



ARCTIC WINTER GAMES
YELLOWKNIFE 2008

volunteer handbook

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AWG 2008 President's Welcome

When Prime Minister Pierre Trudeau lit the three torches that signalled the beginning of the first Arctic Winter Games in Yellowknife in March 1970, a northern dream was ignited and something that is uniquely ours was born – the Arctic Winter Games. Conceived to give northern athletes an opportunity to compete against others of similar backgrounds and opportunities, and aimed at strengthening mutual understanding and friendship across the circumpolar north, the success of the Games is evidenced by its growth over the years and by the passion with which northern communities embrace it.



Today, the Arctic Winter Games have grown from the three originating contingents with 500 participants, to nine participating contingents made up of over 2,200 athletes, coaches, officials and cultural performers.

In every set of Arctic Winter Games, thousands of dedicated volunteers have come together, donating their time so that young northerners have a chance to participate in this exciting event. This 20th set of Arctic Winter Games is no different. A dedicated core team of close to 100 Yellowknife volunteers have been working hard for over two years to plan and fundraise for this event, providing encouragement and support to our volunteers and leading the execution of our significant workload. During the week of the Games, nearly 2,500 volunteers are actively donating their time to make this event a treasure chest of lasting positive memories for everyone.

welcome!

The Yellowknife business community has been absolutely outstanding in their generosity and their passion became contagious for other businesses both inside the territory and beyond. With a total contribution by business to this set of Games totalling \$3.6 million dollars, a thank you seems hardly enough. We are grateful for every donation, big and small, and encourage you all to thank our sponsors for their investment in northern youth.

This set of Games will be a homecoming celebration of sport and culture second to none, and I believe that one of our legacies will be the civic pride we build by working together to deliver something awesome. It has been my pleasure to serve the City of Yellowknife by working alongside so many dedicated volunteers and with the support of such a professional team of staff who are passionate about the Arctic Winter Games. Today, and every day during the 20th set of Arctic Winter Games, young northern stars, inspired by their dreams, will be chasing them. Let's encourage them and applaud them... right here... right now!

Let the Games begin!

Cathie Bolstad – President
2008 Arctic Winter Games Host Society Board

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AWG 2008 Mission Statement and Goals

The 2008 AWG Host Society will host a celebration of sport and culture that epitomizes healthy living and builds community at all levels. The Games will be a positive, lasting experience for all stakeholders and participants, and will embody excellence in organization and execution, with the goals to:

- Provide a healthy and safe environment for all participants;
- Leave a legacy of community-building and civic pride for the city of Yellowknife;
- Celebrate sport and culture in the North in a balanced way that allows all to participate;
- Create a positive, lasting and memorable experience with enduring relationships for all participants and stakeholders; and
- Be well-organized and well run, employing high standards of organization, coordination, and financial accountability and responsibility.

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Arctic Winter Games International Committee

The AWGIC logo consists of four representative elements:

1. Three interlocking rings, which symbolize athletic competition, cultural exhibition and social interaction among northern peoples;
2. An underlying tri-colour ribbon, which represents the Northern Lights;
3. A black background, which represents the night sky; and
4. An all-encompassing white circle, which symbolizes the circumpolar world.

This logo has evolved over the last four decades to ensure that the official representation retains the overall visual qualities that have made it such an enduring symbol of the North's premier multi-sport and cultural event for youth.



2008 Arctic Winter Games Host Society

Considering the unique nature of the Arctic Winter Games and its distinctive elements of culture and Indigenous games alongside traditional sports, the 2008 AWG Host Society wanted to reflect that in its visual identity. As a result, the stylized figure of a 'One Hand Reach' competitor is the primary graphic in the logo, reflecting the enduring spirit of the circumpolar world. As with all previous and forthcoming logos, the International Committee logo is incorporated as the overarching element in this graphic, as if the figure is trying to achieve its goal reaching for that target. Additionally, the number '20' has been embedded in the figure, symbolizing the 20th Games milestone of the 2008 Games.



