



ARCTIC WINTER GAMES
YELLOWKNIFE 2008



The 2008 Arctic Winter Games Host Society is pleased to accept applications for its Youth Ambassador Program. Designed to provide youth with an opportunity to build leadership skills through volunteer assignments and serve as ambassadors for the Northwest Territories during Cultural Programs of the Games, a youth ambassador will be selected from each of the 33 NWT communities.

Those interested in applying for this unique volunteer experience must be between the ages of 16 and 21 years of age and able to visit Yellowknife from March 4th -16th, 2008. Please send a cover letter outlining your interests, experience and what you hope to achieve through this volunteer assignment, along with you plans for the future. The cover letter should make mention of your current grade or job (if out of school), you language abilities, achievements, awards, cultural background (if desired) and describe your commitment to a healthy lifestyle. Your application must be accompanied by two letters of reference (teacher, coach, community leader). Those applicants under the age of 18 are required to submit a parental consent form with their application, available on line at www.awg2008.ca>NEWS.

Applications will be accepted in the Host Society offices until 5:00 p.m., Monday, January 28th, 2008 at:
Suite 101, 5109-48th Street
Yellowknife, NT X1A 1N5
Fax: (867) 765-2948
Email: kyoungblut@awg2008.ca

Program
Sponsored by:





**ARCTIC WINTER GAMES
YELLOWKNIFE 2008**

INTRODUCTION

Participants are expected to conduct themselves at all times in a responsible manner. Such conduct is expected of participants from their arrival at the pre-games events, including any orientation sessions, until they return home from the Games. All participants must sign a participation agreement stating that they understand the standard of conduct and behaviour that is expected of them and that they agree to abide by the Youth Participant Code of Conduct as outlined in this handbook as well as the rules of the Host Society.

Objective

To provide selected Northwest Territories (NWT) youth with an opportunity to build leadership skills through volunteer assignments at the 2008 Arctic Winter Games in Yellowknife. NWT and in doing so act as youth ambassadors for the NWT at the Games.

Target Youth

Thirty-three NWT youth, one from each NWT community, will be selected. Youth will be chosen based on their interests, experience and what they hope to achieve through the volunteer assignment.

The total makeup of the group will be representative of the NWT's population mix and reflect a gender balance.

Criteria

The following criteria will be used to select youth:

16 to 21 years of age

Available from March 4 to March 16, 2008

A grading of each individual's application based on the rating scale included in Attachment



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Applications

Individuals will be asked to include the following in their application:

A cover letter outlining their interests, experiences and what they hope to achieve through the volunteer assignment and their plans for the future. The cover letter should also outline the applicant's commitment to a healthy lifestyle;

Two letters of reference from a teacher, coach or other community leader;

Current grade level or job for youth out of school;

Achievements and awards (academic, sport and other);

Language abilities;

If they choose to, their cultural background.

Once the application deadline has passed (January 28,2008), a selection committee will review all submissions and provide a recommendation to the Minister of 33 youth plus six alternates.

Selection Committee

The selection committee will be chaired by the Coordinator and will include the Chair of the 2008 AWG Cultural Committee, a member of MACA, the Cultural Chair on the 2008 AWG Board of Directors and the Executive Director of 2008 AWG. The selection committee will chose eligible members from across the NWT. Notification of the final selection will be made by the coordinator directly with the chosen candidates.

Selected Youth

Selected youth will be provided with a Volunteer jacket. Their transportation, lodging and meal costs will be covered. No other form of remuneration will be paid. All youth will be asked to sign a Code of Conduct as established by the 2008 Arctic Winter Games Host Society.



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Schedule

December 2007

Widespread call for nominations

January 2008

Additional publicity and call for nominations

January 21

Nomination deadline

January 31

Final selection announced and list of names provided to the Host Society

February Orientation conference calls

March Orientation workshops in Yellowknife group attend March 4 - 6

Games – March 7 – 15th

Debrief and evaluation March 16th



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NORTHWEST TERRITORIES YOUTH AMBASSADORS PROGRAM

A) INTRODUCTION

Participants are expected to conduct themselves at all times in a responsible manner. Such conduct is expected of participants from their arrival at the pre-games events, including any orientation sessions, until they return home from the Games. All participants must sign a participation agreement stating that they understand the standard of conduct and behaviour that is expected of them and that they agree to abide by the Youth Participant Code of Conduct as outlined in this handbook as well as the rules of the Host Society.

