

Roles and Responsibilities Coaches and Chaperones

Purpose: To provide, in a volunteer capacity, support to Team Nunavik-Québec's (TNQ) Athletes in preparation, training and participation in the 2018 Arctic Winter Games in Hay River and Fort Smith, Northwest Territories - March 17-24, 2018. All Coaches assist and support the Chef de Mission and Assistant Chef de Mission in a variety of aspects affecting TNQ prior to and during the Games, and are accountable on these matters to the Chef de Mission.

Major Duties of Coaches/Chaperones

- Being responsible for the athletes of their sport throughout the full duration of the Games
- Promote a safe, harassment-free environment where team members are treated with respect so that their experience can be a positive and memorable one
- Ensuring that all of their athletes are aware of and understand the TNQ code of conduct and disciplinary code
- Residing in the assigned accommodation with their Athletes throughout the games
- Agreeing to and signing the TNQ Code of Conduct
- Abiding by and enforcing TNQ's Dress Code
- Coaching in a fair and respectful manner
- Administering discipline for minor infractions
- Reporting all incidents of harassment to Mission Staff
- Being responsible for competitors preparation, performance and conduct prior to, during and after the Games
- Assisting with administrative tasks for the team, including registration, uniform allocation, and transportation
- Assisting Mission Staff and the Host Society with accreditation and accommodation procedures
- Being familiar with the roles and responsibilities of Mission staff
- Attending all required TNQ official functions and ceremonies when requested by the Mission Staff
- Providing input and feedback to your respective Mission Staff or Assistant Chef de Mission regarding the Games

Mandatory Qualifications for Coaches/ Chaperones

- At least 18 years of age
- A resident of Nunavik for at least two years prior to the actual Games
- Able to take time off from work to properly prepare for and attend the Games
- Possess very strong interpersonal skills, organizational skills, ability to work well with others
- Must demonstrate good moral character

Preferred Qualifications for Coaches/ Chaperones

- Past/current involvement and experience in the Nunavik sporting/cultural community
- Acquisition of basic certification from the National Coaching Certification Program in your sport if available, coaching experience will also be considered
- Ability to speak Inuktitut would be an asset
- Ability to participate as support staff in qualifying competitions and selection events leading up to the 2018 Arctic Winter Games

**ARCTIC WINTER GAMES – 2018
COACH/CHAPERONE APPLICATION
VOLUNTEER POSITION**

Personal Information

Name:	
Address:	
Phone: (w)	Fax:
Phone: (h)	
Email:	Birth date: (dd/mm/yy)
Driver`s License #:	Expiry Date:
Province:	
Health Card #:	Expiry Date:
Beneficiary Card #: (if applicable)	
Resident of Nunavik since:	

Criminal Records Check

You are requested to submit a copy of your criminal record check with this application. This can be requested at your local police station. Please note you may not be selected if you have a criminal record that would make you unsuitable as a candidate. Please choose one statement below:

- Yes, I included my records check with my application.
- Yes, I started the request for my records check and will submit the pages by March 24, 2017.

I am interested in? (You can put more than one checkmark ✓)

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Arctic Sports | <input type="checkbox"/> Cultural Contingent | <input type="checkbox"/> Snowshoeing |
| <input type="checkbox"/> Badminton | <input type="checkbox"/> Dene Games | <input type="checkbox"/> Table Tennis |

Coaching/Officiating Background

Briefly describe/list all certifications/qualifications you have in various sports.

Sport	Certification/qualifications

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Briefly describe your involvement in sport, recreation or culture in Nunavik and describe how this experience would assist you in the tasks associated with being selected as a member of TNQ's coaching staff or chaperone.

Additional Information

Please indicate any additional and relevant information, which you feel, is important to your application to being named to the coaching staff or chaperone for TNQ 2018. Please use additional paper if required.

References

Please give the names, address and contact numbers of two (2) references.

	Reference #1	Reference #2
Name:		
Address:		
Phone:		
Email:		

Applicant Signature: _____

Date: _____

DEADLINE FOR SUBMISSION OF APPLICATIONS IN FULL IS:

Friday, May 26, 2017

ALL APPLICATIONS AND ENQUIRIES SHOULD BE DIRECTED TO:

Phone • 819-254-8760 x 29 Fax • 819-964-2622
Email • tnq@krg.ca