



THE SPIRIT
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2020 North American Indigenous Games

GOVERNING RULES MANUAL

Final

January 25, 2019

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GOVERNING RULES MANUAL**

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INTRODUCTION

The Governing Rules set forth the policies, procedures and rules by which all participating contingents, as well as the Host Society, will abide by in their preparation and participation in the North American Indigenous Games (NAIG).

These Governing Rules have been established by the NAIG Council to maintain the integrity of the Games and ensure the professional operation of the one week-long event.

The Governing Rules ensure the continuity of the event by outlining processes to be utilized by the NAIG Council, its committees, the Host Society, partners and participating contingents during the planning, delivery and wrap-up of the NAIG.

It is the responsibility of all parties involved in the NAIG to be knowledgeable of, and adhere to these policies and procedures. The NAIG Sport and Technical Committee is responsible for the regular review of this manual and will recommend any changes as required to the NAIG Council for approval. Until such time as those recommendations are reviewed and approved by the Council, the version identified below will serve as the official Governing Rules of NAIG.

The Governing Rules will be enforced by the NAIG Council. Additionally, the Host Society is bound by the NAIG Council Hosting Agreement to enforce these rules on behalf of NAIG Council and to conduct the planning and delivery of the Games in accordance of these Governing Rules.

In order to be considered eligible for participation in the 2020 NAIG Games, agreement and acknowledgement of these Governing Rules is required by the Chef de Mission from every contingent. These rules will be distributed by each contingent's NAIG Council representative and each representative will ensure that Appendix I is signed by the Chef de Mission and the NAIG Council Rep for their contingent and return to NAIG Council.

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NAIG GOVERNING RULES

1. Contingent Representation

All contingents participating in the North American Indigenous Games (NAIG) must represent the Indigenous/Aboriginal Peoples of a Province/Territory in Canada, or a State in the United States of America. Only athletes registered with a contingent shall be eligible to compete in a NAIG. While teams will be organized by Province/Territory/State in the medal standings and during the Opening Ceremonies, no team shall be forced to fly any flag against their will.

All contingents must be in good standing with the NAIG Council to participate in the Games as stated in the NAIG Council Constitution & Bylaws. The USA Contingents must be in good standing with the Indigenous Peoples Sport Circle (IPSC) as stated in their Constitution to participate in the NAIG. The Canadian Contingents must be in good standing with the Aboriginal Sport Circle (ASC) as stated in their By-Laws to participate in the NAIG.

2. Contingent Size

The size of the 2020 NAIG Sport Participant component may not exceed 5250. This includes athletes, coaching staff, chaperones and the cultural contingent from each P/T/S.

The total number of participants allotted to Canada and the United States of America is determined prior to each games by the NAIG Council through historical participation data.

Once the NAIG Council has established the participation levels for each country, the Aboriginal Sport Circle (ASC) in Canada and the Indigenous Peoples Sport Circle (IPSC) in the United States of America will conduct their own domestic allocation process to determine the contingent numbers for each Provincial/Territorial/State (P/T/S) eligible to compete at the 2020 NAIG. These contingent allocations must not exceed the maximum contingent size of 550 (athletes, coaches and chaperones) as established by the NAIG Council.

The contingents will be provided core services by the Host Society as outlined in the NAIG Hosting Standards.

2.1. Athletes and Coaching Staff

The total number of athletes, coaching staff and chaperones per contingent must not exceed the allocations determined by the ASC and IPSC.

2.2. Chaperones

The Adult-Athlete ratio as per NAIG Hosting Standards is 1:5. The number of chaperones allowed is determined by the total number of athletes and coaches to meet the 1:5 ratio.

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Chaperones assist coaching staff with supervisory duties for the duration of the Games. Their primary role will occur during non-competition times. Chaperones must be of same gender as the team they are assigned to.

Athletes are not to be left unsupervised at any point during the Games. Teams must register and assign chaperones as required according to their team size.

3. Athlete Eligibility

3.1. Indigenous Ancestry

All athletes competing in the NAIG must be of Canadian and/or American Indigenous ancestry. All participants must provide proof of ancestry. The following items will be accepted as proof of ancestry:

Canada: Status Card, Inuit and Inuvialuit identification, or a Métis Card from one of the provincial bodies recognized by the Métis National Council (the Métis Nation of Ontario, The Manitoba Métis Federation, the Métis Nation – Saskatchewan, the Métis Nation of Alberta, the Métis Nation British Columbia).

United States: Tribal Identification Card or Certificate of Indian Blood.

If none of the above apply (i.e., non-status Indians) the Declaration of Indigenous Ancestry Form (Appendix B) must be completed by the athlete, submitted to the team and endorsed by the regions first and secondarily approved the NAIG Council. The Chef de Mission will then submit this form, along with all accompanying ancestry information from the athlete, in the Host Society's registration package on the final deadline (refer to Section 7: Participant Registration).