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Foxy – the Official 2008 Mascot



Foxy, the 2008 AWG mascot, was selected out of a number of submissions in the mascot design contest in the fall of 2006. Designed by Ms. Chris Dewolf of Fort Smith, Foxy is a red fox, prevalent throughout all of the participating regions in the Games. He was chosen to be the mascot for the 2008 Games not only because he is easily recognized, but due to his playful nature, quick reflexes and loyalty within his pack, which reflects the spirit of the Games.

Foxy will be at all of the events during the Games, looking for friends and cheering on the participants and teams of all the contingents!



2008 Theme Song

Right Here, Right Now

Words and Music by Chris Jonah and Dave Hysert

You've been waiting for this
This time you're not going to miss
Your whole life's right here right now.

Go out and give it your all
Listen when that spirit calls
You know you can't fall

Right here, Right now!

You'll cross that line
Cause you've been putting in hard time
Let your light shine.

It's not for fortune or fame
It's all in how you play that game
In the end you'll be standing tall

Right here, right now
Right here, right now
Right here, right now
Right here, right now – Believe in your dreams
Right here, right now – It's closer than it seems

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The Arctic Winter Games Through the Years

In 1967, at the first Canada Winter Games in Quebec City, three men from the North were dismayed to witness the decisive besting of the competing northern athletes in their competitions. At those Games, the seed of an idea was born; to provide an arena for northern athletes to train, develop and compete, and create the opportunity for them to go as far as they wanted to in their chosen sport. Those three men, Stuart Hodgson, Commissioner of the Northwest Territories, James Smith, Commissioner of the Yukon, and Bud Orange, Member of Parliament for NWT, contacted Walter Hickel, Governor of Alaska, and proposed a Northern Games, to provide their youth with the same opportunities as their southern counterparts.

Thus, in 1968 the Arctic Winter Games Corporation (now Arctic Winter Games International Committee) was created, with the plan for the first Games to be held in 1970 underway. Those first Games were launched by Prime Minister Pierre Trudeau, and attended by 500 participants and coaches from three contingents; the Northwest Territories, the Yukon and Alaska.

For the 20th Games in 2008, the growth and evolution of that idea 40 years ago is astounding. These Games will host 2,000 participants and coaches, with 2,500 volunteers, 200 sponsors, and countless organizations and people contributing to its success. There is representation from nine contingents and five countries, with a vibrant cultural program that blends in a colourful and richly textured mosaic to all of the sporting activities.

Look for the flurry of activity throughout Yellowknife from March 9 to 15, whether you're out on Back Bay watching the dog mushing, at the Multiplex riveted by the speed skating, hockey, figure skating or gymnastics, impressed by the exhibition of strength and stamina in the Inuit Sports, or visiting one of the cultural sites and taking in the photographic, visual, performing or film talent on offer from the circumpolar contingents.

The 2008 Games promise a wide range of excitement... Make sure you join us!

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Arctic Winter Games Hosts

- 1970 – Yellowknife, NT
- 1972 – Whitehorse, YT
- 1974 – Anchorage, AK
- 1976 – Shefferville, PQ
- 1978 – Pine Point/Hay River, NT
- 1980 – Whitehorse, YT
- 1982 – Fairbanks, AK
- 1984 – Yellowknife, NT
- 1986 – Whitehorse, YT
- 1988 – Fairbanks, AK
- 1990 – Yellowknife, NT
- 1992 – Whitehorse, YT
- 1994 – Slave Lake, AK
- 1996 – Eagle River, AK
- 1998 – Yellowknife, NT
- 2000 – Whitehorse, YT
- 2002 – Iqaluit, NU and Nuuk, GL
- 2004 – Regional Municipality of Wood Buffalo, AB
- 2006 – Kenai Peninsula, AK
- 2008 – Yellowknife, NT
- 2010 – Grande Prairie, AB

There are nine contingents from five countries participating in the 2008 Arctic Winter Games, contributing a wide spectrum of culture and sport to the circumpolar event.