B) STANDARD OF CONDUCT

1. Respect for Others

The Arctic Winter Games Host Society is committed to providing a harassment free environment in which all individuals are treated with respect. All ambassadors must make every effort to promote a safe, harassment free environment where all participants are treated with respect so that the experience is conducive to maximum enjoyment for all. Furthermore, the Arctic Winter Games Host Society supports equal opportunities and prohibits discriminatory practices. Participants will refrain from any comment or behaviour, which is disrespectful, offensive, abusive, racist or sexist.

2. Residence.

The AWG Youth Ambassadors and their chaperones will stay at the AWG Athletes' Village.

3. Curfew

Arctic Winter Games Participants must adhere to the Arctic Winter Games Athletes curfew. The curfew is 11:00 PM. There is also a designated quiet time after 11: 00 PM. At 12:00 PM, all ambassadors must be in bed and quiet, this means "lights out",

4, Alcohol Drugs and Tobacco

Arctic Winter Games Youth Ambassadors shall not consume alcohol and/or drugs, at any time during the Games or during travel to or from the Games. Participants found possessing any alcohol or drug products will have these items confiscated, and may be subjected to further discipline.

Youth Ambassadors shall refrain from smoking in the Arctic Winter Games Village, at all official Arctic Winter Games activities or functions, and at competition and performance sites.



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5. Type of Infractions

Examples *minor infractions* ("misconduct"), which will not be tolerated, include:

- use of tobacco products, including snuff, by minors;
- use of tobacco products by adults in the Athletes Village, at official Arctic Winter Games
- activities or functions, or at competition and performance sites;
- disturbance or disruption after quiet time in the Athletes Village;
- disrespectful, offensive, abusive, racist or sexist comments or behaviour; inappropriate conduct such as arguing;
- being late for, or absent from competitions, performances, shows, ambassador placements, and mandatory activities or functions;
- failing to follow the dress code for official functions;
- other similar infractions of minor severity.

Note: The preceding list provides examples only minor infractions, does not include all possible minor infractions and is intended to provide guidance as to what might be considered minor as opposed to major.

Examples *Major infractions* ("gross misconduct"), which will not be tolerated, include:

- inappropriate conduct such as fighting; -curfew violation; repeated disturbances or disruptions after quiet time in the Arctic Winter Games Village;
- repeated or a gross display of offensive) abusive, racist or sexist comments or behaviour;
- repeated disrespectful behaviour;
- repeated lateness for or absence from competitions, performances, shows, ambassador placements, and mandatory activities or functions;
- bringing disgrace to Arctic Winter Games or the Ambassador Program;



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- use of alcohol or drugs at any time;
- intoxication;
- betting or gambling;
- activities or behaviour which disrupts competition;
- pranks, jokes or other activities which endanger the safety of others; criminal activities;
- any behaviour that is considered to be harassing; ,other similar infractions of major severity.

Note: The preceding list provides examples only of major infractions, does not include all possible major infractions and is intended to provide guidance as to what might be considered major as opposed to minor.

C) DISCIPLINARY SANCTIONS

1. Minor infractions ("misconduct")

The following sanctions may be applied, singly or in combination, for *minor infractions*:

- earlier curfew;
- verbal or written reprimand;
- formal verbal apology (witnessed);
- formal written apology (hand-delivered);
- suspension from certain Arctic Winter Games activities, which may include suspension from the next scheduled activity;

Other sanctions as may be considered appropriate by the chaperones and/or the Coordinator.



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2. *Major infractions* ("gross misconduct")

The following sanctions may be applied, singly or in combination, for major infractions:

- revoking team or Ambassador clothing
- removal of certain Arctic Winter Games privileges;
- confinement to room in Athletes Village for a prescribed period of time;
- removal from a portion of, or the remainder of the Games;
- withdrawal of return travel privileges with the Arctic Winter Games Charter; expulsion from the Games:
- being sent home at any point during the games; at the expense of the individual participant

Other sanctions as may be considered appropriate organizing committee.