During the games, any questions concerning a participant's Indigenous ancestry must be conducted through a formal protest. Any protest lodged against a participant must follow the procedures outlined in section 12.2: Formal Protest Procedures/Eligibility Protests.

3.2. Age Categories

Please refer to the 2020 NAIG Sport Technical Package for age categories per sport.

3.3. Residency

Athletes and Coaches must be permanent residents of the contingent they are competing for. A permanent resident is defined as someone who has been granted permanent residency 180 days prior to the start of the Opening Ceremony. Permanent residents have legal documentation confirming permanent residency, which a Province/Territory/State Health Card, Driver's License, court documents, or any other residency documentation deemed eligible by the NAIG Council.

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An athlete or coach's permanent residence must be located, for at least the 180 days prior to the opening of the Games, within the recognized boundaries of the contingent they are representing. An athlete or coach can have only one permanent residence. Should an athlete or coach not meet the 180 days permanent residence requirement, they will be ruled as ineligible to compete in the games.

Athletes registered and attending full-time (complete year) in an academic institution outside of their Province/Territory/State, who do not return to their permanent residence over the summer, may submit a Academic Residency Form (see Appendix K) stating which contingent they will be trying out for – either their Province/Territory/State of permanent residence, or the Province/Territory/State where they are attending school.

Athletes and coaches that permanently reside on a reserve/reservation who's borders encompasses more than one Province/Territory/State are able to choose which contingent that they will tryout and compete for (eg. Akwesasne Mohawk Territory).

In all situations where an athlete has the option to choose the contingent they are trying out for, they must complete a Residency Declaration Form (see Appendix J) and submit it to the Chef de Mission. The Chef de Mission is responsible for sharing the Residency Declaration Form with the contingent that the athlete chose not to tryout for.

Under no circumstance, may an athlete tryout, and/or, compete for more than one Province, Territory or State.

3.4. Amateur Status

All athletes participating in the NAIG must be of amateur status in the sport they are entered and/or competing in. Each sport will abide by their National Sport Organization's or National Sport Governing Body's definition of an amateur athlete.

3.5. Single Sport Participant Policy

Athletes participating in the NAIG can only enter and compete in one sport.

3.6. Athletes Registering in Older Age Categories

Athletes may move up one age category provided that an athlete or team is not already identified in that category from their contingent. Please check the approved Sport Technical Package for age categories.

3.7. Transgender Participant Policy**

Individuals should be able to participate in the gender with which they identify and not be subject to requirements for disclosure of personal information beyond those required of cisgender athletes.

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4. Coaching Eligibility

The NAIG are an important vehicle for the promotion and advancement of Indigenous coaching development. To ensure that team coaches are fully trained and prepared for the NAIG environment, the following standards have been established, at a domestic level, for all coaches registered in the NAIG.

4.1 Canada

The NAIG Council has adopted National Coaching Certification Program (NCCP) certification standards for all Canadian coaching staff. All coaches must be fully trained to the level outlined by sport, age category and position and confirmed through a coaches list being submitted to the NAIG Council Executive by July 1st, 2020. The coaches list must include their Coaching Certification number and a copy of their Coach Canada Locker page.

The individual Sport Technical Package outlines the specific NCCP training certification requirements for coach positions within each sport.

All coaches must have trained status in the Aboriginal Coaching Module (ACM). It is mandatory that coaches also complete training in *Making Ethical Decisions, the Respect in Sport Activity Leader Program and Making Headway in Sport*. It is strongly recommended that all coaches receive added training in abuse and harassment prevention, such as the *Commit to Kids* training modules.

4.2 United States of America

All coaches must have completed a sport specific – youth or community – coach certification course recognized in their State.

It is recommended that all coaches should be fully trained to the level outlined by each National Sport body (ie. USA Basketball) for the sport, age category and position they are coaching or possess a state recognized coaching certificate. The list and confirmation, via a coaches list is to be submitted to the NAIG Council Executive by July 1st, 2020.

4.3 Certification Exemptions

Under exceptional circumstances, contingents can request an exemption from certification, on behalf of a coach. A Certification Exemption form (see Appendix D) must be submitted to the NAIG Council Executive or designate to review and rule on all exemptions by M3.