Northwest Territories

Canada's Arctic Mainland and archipelago, the Northwest Territories stretch across four time zones, from the 60th parallel toward the North Pole. The land mass of the NWT spreads across two-thirds of Canada, and 60% of the land mass is made up of water.

While most of the area is the rock and muskeg country of the Canadian Shield, it is proving to be one of the most important sources of diamonds outside of Africa. The Mackenzie River drains a large part of the western mainland and provides a major transportation route during the summer months.

Indigenous people represent over half the population. Aboriginal languages spoken include Inuktitut, Inuinuqtun, Inuvialuktun, North and South Slavey, Tłıchǫ, Gwich'in, Chipewyan and Cree. English, French and a host of other global languages are spoken as well.

Economic activities include mining, oil and gas, tourism, fishing, hunting and government services.

The flag of the Northwest Territories shows its coat of arms banded by royal blue on two sides. The team colours are navy, sky blue and white.

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Alaska

The largest of the American states was once a part of Imperial Russia. Purchased from the Czar in 1867 for \$7.2 million, Alaska remained a territory until statehood was granted in 1959. Gold rushes were abundant in Fairbanks, Nome, Iditarod, Hope and Juneau, copper strikes at Kennecott, and oil rushes on the Kenai Peninsula and along the North Slope have all contributed to Alaska's diverse economy and population. It was the major gateway to the Klondike gold rush in the Yukon, and is now experiencing a rebirth of this fabled industry in both south eastern and interior regions.

Alaska is one of the least populous of the American states, with fewer than 650,000 residents, primarily along the railroad route between Anchorage and Fairbanks. About 30% of the state's population is Aboriginal, Aleuts and Inuit peoples.

The capital city, Juneau, is located in the south eastern panhandle along the 1,000-mile Inside Passage that shelters shipping from the North Pacific storm track. The largest city, Anchorage, is the marketing and service centre for Alaska's industrial and tourism base as well as the North Pacific air cargo industry. Fairbanks, the 'Golden Heart' of the state's interior, has seen a rapid expansion in gold mining.

Alaska's flag represents the constellation Ursus major, the Big Dipper or Great Bear, the primary celestial landmark and navigational guide in the northern latitudes. The gold stars of the state's flag are displayed on a blue background. Alaska's team colours are blue and gold.

Yukon

Canada's western most area, the sparsely populated Yukon has a rich history that hints at its vast mineral wealth. Mining has been the leading economic activity in the region since its formation, and though resource development emphasis has shifted from gold to industrial minerals such as lead and zinc, gold is still being discovered in large quantities in the territory.

Stretching from the St. Elias Range, which forms the Yukon's border with Alaska and British Columbia, the Yukon extends to the Arctic Ocean and the Beaufort Sea. Included within this area is the famous Klondike, host of the last great Northern American gold rush in 1898.

About 20% of the Yukon's population is of Aboriginal descent. About 70% of the population resides in Whitehorse, the capital of the Yukon. World famous for its spectacular wilderness scenery, the Yukon provides unparalleled opportunities for the outdoor adventurer; wildlife viewing, rafting, canoeing, hiking, mountain biking and fishing are some of the primary summer activities. In the winter, snowmobiling, cross-country skiing and dog sledding are prevalent.

The Yukon's flag has vertical bars of green, white and blue. In the middle white section, above a wreath of fireweed is the Yukon's coat of arms. The team colours are black, red and white.

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Nunavut

Prior to 2002, Nunavut participated in every Arctic Winter Games as a part of team NWT. Since that time, it has become a permanent member in its own right. Also noteworthy for 2002 was the first time Nunavut hosted the Games in Iqaluit, along with Nuuk, Greenland.

