in progress as achieved by the end of February 1, until NWTASSA's allotted berths in each category are filled.

In the event of a withdrawal once selection is completed, the next-ranked skater in any given category shall serve as an alternate, subject to all other eligibility requirements being met.

Should additional berths be awarded to NWTASSA, next-ranked athletes will be considered for selection subject to coach recommendation and all other eligibility requirements being met.

Athletes may not move up an age category at CanWest.

4.4 Applicable to all selection processes

If Technical Package regulations allow (and with the exception of CanWest selection, see Section 4.3), vacancies in one age category may be filled by an athlete from the immediately preceding age category, provided that such an athlete has fulfilled all selection criteria for their initial age group. In taking such a decision, NWTASSA shall consider safety, athlete maturity, emotional ability to skate with older skaters, competitive nature, focus on and commitment to speed skating, and the ability to be away from home. The decision to advance a skater up one age category must be made prior to selection being finalized for their initial age category. In most instances, it is expected that a skater advanced up an age category will be the strongest in their initial age category.

Athletes selected to Team NWT are expected to participate in all events mandated by NWTASSA from the date of selection until completion of their major event, including the NWT Championships. Exemptions may be requested for exceptional circumstances, such as injury or illness, on a case-by-case basis following the procedure outlined in Section 8.

If unforeseen circumstances prevent the implementation of a selection process as outlined in this document, NWTASSA reserves the right to identify and administer an alternative process or selection timeline. In this event, all candidates must be notified of any changes in a timely manner.

All athlete selections are subject to ratification by NWTASSA prior to selections being finalized for any event.

5. Selection Process: Coaches and Managers

NWTASSA has authority to select all coaches and managers for major events.

Coach and manager selection takes place in accordance with the principles laid out in this policy and the technical detail set out in the relevant Technical Package for the event. The Technical Package defines the number of coaches and managers to be selected, qualifications required of any coach or manager, and event-specific eligibility criteria.

Coaches and managers must:

- be Canadian citizens or permanent residents, or eligible for and able to demonstrate active pursuit of Canadian citizenship;
- have been continuously resident in the Northwest Territories for at least six months prior to the start of the event for which they are selected; or
- if attending school or otherwise temporarily resident outside the NWT, be able to demonstrate to NWTASSA's satisfaction that the territory remains their home residence;
- be members in good standing with NWTASSA;
- agree to be bound by the NWTASSA Code of Conduct and any other applicable (e.g. Team NWT) code of conduct;
- once selected, hold regular training sessions and maintain communication with athletes representing the Northwest Territories.

Prior to the start of the athlete selection process for any event, NWTASSA shall initiate a coach and manager selection process by publishing a Call for Coaches and Managers.

The Call for Coaches and Managers will be made prior to September 30th after the executive has received and approved qualified races for the upcoming season. Applications by coaches and managers must be received no later than October 17th. Appointments for each event will be announced prior to October 31st. If there is an event that falls prior to these deadlines or was not on the original “qualified races” list the executive may approve it and proceed with coach/manager selection as a single event. The same “call for coach/manager” process will apply for these events as well.

If a selected coach/manager cannot attend their event for unforeseen reasons, and there is not an adequate second application, the call for coach/manager process must be started again, time permitting. If there is not adequate time then the executive holds the right to appoint an appropriate substitution.

The Call for Coaches and Managers will:

- set out any event-specific requirements as documented in the relevant Technical Package;
- list any other requirements of applicants;
- specify an email address to which applications must be sent or online application form;
- set an appropriate deadline (at least two weeks after the publication date) by which applications must be received.

If no Technical Package exists, or if the Technical Package does not specify required coaching certification for a given event, NWTASSA reserves the right to set specific requirements for its coaches and managers – to be documented in its Call for Coaches and Managers.