Examples:

- No access to certification in your language (i.e. not available in French).
- Certification not available in P/T/S or online
-

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5. Criminal Record Check / Background Check

ALL participants (athletes, coaches, managers, chaperones and mission staff) considered to be the age of majority in their Province, Territory or State are required to provide a background check, which has been completed within 18 months of the NAIG's Opening Ceremonies. The background check will cover the following:

Canada: Criminal Record Check (CRC) and Vulnerable Sector Check

USA: State Criminal Record Check and Sex Offender Registry Search

Should the following offences appear on an individual's CRC, they will not be permitted to participate in the NAIG. The offences include:

Murder or extreme violent behavior charges	NO time limit
Any sex offence (perpetrator) charge	NO time limit
Soliciting for prostitution (buying of sex)	NO time limit
Violation of a position of trust (including theft or fraud)	NO time limit
Criminal driving offences	NO time limit
Any weapons charge	NO time limit
Arson	NO time limit
Trafficking in any illegal substance	10 years
Shoplifting (theft under \$500)	3 years
Impaired driving	3 years

Teams must request full disclosure of all offences for those athletes and coaches who are age of majority. This includes information on any active charges that would not be identified in a background check

In cases where a volunteer coach, manager, trainer or athlete has a minor offence on their Criminal Record Check, the following should be considered:

- the nature of the offence
- the age of the charge or offence
- what has the individual done since that period of time? Has the individual shown a firm intention to rehabilitate themselves?
- what were the circumstances of the charge and the particulars of the offence involved (e.g. how old was the individual when the events in question occurred, and were there any extenuating circumstances?)
- any other factor(s) which the Chef de Mission determines to be relevant.

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The NAIG Council reserves the right to request a copy of the CRC (via the Chef de Mission) and the provision of additional information with regards to the participant's offences. Any exceptions will be made by the NAIG Council in consultation with the Chef de Mission of the contingent involved.

The individuals are responsible for filling out all forms and paying applicable fees. The individual must provide a copy of their background check to the contingent's Chef de Mission.

The Chef de Mission must declare that all background checks for their age of majority participants have been received by listing each participant, confirming compliance, their position/role and signing off on the list. If a participant has not been verified through a background check they will not be considered eligible to participate in the Games.

The declaration is made through Appendix H: Participant Background Check Form. This form must be completely, signed and submitted to the NAIG Council Executive on or before M3.

If participants do not submit the two necessary background checks to their Chef de Mission and are not included on the form, the participant will be ineligible to participate. The forms will be verified by NAIG Council through a report following M3.

Participants reaching the age of majority 90 days or less from the start of the games, must be listed and proof of application for the required checks (paid receipt from Police, etc.) must be provided to the Chef de Mission.

6. Mission Staff

All contingents are encouraged to appoint mission staff responsible for the management of all team planning, preparations and participation in the NAIG. Some responsibilities include:

- Contingent pre-games and games-time communication
- Coach and athlete selection processes
- Collecting registration forms and fees
- Logistics (i.e. transportation, accommodations, food service, travel to the Games)
- Handling disciplinary issues during the Games
- Post games reporting

Mission staff roles and responsibilities are developed by the contingent along with selecting the appropriate number of mission staff to fulfill all duties.

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6.1. Chef de Mission

All contingents participating in the NAIG must appoint an individual as the Chef de Mission, who will serve as the team's lead. The Chef de Mission must be mandated by the region and identified to the Host Society. As the Chef de Mission, he/she will represent the interest of their respective P/T/S at all Mission Meetings.

6.2. Mission Meetings

It is the responsibility of the Host Society, in their organizational efforts, to host a series of Mission Meetings prior to and during the NAIG. They are meant for teams to receive updated progress of Host Society plans. Agendas are dictated by hosting standards.

6.2.1. Mission Meetings 1-3

Three Mission Meetings are to be held during the period leading up to the Games known as M1, M2 and M3. This forum provides the Host Society with the opportunity to present games specific plans to the participating contingents, answer questions and gather input from mission staff.

- 6.2.1.1. The timing of the meetings according to hosting standards are:
 - M1: 12 months prior to the games (July 10 – 12, 2019)
 - M2: 6 months prior to the games (January 7-9, 2020)
 - M3: 2 months prior to the games (May 20-22, 2020)

- 6.2.1.2. Attendance at M2 and M3 are mandatory for all Chefs de Mission or Assistant Chefs de Mission. Attendance at M1 is mandatory for at least 1 representative for each team.

- 6.2.1.3. Each contingent may bring up to three (3) people to the meetings. At least one of the representatives must have the delegated authority to make decisions for their contingent at the meetings.

- 6.2.1.4. The Host Society shall cover the costs of the meeting including conference room costs, two meals per day and social functions for not more than three (3) days and ground transportation for tours.

- 6.2.1.5. All team representatives will cover their own costs for accommodations and travel to and from the meetings;

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6.2.2. Mission Conference Calls

The Host Society will host conference calls 10 months (September) and 8 months (November) prior to the Games for mission staff to hear updates on progress of plans since M1, highlight upcoming deadlines and finalize M2 preparations.

Following M2 (6 months out) conference calls will be held monthly to present updated plans, seek input or direction from contingents, identify global issues and contingency plans, and highlight registration deadlines.