Nunavut is Canada's newest territory, created from the division of the Northwest Territories in 1999. Nunavut is an area characterized by vast tracts of Canadian Shield and tundra as well as most of Canada's Arctic Archipelago. Like Greenland, some of the islands in the Archipelago, including Baffin Island and Ellesmere Island, have permanent ice caps and coastlines cut by scenic fjords. No trees grow on any of the islands due to the low temperatures that prevail even during the summer months. The first Europeans to visit the territory were Vikings from Greenland. Following the Vikings were a group of explorers who began to search for the Northwest Passage in the 16th century. Until that time, Nunavut's Inuit residents lived largely undisturbed in small groups, using skin boats and dog sleds to travel throughout their fishing and hunting grounds.

The territory of Nunavut, which means 'Our Land' in the Inuktitut language, was created in an effort to address the Inuit majority's loss of control over its traditional way of life. More than 80% of Nunavut's residents are Inuit.

The Nunavut flag has two vertical bars, one yellow and one white, with a traditional Inukshuk at centre and a blue star off set in the top right corner. The team colours are red, yellow and blue.

Nunavik

Nunavik-Quebec (also known as Arctic Quebec) participated in the Arctic Winter Games in 1972, 1974, 1976 and 1986. It did not participate again until 2000.

Nunavik is the region of Quebec located above the 55th parallel. It is often included in the AWG because of the close cultural ties between its Inuit residents and those of Nunavut and Greenland. The Canadian Shield around Hudson Bay and Ungava Bay dominate Nunavik's geography.

The flag depicts the traditional fleur de lis in each corner on a dark blue background, sectioned by a white cross. The team colours are royal blue and white.

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Northern Alberta

The fourth largest of Canada's provinces, Alberta is the southernmost participant in the Games. Participation is limited to those regions located north of the 55th parallel.

Traditionally associated with wheat growing and cattle ranching, this region enjoys a cold continental climate during the winter. The province stretches more than 1,200 km from its southern border with the United States to a northern border with the Northwest Territories.

Alberta is Canada's largest producer of oil and gas, including vast reserves of tar sands. It has approximately 50% of Canada's coal reserves and has become home to a major petrochemical industry based on its gas and hydrocarbon resources. Agriculture is still a mainstay of the province, as are the forest products and pulp industries.

Calgary hosted the 1988 Winter Olympics. The province's flag shows its coat of arms on a blue background. The team colours for Alberta North are white with royal blue.

Greenland

Greenland has been participating in the Arctic Winter Games since 1990. In 2002, Greenland hosted the Games for the first time in Nuuk, the first time the Games have ever been held outside of the North. Greenland is the most northerly of the jurisdiction involved in the AWG. Considered part of North America, Greenland is the world's largest island. Two-thirds of the island is located above the Arctic Circle, and approximately 85% of its land mass is covered by ice. Transportation between the island's towns is solely by sea, air or even by dog sled in some areas. The majority of settlements are in the southwest, where the climate is mildest.

Eric the Red brought the first European settlers to the island in the year 986. he named the island Greenland in an effort to attract people to it. However, after the disappearance of Norse colonies in the 15th century, Greenland's only inhabitants until 1721 were the Inuit. At that time, a Danish colony was established on the island. Greenland has been part of Denmark ever since.

Greenland's population consists mainly of Greenlandic, a mixed race that resulted from the interaction between Inuit and Europeans, mostly Danes, beginning in the 18th century. Today, the island's residents enjoy powers of self-government under the Danish sovereignty. Their economy is based primarily on the fishing and mining industries.

The Greenland flag is red and white, with opposite bars of horizontal white and red, with a circle displaying the opposite colours off centre to the left. The team colours are black, red, with some white and blue.

Norway/Sweden/Finland/Russia – Saami Peoples

2004 was the first journey to the Arctic Winter Games for the Saami team. They sent a small contingent to participate in cross-country skiing, biathlon, snowshoeing and cultural activities.

The Saami are the Indigenous peoples of northern Scandinavia. They spread out among four countries; Sweden, Norway, Finland and Russia in traditional lands. The Saami speak as many as seven distinct dialects, with four predominantly spoken in Norway.

The Saami flag has four distinct colours in it, the largest block of colour on the right in a dark blue, met with two thin stripes of yellow and green, and a larger stripe of red on the left side of the flag. All four colours are overlaid in a circle in red and blue. The team colours are red, yellow, blue and green.