Applications will be considered by NWTASSA subject to the provisions of Section 6 below, and coaches/managers will be selected according to the following criteria:

- Speed skating qualifications achieved to date;
- Experience as a coach, manager and/or athlete;
- Active involvement with speed skating in the NWT;
- Fulfilment of all eligibility criteria in this policy and the event-specific Technical Package;
- Other criteria as set out in any event-specific application process.

NWTASSA reserves the right to select coaches or managers from outside the pool of applicants. If NWTASSA is unable to fulfil gender-specific criteria from an available pool of applicants, a chaperone may be substituted according to event-specific Technical Package rules.

NWTASSA may remove coaches or managers if, in its estimation, the coach or manager is not sufficiently assisting in the preparation of athletes for an event, or other legitimate reasons exist for such a removal.

6. Selectors

NWTASSA's selected coaches shall, ordinarily, hold responsibility for the administration of the pre-event selection process and subsequent selection of athletes according to the provisions of this policy.

If necessary, the selected coaches may request assistance or clarification from NWTASSA at any stage of the selection process.

Selectors must be free from actual or perceived conflict of interest. Parents of athletes, or other individuals deemed by NWTASSA to have a special interest in any selection process, may not have involvement in the selection process and NWTASSA shall appoint a replacement selector drawn from its membership in such instances.

Selection of coaches shall be the responsibility of NWTASSA, minus any board members considered to possess an actual or perceived conflict as outlined above. If necessary, NWTASSA's sport director shall appoint replacement selectors drawn from the membership to ensure a panel of at least three coach selectors.

6. Removal

Athletes and coaches may be removed from any stage of a selection process if they:

- fail to maintain their eligibility;
- fail to attend mandated events or maintain an acceptable standard of physical fitness once selected;
- exhibit conduct detrimental to NWTASSA;
- are no longer able to train or compete owing to illness, injury or other medical reasons.

In such circumstances, an alternate athlete may be advanced as a replacement provided they continue to meet all eligibility criteria.

7. Appeals

Appeals may only be heard on matters related to procedural error, such as the failure of any party to follow the processes outlined in this policy.

On receipt of an appeal meeting the criteria below, NWTASSA shall appoint a three-person Appeals Committee. No member of the committee shall be related to an eligible athlete nor related to a selected coach or manager, nor shall they have held any position of authority in the relevant selection process.

If an athlete or applicant for a coach/manager position believes they have grounds for appeal, those reasons for appeal must be set out in writing (by email) to NWTASSA's President or Sport Director within 96 hours of the selected athletes for a major event being named. This must be accompanied by a \$100 deposit in the form of a cheque made out to NWTASSA, to be refunded should the appeal be upheld.

Within two days of receiving an appeal and accompanying deposit, NWTASSA will contact all affected parties and appoint an Appeals Committee.

Within three days of an Appeals Committee being appointed, that committee will meet in person or by teleconference. The appellant and/or their parent/guardian will present to the committee; affected parties are permitted but not required to participate.

The Appeals Committee reviews all available evidence and, within three days of meeting, will either:

- Uphold the appeal and supply appropriate corrective action to be followed by NWTASSA; or
- Reject the appeal.

Decisions of the Appeals Committee are final.

8. Exceptional Circumstances

Athletes seeking an exception to any element of this policy should apply in writing (by email) to NWTASSA through the President or Sport Director, outlining their reasons for seeking an exception and providing all necessary context. In addition, a letter of support from a coach should be supplied.

Requests are considered on a case-by-case basis and should be received a minimum of four weeks before any event or deadline to which they relate where possible.

On receipt of a request, NWTASSA will appoint a three-person panel to rule on the request's validity. No member of the panel shall be related to athlete or coach involved in the circumstances being considered, nor shall they have held any position of authority related to the request.

Within three days of such a panel being appointed, that panel will meet in person or by teleconference. At the panel's request, an athlete requesting an exception and/or their parent/guardian may be asked to present their case.

The panel reviews the request and, within three days of meeting, will either:

- Uphold the request and supply appropriate action to be followed by NWTASSA; or
- Reject the request.

Decisions of the panel are final.

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