6.2.3. Games Time Meetings

The Host Society will host a meeting 2 days prior to the opening ceremonies to present specific information such as airport arrival procedures, village check in procedures, opening ceremonies plans, sport schedules, weather reports, accreditation issues, etc. The agenda will be distributed to Chefs de Mission prior to the meeting.

The Host Society will organize Chef de Mission Meetings each morning during the Games to deal with operational matters, sport issues, medical reports, and disciplinary issues from the previous day. In addition, the Host Society will allow for the distribution of new information such as Games highlights, operational considerations, updated competition schedules, and weather reports for the day.

Attendance at the meetings are mandatory for Chefs de Mission or Assistants, including Host Society Divisional Managers. Contingents are limited to two (2) representatives to attend the meetings.

6.2.4. Mission Centre

During the Games, a Mission Center will serve as a rallying point for all Chefs de Mission's and a communication center for contingent Mission Staff. The Centre will be established in accordance with NAIG Hosting Standards.

7. Participant Registration

Every athlete, coach, manager, chaperone, cultural contingent and mission staff must be registered using the Host Society's registration system. Chefs de Mission for each contingent will be responsible for the input and update of information into the system in accordance with deadlines and procedures.

Registrations are important for the planning of the NAIG. The Host Society relies heavily on the registration information to detail plans for the successful delivery of the NAIG and provide a more enjoyable experience for team members; for example, sport schedules and operational plans are finalized based on registration.

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The participant information collected during the registration process will include, at a minimum:

General Information: Legal name, current mailing address, date of birth, passport information (if from USA), Indigenous ancestry, emergency contact information.

Competition Information: P/T/S name, participant type (athlete, coach, etc.), sport, age division, gender and events competing/coaching in.

Medical Information: Health care number, medical plan information, critical medical information (i.e. diabetic, asthmatic, epilepsy, severe allergies), medical aids.

ALL fields must be filled in, along with a photo (headshot), for accreditation purposes in order to be considered fully registered.

Additional information may be collected for specific purposes, i.e. short biographies (for media), etc. and will be outlined by the Host Society.

All personal information is kept confidential and secured as required by law. The Host Society collects and stores all the information; however, only certain departments can access all the areas, i.e. medical. Other department staff can access general information, i.e. name, sport, gender, age category, team, etc. that are integral to their planning.

7.1. Registration Deadlines:

7.1.1. First: M1 (12 Months) (July 10-12, 2019)

Provincial, Territorial and State teams must officially submit their intention to participate in the 2020 NAIG by this deadline via letter on letterhead including information on their projected team size and breakdown.

Team breakdown data will include participation by sport, age categories and gender divisions. An excel chart template will be provided to teams that will compile and calculate the data. Hardcopies can be faxed in; however, electronic versions in excel format are preferred.

Team participation intent letters and team information must be submitted one week (7 days) prior to M1 to give the Host Society time to review the submissions and prepare the reports for NAIG Council and communication back to mission staff at M1.

This information is used for initial planning for contingent numbers. The actual team composition is at the teams' discretion. The host society anticipates some changes to the registration numbers as deadlines approach. Plans are adjusted following deadlines to keep up to date with projections.

The Host Society and NAIG Council will identify the deadlines by date once mission meetings are finalized.

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7.1.2. Second: M2 (6 months) (January 7-9, 2020)

Update of the team breakdown chart and 50% of each participant registration fee is required/due and postmarked/couriered no later than one week (7 days) prior to M2. This provides the Host Society time to review the submissions and prepare the reports for NAIG Council and communication back to mission staff at M2.

Teams will have access to the online registration system to begin inputting team participant information after the Host Society provides a training session at M2.

7.1.3. Third: M3 (2 months) (May 20 - 22, 2020)

Update of team breakdown chart and balance (50%) of each participant registration fee is required and postmarked no later than May 6th, 2020. All athlete participants including alternates must be registered into the 2020 NAIG Host Society online registration system one week (7 days) prior to M3. This provides the Host Society time to review the submissions and prepare the reports for NAIG Council and communication back to mission staff at M3.

All participants must be fully registered in the registration system to be eligible.

NAIG Council recognizes changes to adult coaches, managers and chaperones can occur due to personal and professional obligations and concessions have been made with the substitution policy below for these participants only. In any case, the participant must be fully registered in the system to be eligible.

7.1.3.1. Incomplete / Incorrect Registrations

Duplicates, missing field information, missing photos, etc. will be brought to the attention of mission staff at M3 - to be corrected within one week (7 days) after M3. Discrepancies not corrected will be considered inactive and therefore ineligible to participate.

7.1.3.2. Supplementary Registration Forms

Copies of all supplemental forms, i.e. ancestry, background check form, etc. must be submitted to the Host Society at M3. Online registrations will be updated with this new information and kept on file.

7.1.4. Final Rosters: 1 month (June 15, 2020)

Final rosters (athletes and coaches) must be activated from the names provided at the M3 deadline. Alternates must be set to inactive. All active participants in the system must be fully registered, meaning all required fields filled in completely and photos included.