Russia – Yamal-Nenets Region

Russia sent cultural delegates to the AWG for the first time in 1990. Since that time it has sent small contingents of athletes and cultural performers to every Games. Yamal-Nenets made its first appearance at the AWG in 2004.

At the 2004 AWG, the 37 members of the Yamal-Nenets team competed in table tennis, traditional winter sports, Inuit sport events and cultural activities. Yamal-Nenets is an Autonomous District (similar to a province or state) within the Russian Federation. Yamal is one of the key producers of oil and natural gas in Russia, producing 8.2 million tonnes of natural gas annually. The Nenets, Khanty and Selkup are the Indigenous peoples.

The flag is a traditional three horizontal banded flag, with white, dark blue and red. The team colours are red, white, blue and black.

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Volunteer Commitment

As a volunteer you are essential in ensuring that the Arctic Winter Games are safe and enjoyed by all participants. You create the spirit of the games and are an important part of the Games success. We thank you for your decision to volunteer for the event, and ask that you take your commitment seriously and consider the following:

- Familiarize yourself with the Games, especially the events you will be most involved with.
- Comply with AWG policies and procedures.
- Dress appropriately; always wear your AWG volunteer clothing and ID Badge when you are on duty.
- Report for duty on time. Call Volunteer Headquarters as soon as possible if you are unable to be present for your assignment.
- Know your assignment.
- Fulfill the responsibilities of your assignment.
- Be enthusiastic and have a positive attitude.
- Be patient, courteous, friendly, and actively involved.
- Be respectful, which includes protecting personal and private information.
- Follow outlined procedures to report any emergency or unusual incidents to appropriate personnel.
- Work co-operatively with your team members.
- Participate in orientation and training as required.
- Be prepared to provide feedback, which will add to the success of future Games.

Volunteer Lounges

Volunteer staff will be located in each venue's designated volunteer lounge. All volunteers must sign in (15 minutes prior to starting your shift) and check out after each shift.

Questions?

How do I know what shift times I'm scheduled for?

Your committee volunteer captain should have contacted you to let you know what times and days you are scheduled to work. If you cannot get in touch with your committee volunteer captain, please contact Volunteer Headquarters.

What do I do if I can't make my shift or if I will be late?

Phone the venue captain and let that person know your name, your committee, and the time and exact location of your shift.

I've lost my volunteer jacket. What do I do?

The volunteer jackets serve as volunteer uniforms during the week of the games. If you have lost yours, please come to Volunteer Headquarters and we will arrange for you to borrow one during your shift. You will need to return the jacket at the end of your shift.

Can I bring my kids?

No children or youth are permitted to accompany you during your shift unless they have registered with the Arctic Winter Games and conform to the Youth Volunteer Policy. If you wish to volunteer with your children that should be pre-arranged with your shift scheduler or volunteer captain.

Do I get a break?

During a three or four hour shift there will not be scheduled breaks. If you are working alone and you need to leave your post for a washroom break, please contact the volunteer lounge so they can send someone to monitor your post while you step out. If you are working longer than four hours, your committee volunteer captain will ensure that you have adequate breaks for meals.

Do I receive meals?

Volunteers do not receive meals while they are working. Volunteers will also not be permitted into the cafeterias unless they are scheduled to work there. All volunteer lounges will have refreshments provided, free of charge, to volunteers during their shifts.

Where can I keep my purse or other valuables?

There is no secure place at the venues for your valuables. The AWG volunteer jackets have many pockets, which can hold wallets, keys, etc., so please leave any larger items at home. Arctic Winter Games 2008 will not be responsible for any lost or stolen items.

Where can I park my vehicle during my shift?

There will not be parking spaces at the venues for volunteers as parking space is quite limited. The City of Yellowknife operates regular bus routes at a minimal fee.

Can I use my personal cell phone during my shift?