A) **PROCEDURE FOR DISCIPLINE**

1. Roles and Responsibilities for Discipline

Chaperones

The chaperones shall be responsible for discipline of minor and major infractions, in accordance with the guidelines for sanctions outlined in this policy. The chaperones shall keep a written log of all minor and major infractions in case incidents re-occur or escalate in severity.

2. Procedures

The procedure for discipline is as follows:

- (a) All minor infractions shall be reported to the Youth Ambassador Coordinator who shall determine appropriate disciplinary sanctions in accordance with the guidelines outlined in this policy. In determining discipline, the Youth Ambassador Coordinator shall give the individual being disciplined an opportunity to respond to the allegations.
- (b) All major infractions shall be reported to the General Manager of the Arctic Winter Games Host Society.



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- (c) The individual who is alleged to have committed the infraction will be advised of the procedures outlined in this policy, and of the right to a parent/guardian (if the individual is a minor) and/or legal counsel. The individual who is alleged to have committed the infraction will also have an opportunity to submit a written response, if he/she wishes.
- (d) As soon as possible after the major infraction is reported, the Organizing Committee shall convene a meeting. The meeting shall be governed by such procedures as the Organizing Committee sees fit, provided that the following principles are observed:
- the individual being disciplined shall be given reasonable notice of the meeting and shall have an opportunity to address the Committee
 - the individual being disciplined may be accompanied by their guardian, or any other adviser including legal counsel
 - the meeting shall be held in private
 - the Committee may request that witnesses to the incident attend the meeting to provide evidence
 - the individual being disciplined shall be given the opportunity to question those giving evidence and be provided occasion to speak on their own behalf concerning the events that lead to the meeting.



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YOUTH AMBASSADOR PARTICIPATION AGREEMENT

I, the undersigned, as Youth Ambassador for NWT at the 2008 Arctic Winter Games, understand that there are expectations of me as to conduct and behaviour as outlined in the Youth Ambassador Code of Conduct.

I agree to abide by the rules and regulations set down by the Youth Ambassadors Program and the Host Society.

Should I fail to follow these regulations I realize my conduct shall be reviewed and I may be disciplined, up to and including removal from the Youth Ambassador Program and the Games.

Signature of
Participant:

Date:

Print Name

Witness:

Print Name

Signature of
Parents/Guardian

Print Name



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2008 YOUTH AMBASSADORS GUARDIAN'S INFORMED CONSENT

I YOUR NAME HERE am the guardian of NAME OF CHILD acknowledge that NAME OF CHILD has been selected as a Youth Ambassador for the 2008 Winter Games taking place in Yellowknife, NWT

I acknowledge that my child will be attending the Arctic Winter Games for one week plus 3 days of training and while acting as an Ambassador for the Northwest Territories he/she will also be volunteering in an assigned role with the Host Society.

Further, I acknowledge that [name of child] will be stay in the Athletes Village with all of the AWG Ambassadors and chaperones that are with my child during the week.

I acknowledge and agree that NAME OF CHILD has agreed to and signed an NWT Youth Ambassador Code of Conduct and that he/she may be sent home at any point during his/her week placement at the 2008 if he/she is involved in any major infraction or disciplinary issue.

By signing this form I acknowledge that I have read and agreed to the Code of Conduct as part of NAME OF CHILD's agreement to participate as a 2008 Arctic Winter Games NWT Youth Ambassador.

Signature:

Date:

Print Name

PLEASE FILL OUT CONTACT INFORMATION:

Address:

Phone Number:

(HOME)

Phone Number:

(Work)

PLEASE FAX THIS COMPLETED FORM TO:

867-765-2948



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INCIDENT REPORT #

DATE AND TIME OF
INCIDENT

NAME OF WRITER

POSITION

LOCATION OF INCIDENT

THIS IS CONSIDERED A

MINOR INFRACTION

INDIVIDUALS INVOLVED:

MAJOR INFRACTION

DESCRIPTION OF INCIDENT:

SIGNATURE OF WRITER:

NAMES OF WITNESSES