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7.1.4.1. Substitutions

Athletes can only be substituted after the 1-month deadline due to medical reasons or extenuating circumstances (i.e. family emergencies). Substitutes should only be taken from alternates identified in the registration system.

Coaches and Chaperones can be substituted up to 1 week before the start of the NAIG. Coach substitutions in the days leading up to the Games will be done upon arrival, however, this may cause delays for the coach to access Host Society services.

Special Note: It is the responsibility of the Chef de Mission (or designate) to find the qualified coaches for athletes. All financial responsibility for the participants travelling to and returning from the NAIG will fall with the participant(s) and/or team.

If a coach is removed or unable to participate in the Games, the Chef de Mission (or designate) will assume the coaching responsibilities.

7.2. Registration Fees

The amount of the registration fee is set through consultation and agreement between the Host Society and the NAIG Council. The set amount is to be based on the presentation and approval of the Host Society's baseline budget. Major consideration is to be given to the Host Society's revenue base, balanced with the understanding that the fee should not be cost prohibitive to participants.

Fees will not be accepted by individual team members. Teams are responsible for collecting their team members' fees and making one payment to the Host Society.

It is the responsibility of the team to ensure each payment made by or on behalf of their team members is accounted for appropriately in their region.

7.2.1. Reconciling Payments

Payments made at M2 will be for the first half of each participants' fee as per the team size projection. An updated team breakdown chart can be used as a source document along with letters on team letterhead outlining payment amount and numbers.

Payments made at M3 will account for the balance of the actual team size with a list of team members as per the updated team breakdown chart.

M3 Payments will be cross referenced with the 1-month final roster deadline by the Host Society and reported to the team and NAIG Council.

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7.2.2. Reimbursements

Participant fees will not be reimbursed after the 1-month deadline unless a participant is not attending due to medical reasons or extenuating circumstances outside the control of the participant (i.e. death in family, major medical situations). If for medical reasons, a doctors' note is required. Other reasons must be put in writing by the Chef de Mission, on behalf of the family, where necessary. Reimbursements for any other reasons will be determined by NAIG Council.

7.3. Deadline Enforcement

All Registration requirements must be met by the teams and submitted to the Host Society by the team's Chef de Mission on or before the deadline dates.

7.3.1. Host Society Registration Reports

Deadlines are enforced by the Host Society through the submission of a registration report to the NAIG Council Executive Committee summarizing the registration deadline requirements and outcomes. Registration reports are required within 3 days of a deadline.

If the report shows teams have not met any or all requirements of a deadline the Host Society shall recommend to either; remove the team, remove team members or negotiate an alternate arrangement provided that it does not negatively impact plans from that point forward.

7.3.2. Registration Mediation

The Executive Committee may work with the Host Society and affected teams to mediate a resolution. Priority would be for the Host Society to deal directly with the team. The Host Society and Teams will submit necessary documents and outline their issues individually. Final decisions will be made by the Executive Committee.

Where perceived or real conflicts of interest arise with Executive Committee members regarding their team's registration an alternate will be chosen from the NAIG Council board of directors.

7.3.3. Final Approval

A written report with supporting documents will be distributed to NAIG Council from the Executive Committee outlining the issues and outcomes. Recommendations will be reviewed, adjusted where necessary and approved by vote. NAIG Council will convene a meeting 3-7 days following a deadline to hear the report, resolve any issues and vote to ratify the report and recommendations.

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8. Sport Technical Package

The Technical Package is a critical part of the NAIG and offers comprehensive assistance to the Host Society and the Chefs de Mission, key components include:

- Sport and event eligibility definitions.
- Athletes age eligibility verification and sport technical information for team selections.
- Coaching certification standards.
- Competition formats and scoring procedures.
- Established maximum number of participants per age category.

Every NAIG coach, manager and mission staff member has an obligation to read and understand every aspect of the Sport Technical Package. If there is anything in the Sport Technical Package that is unclear, individuals are encouraged to seek clarification from their Chef de Mission.

The previous games' Sport Technical Package will be provided to the Host Society at the time of awarding the games. The Sport & Technical Committee with representatives of the Host Society will review and revise the package and submit to the NAIG Council for approval. The committee will utilize the assistance of the NGB/NSO, P/TSO-P/TSGB and other advisors to ensure the most recent international and national rules for each sport are up to date.

After the document has been ratified by the Council, no changes will be made to the document. The NAIG Council representatives will have an opportunity to review and provide input to the package prior to its approval.

9. Sport Program

The following fourteen (14) sports have been identified as Core Sports to the NAIG. The maximum number of sports included in NAIG will remain at fourteen (14).