You are free to bring your personal cell phone with you during your shift so friends and family can contact you in case of an emergency. The Arctic Winter Games Host Society will be relying on cell phones to relay important information between venues and Mission HQ such as emergency situations. To avoid overloading the cellular phone system, we ask that you do your best to keep personal calls to an absolute minimum. Specific venues or locations will request that all phones are turned off during competition.

My coat is too hot; can I substitute other Arctic Winter Games Gear for it?

The AWG volunteer jackets serve as your uniform during your shift. If you are too warm or too cold, please adjust your body temperature by either adding or removing layers under your jacket.

Where can I smoke?

All volunteer lounges are non-smoking venues. If you are at a school, you must walk off the school property (onto the sidewalk) in order to smoke. There is no smoking permitted on school property; this includes in the parking lot. If you are at an outdoor venue, we ask you to walk away from the other spectators and the sports.

Recognition

It is important to the 2008 Arctic Winter Games Host Society that all volunteers are thanked for their hard work and commitment to the Games. We realize our dependence on the tremendous efforts made by volunteers and, therefore, have established ways to recognize and thank volunteers.

Each volunteer who is scheduled to work 12 or more hours will receive:

- Our 3-in-1 volunteer jacket;
- A volunteer pass, which entitles you entrance to the volunteer lounges; and
- An invitation to attend our Saturday, April 5 volunteer post-Games party.

Media

We will have reporters from around the world reporting daily on results, athlete profiles, records, schedules, etc. The Media and Results Centre will be located at the Yellowknife Inn.

Media should be directed to a designated individual:

- Volunteers may be asked a number of questions by a variety of people. We want you to be a good ambassador and be as helpful as possible. However, should the media ask you a question while on duty, it is important to know what you can and cannot say to the media.

What you can talk to the media about:

- Why you volunteered and the role you play as a volunteer;
- Your enjoyment of the event; and
- Any practical information about the event.

What you should not talk to the media about:

- The financial arrangements between the event and sponsors;
- Personal information about the participants, volunteers, and/or Arctic Winter Games staff and members;
- Security or emergency issues;
- Noise or crowd issues;
- Incidents involving participants, visitors, families of our community, or volunteers; and
- The games themselves or other aspects of the event that you do not have detailed or accurate information about.

Confidentiality

As a volunteer, you may have access to some personal information of the participants, committee members or other volunteers. Someone may ask you for that information, but it is important to remember that information of this nature is confidential. If anyone asks for such information, be as helpful and understanding as possible while explaining why you cannot give out such information. If you sense it is of great importance for the inquirer to contact someone, suggest that you will pass on any information and have someone get back to the individual.

ULU News

The ULU News will be produced each day of the Games. Daily results, highlights, records, profiles, schedules, etc. will be included in this newspaper and will be available at all venues and locations throughout the city.

ULU Medals

For the Arctic Winter Games 2008 competitions, winning participants will be awarded Gold, Silver and Bronze Ulus.

The Ulu (pronounced ooloo), a traditional tool used by Inuit women, is made with a handle of bone, wood or antler, and a blade of iron, copper or ground slate. Using the half-moon shaped copper and antler ulu knife, an Inuit woman could cut caribou hides into clothing patterns, cut and eat meat, split sinews into threads and scrape the hair from a hide. This general purpose cutting tool, which continues in daily use, has become a chief symbol associated with the circumpolar life.

Today, the Gold Ulu is awarded to achieving athletes, signifying skilled accomplishments and excellence at the Arctic Winter Games.

During the week of the Games, individual medal presentations will take place at the Athletes' Centre at 7:00 p.m. Team medals will be presented at their respective venues.

