

Purpose

The purpose of this policy is to establish a fair, transparent, objective, and athlete-centred process for selecting the coaching and support staff that will represent the Northwest Territories at the 2027 Canada Winter Games.

Table Tennis North is committed to selecting individuals who demonstrate the technical knowledge, leadership, professionalism, and commitment necessary to create a positive environment for Team NT athletes.

Selection to Team NT staff positions is considered both a privilege and a responsibility. Successful applicants are expected to place the needs of the athletes and the team ahead of individual interests while representing the Northwest Territories with integrity and professionalism.

Guiding Principles

The selection process will be guided by the following principles:

- Fairness
- Transparency
- Athlete-centred decision making
- Equity and inclusion
- Safe Sport
- Respect
- Accountability
- Excellence

The Selection Committee must conduct the process in a manner that is free from actual or perceived conflicts of interest.

Available Staff Positions

Depending on the Canada Games Technical Package and available funding, Table Tennis North may appoint:

- Head Coach
- Assistant Coach or Manager

The final number of positions will be determined by Table Tennis North, Team NT and the Canada Games Technical Package.

Minimum Eligibility Requirements

Applicants must:

- Be a member in good standing with Table Tennis North.
- Meet all [Canada Games eligibility requirements](#).
- Meet all Table Tennis Canada coaching requirements.
- Hold all required Safe Sport certifications.
- Successfully complete all required screening requirements, including Criminal Record Check and Vulnerable Sector Check where applicable.
- Demonstrate a commitment to athlete welfare and Safe Sport.

Applicants who do not meet the minimum requirements may not be considered.

Team Philosophy

Table Tennis North believes successful Team NT staff members do far more than coach during competition. Selected staff members are expected to help create an environment where athletes feel respected, supported, challenged, and inspired to represent the Northwest Territories with pride.

Team staff should demonstrate:

- Athlete-centred coaching
- Positive leadership
- Respect for all athletes and communities
- Strong communication
- Collaboration with other staff
- Commitment to continuous learning
- Support for long-term athlete development
- Professional conduct on and off the field of play

Selection Committee

The Team NT Staff Selection Committee will oversee the selection process. Whenever practical, the committee should consist primarily of external members to strengthen transparency and reduce actual or perceived conflicts of interest.

Committee members may include individuals with experience in:

- High Performance coaching
- Table Tennis Canada
- Canada Games
- Team NT
- Sport leadership

- Safe Sport
- Sport governance

Committee members must declare any actual or perceived conflicts of interest before participating in the selection process. Members with a conflict may be required to remove themselves from discussions or scoring.

Application Process

Staff positions will be publicly posted by Table Tennis North. Applicants may be required to submit:

- [Application form](#)
- NCCP transcript or NCCP number
- Cover letter including References
- Additional supporting documentation

Shortlisted applicants may be invited to participate in an interview with the Selection Committee.

Staff Selection Matrix

Applications will be evaluated using the following weighted scoring system.

40% NCCP Certification & Coach Education
20% Coaching Experience
20% Athlete Development
10% Communication & Leadership
10% Commitment to the Team NT Table Tennis Program

Total Score: 100%

NCCP Certification & Coach Education (40%)

Consideration may include:

- NCCP certification level
- Competition Development status
- Ongoing professional development
- Canada Games coaching requirements
- Table Tennis Canada education
- Commitment to continued learning

NCCP certification carries the highest weighting because it demonstrates the technical, ethical, and Safe Sport competencies required to coach at the Canada Games.

Coaching Experience (20%)

Consideration may include:

- Territorial coaching
- National coaching experience
- Canada Games experience
- Arctic Winter Games experience
- Club coaching
- School coaching
- Competition coaching

Athlete Development (20%)

Consideration may include:

- Long-Term Athlete Development
- Success in developing athletes
- Mentoring younger athletes
- Building positive training environments
- Supporting athlete wellbeing
- Ability to develop athletes beyond competition results

Communication & Leadership (10%)

Consideration may include:

- Leadership style
- Communication skills
- Teamwork
- Organization
- Conflict resolution
- Professionalism

Commitment to Team NT Table Tennis (10%)

Consideration may include:

- Previous volunteer involvement
- Support of Team NT activities
- Club development
- Coach education
- Community involvement
- Commitment to growing table tennis in the Northwest Territories

Final Selection

Following the evaluation process, the Selection Committee will recommend appointments to the Table Tennis North Board of Directors for approval. The Board will ensure the process outlined in this policy has been followed. The Board will not normally alter the recommendations of the Selection Committee unless there has been a procedural error or policy violation.

Tie Scores

If two applicants receive the same final score, preference may be given to the applicant whose experience best complements the overall needs of the Team NT staff. Consideration may include:

- Balance of technical expertise
- Previous Canada Games experience
- Team dynamics
- Athlete needs
- Community representation

Staff Responsibilities

Selected Team NT staff are expected to:

- Place athlete wellbeing first.
- Follow all Safe Sport policies.
- Support all Team NT athletes equally.
- Attend required camps and competitions.
- Work collaboratively with other staff.
- Represent Table Tennis North professionally.
- Promote positive sport experiences.
- Complete all required reports and administrative duties.

Removal of Staff

Table Tennis North may remove a staff member if they:

- Become ineligible under Canada Games requirements.
- Breach Safe Sport policies.
- Violate the Code of Conduct.
- Fail to fulfill assigned responsibilities.
- Act in a manner that brings Table Tennis North into disrepute.

Vacancies may be filled using the original rankings from the Selection Committee or through a new appointment process.

Appeals

Applicants may appeal the selection process in accordance with the Table Tennis North Appeal Policy. Appeals relate to whether the selection process outlined in this policy was followed. Appeals will not be accepted solely because an applicant disagrees with the professional judgment or scoring of the Selection Committee.

Policy Review

This policy will be reviewed following each Canada Games cycle to ensure it continues to reflect best practices in athlete-centred coaching, Safe Sport, and organizational governance.

Approved by: Table Tennis North Board of Directors

Applies to: 2027 Canada Winter Games Cycle

Review Date: Following completion of the 2027 Canada Winter Games