The NAIG Council's Sport & Technical Committee is responsible for the evaluation of the sport program. The committee will be tasked to investigate and recommend adding, modifying, or eliminating sports. Items to be considered in the evaluation include: the cost analysis of the sport to the Host Society and contingents, the registration/participation levels of the sport including gender and age category breakdown.

Lacrosse, Archery and Canoe/Kayak as competitive sports traditional to Indigenous peoples are exempt from elimination/replacement. However, modifications can be made to these sports to account for changes in participation rates in the disciplines involved in each.

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It is therefore the obligation of a Host Society to offer and deliver these sports.

Individual Sports	Team Sports
3D Archery	Baseball
Athletics	Basketball
Badminton	Lacrosse
Canoe and Kayak	Soccer
Golf	Softball
Rifle Shooting	Volleyball
Swimming	
Wrestling	

9.1. Standards

Currently, the NAIG operates without minimum competitive standards for entry into the sporting events. At present, the quality of individual team selection process is the only means for ensuring a high level of competition at the Games.

9.2. Removing a Core Sport

Removing a sport(s) from the Core Sport list can only be performed by the NAIG Council. Removal would be based on recommendation of the NAIG Sport and Technical Committee through a comprehensive evaluation process.

9.3. Trial Sports

Trial Sports are new sports introduced into the Games, on a trial basis, in effort to have them considered for Core Sport status. A sport can only be introduced as a Trial Sport through approval by the NAIG Council. This process should begin approximately two (2) years out from the next NAIG.

NAIG Council will task the Sport & Technical Committee to evaluate the trial sport and make recommendation(s) to the Council for input and approval.

Trial sports will have full competition status and therefore results will count towards the overall team title standings. Trial sports will be considered only for one Games.

For the 2020 NAIG, the two trial sports will be:

- Beach Volleyball
- Rugby 7's

9.4. Demonstration Sports

Demonstration Sports are offered in recognition/appreciation of Traditional Games of the Indigenous peoples of North America. They are profiled in an exhibition capacity held in conjunction with the NAIG Cultural Program.

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Demonstration Sports are not a part of the larger games program. They are not open for competition as they are demonstration only. Any results from these events do not count towards the final medal counts.

Medals for these events can be awarded but should be different from the competition medals.

Any P/T/S that wishes to promote a demonstration sport can do so through an application to the Host Society.

9.5. Sport Competition Format

Individual sport competition formats are listed specifically by sport in the Sport Technical Package. The Sport Technical Package will outline the minimum participant requirements for all individual sports.

Team sports competition format will be determined by the number of entries per age category. The Host Society will make every effort to maximize the number of games each team receives. Each team will play a minimum of three games. There is a minimum requirement of three (3) teams in a Team Sport (Baseball, Basketball, Lacrosse, Soccer, Softball, and Volleyball) in order for the competition to occur.

In the event of the competition being cancelled in that division, the team has the option of moving up a division to compete, only if that P/T/S does not have a competitor already in that division and the Host Society can accommodate the move.

10.Results

The Host Society will provide daily competitive results from each sport venue and distribute/communicate those results to all contingents. Results must be displayed for viewing by coaches, athletes and spectators in a central results area.

11.Awards

11.1. Sport Awards

Medals will be awarded to the top three finishing athletes of every event being offered for the fourteen (14) core sports and Trial Sports (as per 9.3) at the games in each age category and gender division. Medals will also be awarded to the Coaches and Managers of Team sports.

11.2. Overall Team Champion Award**

The 2020 NAIG will not have an overall team champion award.

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11.3. Honorary Awards

Any awards to be named after, or presented in honor of an individual must be sanctioned by the NAIG Council. Any P/T/S that wants to establish an Honorary Award must do so through application to the Council. Any Honorary Awards are to be permanent fixtures of the NAIG.

11.3.1. John Fletcher Spirit Award

The John Fletcher Spirit Award is presented to the contingent that demonstrates the spirit of teamwork, fair play, respect and integrity throughout the NAIG competition week. This will be decided through a voting process.

Please refer to Appendix E for more information.

The John Fletcher Spirit Award will be presented at the closing ceremonies. The creation of this award is left to the Host Society and as such the Host Society will be responsible for covering the cost.

11.3.2. Todd Diabo Award (1993) for Wrestling

This award was established in 1993. It has been incorporated into the Governing Rules through Historical processes by past NAIG Council.

The Todd Diabo Award for Wrestling is presented to the team with the most points in the Male Wrestling competition, combining scores from each age category.

Todd Diabo (1973–1993), a three-time Greater Montreal Athletic Association Champion, two-time Coaches Cup Winner and a 1990 North American Indigenous Games Champion, was a Kahnawake Survival School Wrestler for four years and the Captain of the Team. Todd will always be fondly remembered for his sportsmanship and his stamina.

The Todd Diabo Award for Wrestling will be presented at the end of the wrestling medal presentation. It is the responsibility of the past recipient to return this award to the Host Society.