Athletes' Villages

The Athletes Village's are designated participant sleeping quarters. There will be 24 hour on-site security personnel at these venues:

1. École William McDonald Middle School
2. Range Lake North School
3. Weledah Catholic School
4. École St. Patrick High School
5. École St. Joseph School
6. École Sir John Franklin High School
7. École Allain St-Cyr
8. Mildred Hall School
9. N.J. Macpherson School

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Sports

1. Arctic Sports: École St. Joseph School/YK Community Arena
2. Badminton – École Sir John Franklin High School
3. Basketball – Weledeh Catholic School
4. Biathlon (Cross-country Ski and Snowshoe) – Yellowknife Ski Club
5. Cross-country Ski – Yellowknife Ski Club
6. Curling – YK Curling Club
7. Dene Games – École St. Joseph School/Athletes Centre/Dettah
8. Dog Mushing – Back Bay
9. Figure Skating – Multiplex Arena, Olympic Ice
10. Gymnastics – Multiplex Arena, Gymnastic Club
11. Hockey – Multiplex Arena, Olympic and Shorty Brown Ice
12. Indoor Soccer – École St. Patrick High School (Main)/Weledeh Catholic School
13. Snowboarding – Bristol Pit
14. Snowshoeing – Yellowknife Golf Club
15. Speed Skating – Multiplex, Olympic Ice
16. Table Tennis – Range Lake North
17. Volleyball – YK Community Arena
18. Wrestling – Mildred Hall School

Cultural

1. Northern Arts and Cultural Centre – NACC
2. Prince of Wales Northern Heritage Centre – PWNHC (museum)
3. Baker Community Centre
4. Northern United Place
5. Tree of Peace Friendship Centre
6. Greenstone Building – Federal Government Building
7. Kimberlite Centre
8. Elks Hall

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Other

Athletes' Centre

Old Gerry Murphy site (Yellowknife City Hall side lot)

Multiplex Arena

1. Official Games Merchandise – PSAV Room
2. Polyclinic – DND Gym
3. Opening/Closing Ceremonies – Olympic Ice

Official Games Merchandise

1. Panda II Mall (street level)
2. Multiplex Arena – PSAV Room (Games week only)

Media and Results Centre

Yellowknife Inn

Mission/Operations Centre

École J.H. Sissons School

Cafeterias (participants only)

AWG Cafeteria (corner of Range Lake Road and Old Airport Road)

VIP Centre/Lounges

Explorer Hotel, Diamante Restaurant and L'Heritage Restaurant

Warehouse (main)

5110 Franklin Avenue (old Gallery pub)

Medical – Polyclinic

The 2008 Arctic Winter Games Polyclinic will be located in the DND gymnasium, which is housed in the Multiplex. This site was chosen for its central location, proximity to the Stanton Territorial Hospital, and because three of the five 'high risk' sports (hockey, speed skating, figure skating) are to occur there.

This polyclinic is available for athletes and participants in the Games. In the event of an injury with all other Games personnel, standard procedures through available clinics and emergency services will be employed.

The 2008 AWG Polyclinic will be open during day and evening hours (7:00 am to 10:00 pm). These hours of operation will reflect the sporting and cultural event schedule of the Games.

The space afforded by the DND is more than large enough to accommodate all the services that are to be provided at the Polyclinic, which are basic assessment and treatment by a physician and nursing staff. There will also be massage therapy and basic physiotherapy services available at the Polyclinic. The physiotherapist will provide basic and triage service whereby patients requiring further and more complex treatment are directed to the Stanton Physiotherapy department, which is fully outfitted with a complete physiotherapy suite.

A front of clinic staff will meet and register all prospective patients at the Polyclinic. These individuals will be triaged according to the Canadian Triage and Acuity Scale (CTAS) and prioritized accordingly. If a patient is felt to be suffering from an injury or illness that is beyond the scope of the Polyclinic, the medical staff will stabilize the individual and transfer them to the Stanton Emergency Room.

Because the DND gymnasium is one large space, there will be the need to divide it up in a manner that allows for the proper function of a clinic. The concept is to employ tents of a variety of sizes to create discreet examining and treatment rooms for the clinical, massage therapy and physiotherapy services.

Access Control at Control Points

In order to gain access to a venue, the volunteer's badge must display the correct access codes. Your access privileges are based upon where you need to be regarding your specific role or function.

When reading accreditation cards, use the following method to ensure only the properly accredited persons are allowed to gain access:

Step-by-Step Procedures:

Step #	Description of Situation	Responsibility of
1	Compare face to photograph on accreditation	Access Control Personnel
2	Appropriate venue codes on accreditation	Access Control Personnel
3	Correct zone code on accreditation	Access Control Personnel

Access control is the responsibility of security. If you see anyone or anything of a suspicious nature, please notify security personnel and they will handle the issue appropriately.

Contraband Found by Access Control

The following items are identified as contraband and will not be permitted in or at any Arctic Winter Games venue or site:

- Alcohol, unless in designated area;
- Illegal narcotics;
- Weapons, knives, firearms, ammunition, explosives, gas canisters, spray canisters, flares, irritant, incendiary devices or imitations;
- Animals, unless service or seeing eye dogs;
- Dangerous goods (chemicals, sprays, liquids, etc.);
- Devices capable of causing a disturbance (horns, air horns, lasers, etc.);
- Banners, flags or signs that may impede the vision of spectators;
- Bicycles;
- Balls, frisbees, similar items;
- Broadcast equipment of non-rights holder broadcasters;
- Outside food or beverages;
- Coolers or ice chests and glass containers;
- Offensive implements, items or signs;
- Cameras with flash during competition; and
- Any other items or substances identified as contraband by the Host Society.

Security Command Centre Procedures

The Security Command Centre (SCC) is a focal point for all security operations for the Games. It is also the outbound emergency call station in the case of an occurrence. Security will be operational **24 hours** a day. When necessary, reports will be sent to SCC for information, documentation and follow up purposes.

Step-by-Step Procedures:

Step #	Description of Situation	Responsibility of	Communication required with
1	If an offence is deemed serious, report offence to the SCC	Venue Security Rep.	Security Command Centre
2	Emergency services will be contacted by SCC as necessary		Emergency Services, Venue

The Security Command Centre (SCC) will be located at JH Sissons Elementary School; the venue security office will be located at a pre-identified location at each venue, site or event.

Emergency Response Plan

Circumstances may arise which could require the evacuation of a venue or site. The security volunteer will be required to ensure the safe and orderly movement of people in such cases.

The reasons that may cause an evacuation are:

- Fire;
- Bomb threat;
- Hostage incident;
- Other man-made or natural disaster; or
- Inclement weather.

Please assist any security personnel in any way required if such a situation arises.

Step-by-Step Procedures:

Step #	Description of Situation	Responsibility of	Communication required with
1	Be familiar with this venue's evacuation plan	Security Volunteers, Supervisors, Venue Security Rep.	Security Command Centre
2	Check to see that the evacuation route is safe and clear each shift	Security Volunteers, Supervisors, Venue Security Rep.	Emergency Services, Venue
3	Notify security volunteers and staff that there will be an evacuation	Security Supervisors, Venue Security Rep.	Security Command Centre
4	Announce via the loud speaker system that the evacuation will take place and further instructions	Security Rep.	
5	Ensure that people are exiting to the correct marshaling areas	Security Volunteers	
6	Once the evacuation is complete, ensure that no unauthorized personnel re-enter the venue	Security Volunteers, Supervisors, Venue Security Rep., Police, Paid Security	

Your Volunteer Schedule

It is important to keep track of your volunteer schedule. Use this template to write in your times and venue that you have agreed to complete. It is important to arrive 15 minutes early for your shift. You must wear your accreditation badge at all times while on shift.

Date:	Time In/Out:	Venue:	Supervisor Contact Info:

Date:	Time In/Out:	Venue:	Supervisor Contact Info:

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Mission Headquarters/Contingent Telephone Numbers

Team Alaska	767-2011
Team Yukon	767-2019
Team Saami	767-2017
Team NWT	767-2016
Team Alberta	767-2012
Team Nunavut	767-2015
Team Nunavik	767-2014
Team Greenland	767-2013
Team Yamal	767-2018
AWG Hotline	767-2008
Volunteer Desk	767-2002

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