11.3.3 Mille Lacs Band of Ojibwe – NAIG Female Wrestling Champions Trophy

The Female Wrestling Trophy is to be presented to the team with the most points in the Female Wrestling competition, combining scores from each age category.

The trophy will be presented at the end of the wrestling medal presentation. It is the responsibility of the past recipient to return this award to the Host Society.

11.3.4 Dave Canadian Award

The Dave Canadian Award is presented to the team that wins the most medals combined between Male & Female participants in the Wrestling Competition.

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Dave Canadian was dedicated to the NAIG movement and was involved in all of the games since their inception. He always participated with a great deal of dedication in various roles, be it as a Coach/Manager, Chef de Mission, President of the Board of Directors, or any other role.

He was always able to instill passion for sport among Indigenous youth, leading them to great success in many competitions. He knew how to give these young people hope while pushing them to new heights.

Please refer to Appendix E for the outline/scoring system for all wrestling awards.

12. Formal Protest Procedures

During the games, any contingent wanting to lodge a protest will need to first fill out the Protest and Appeal Application (*Appendix F*). Any sport and/or technical protests must be submitted to the Host Society Sport Committee Chair or designate within ninety (90) minutes after the protested sports competition has ended. All other protests may be submitted to the Chair of the Host Society at any given time throughout the NAIG.

All protest applications must be accompanied by a \$250 – cash fee (currency of the Host Society) in order to be valid. This fee is only refundable if the protest/appeal is won.

12.1. Sport Jury of Appeal

There will be a Sport Jury of Appeal Committee for each of the sports. This Committee will consist of five (5) members: An Elder, NAIG Council representative, Host Society representative, a Chef de Mission and a Coach from the particular sport. All members must not be directly related to the protest or be from the protestor and protested contingents. This Sport Jury will deal with any written protest relating to matters of the Rules and Regulations of that specific Sport. Any decisions of the Sport Jury of Appeal are final. The written protests will be accompanied by a \$250.00 - cash fee (currency of the Host Society) which is only refunded if the appeal is won.

12.2. Eligibility Protests

During the games, any protest lodged against a participant must be submitted through the Chef de Mission. Issues of ancestry, age eligibility and residency will be handled at the Chef de Missions table. Protests will be handled in the quickest possible manner to limit interference of the competition schedule. The athlete in question will maintain participating in their sport until the final decision has been rendered.

The Chef de Mission must be prepared to submit personal identification and pertinent documents (i.e. Declaration Form, letters, etc.) on behalf of the athlete in question to the Official designated to handle the protest. The decision rendered by the Chefs on eligibility will be final.

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13.Extraordinary Disciplinary Policies

NAIG Council fully expects that all participants (athletes, coaches, chaperones and mission staff) adhere to the NAIG adage of “The Spirit, Strong, Brave and True”, by maintaining the integrity of participation as Indigenous people through the continued celebration of health and wellness through sports.

13.1. Zero Tolerance Policy

In its promotion of a drug and alcohol free event, the NAIG Council is opposed to the use of illegal drugs, alcohol, cannabis, non-traditional use of tobacco, e-cigarettes and solvents within the NAIG. The NAIG Council is also opposed to the use by athletes, coaches and officials, any banned and restricted substances for the purpose of performance enhancement. Zero tolerance means that behavior contrary to the above will not be tolerated and will result in the immediate loss of all privileges associated with participation in the Games. Incidents that involve the use of illegal drugs, alcohol, cannabis, non-traditional use of tobacco, e-cigarettes and solvents are normally dealt with on an individual team basis through their own disciplinary procedures. These procedures could result in the individual(s) being removed from the Games and reported to the Host Society. Teams are responsible for making the appropriate arrangements to remove team members from the Games.

13.2. Expectations

All Chef de Missions, Mission Staff, Athletes, Coaches and support staff are required to accept the above policy.

Teams, under the direction of the Chef de Mission, shall develop team rules that are reasonable, fair and consistent. Each contingent is required to submit their Code of Conduct and discipline procedures which must include the “Zero Tolerance Policy” to the Host Society. Contingents must submit this information on the second registration deadline listed in 6.0.

The Chef de Mission has a duty to report any disciplinary actions that result in a participant’s removal from the games.

13.3. Extraordinary Discipline Committee

Any incident beyond the scope of a contingent’s own disciplinary procedures will require the Games Disciplinary Committee to review the incident and render a further disciplinary decision. A disciplinary committee will be established by the Host Society and comprised of two Chefs de Mission and three Host Society representatives inclusive of an elder. The Host Society will appoint two alternates from the Chefs de Mission in case of conflict. All incidents will be handled in the quickest possible manner to limit interference with the competition schedule. The contingent or contingent participant in question will maintain all privileges associated with the Games, until the final decision is rendered.

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13.3.1. Extraordinary Appeal Process

The contingent or individual participant in question may appeal any decision that they feel is too severe in light of the circumstances. An appeal must be presented to the Disciplinary Committee, in writing, within four (4) hours after the delivery of the disciplinary action taken by the committee. An Appeal Committee, consisting of the Host Society Chair, NAIG Council Chair and Elder will hear the appeal. The contingent or individual participant will be invited to present their case to the Appeal Committee. The contingent or individual participant may be accompanied by an advocate of their choice. The contingent or individual participant will be provided with a copy of all documentation to be considered by the Appeal Committee during the appeal process. The Appeal Committee will decide whether to uphold the decision of the Disciplinary Committee or find in favor of the contingent or individual participant. The decision of the appeal committee is final and will be provided in writing to the contingent or individual participant.

14. Uniforms

14.1. Contingent Uniforms (Walk-Out Uniforms)

Every P/T/S contingent participating in the NAIG must have a contingent uniform. This uniform is to be worn by all contingent members. The display of contingent uniforms is critical to the "Parade of Athletes" in the Opening and Closing Ceremonies.

Traditional regalia are encouraged at the "Parade of Athletes"; otherwise all athletes must be dressed in their Contingent uniforms.

Contingent uniforms include Jacket (top), Pants or Shorts (bottom), Hat and Sport Bag. Hats and Bags do not need to be worn/carried in the opening or closing ceremonies.

14.2. Competitive Uniforms

All Participants must comply with the rules relating to competition uniforms as outlined in the Sport & Technical Package and the respective rulebook governing the sport.

15. Commercial Marking Rules

This section provides rules specific to the use of commercial and non-commercial identification permissible on the Contingent (Walk-out) uniforms, Warm-up apparel, and competition attire. All participants, including coaches and team officials, regardless of sport, are considered members of a P/T/S contingent, and also come under these rules.

The NAIG Council is interested in the NAIG Council logo visibility on team clothing. The NAIG Council logo is required to be placed on Contingent (Walk-out) uniforms, Contingent Sport Bags and Warm-up apparel. This logo shall be no smaller than 40 cm² (2 x 3") per garment.

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All teams will be allowed to place non-commercial marks on Walk out uniforms, in addition to corporate and/or manufacturer marks as outlined below.

Non-commercial marks may take the form of the Province, State or Territory, complete with their logo, the name of the PTASB (and US equivalent) complete with their logo and team nickname that is non-commercial in nature. Additionally, Indigenous community sponsors will be considered non-commercial and will be allowed.

The walk-out uniforms must follow the P/T/S Contingent colors.

The P/T/S Chef de Mission or their designate will monitor the size and positioning of these non-commercial marks.

15.1 Contingent Walk out uniforms

15.1.1. Top, Bottoms, Hat

In addition to the non-commercial marks noted above, a P/T/S contingent will be allowed to have a maximum of two (2) non-conflicting corporate sponsors on the walk-out uniform, in addition to the logo, emblem or name of the garment manufacturer. The sponsor will be authorized on both the jacket (top) and the pants (bottom) and hat.

The combined total of the corporate name or trademark logos on each item shall not exceed 40 cm² (2" x 3"). Letters for names shall not exceed 4" x 2" (10 cm x 5 cm).

All manufacturer marks (trademark logo) must be in the same size as those commercially available to the general public.

15.1.1.1. Sport Bags

In addition to the non-commercial marks noted above, a P/T/S contingent will be allowed to have a maximum of two (2) non-conflicting corporate sponsors on the contingent sport bag, in addition to the logo, emblem or name of the bag manufacturer.

Each corporate sponsor logos may not exceed 100 cm² (4 x 4") on each bag. Letters for names shall not exceed 4" x 2" (10 cm x 5 cm).

All manufacturer marks (names, logos and designs) must be in the same size as those commercially available to the general public.

15.2. Team Competition Uniforms

Only the uniform manufacturer's name or trademark logo and official Contingent name and/or Contingent logo may be worn on team competition uniforms (field of play uniforms).

All manufacturer marks (names, logos and designs) must be in the same size as those commercially available to the general public.

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Under no circumstances are corporate or non-commercial sponsor marks (other than Contingent name and/or Contingent logo) allowed on competition uniforms that are used in the Field of Play as defined by the Games' Host Societies.

The only marks allowed will follow the individual sport rule book for uniforms and will be outlined by the Host Society.

15.3 Team Warm-Up Apparel

Rules for Warm-Up Apparel (uniforms) will apply to individual team issued suits (ie. soccer, basketball) that include a top/pant combination.

P/T/S contingent will be allowed to present corporate and community sponsors on the warm up apparel in addition to the logo, emblem or name of the garment manufacturer.

All manufacturer names, logos and designs must be in the same size as those commercially available to the general public.

Each corporate sponsor logos may not exceed 100 cm² (4 x 4") on each bag. Letters for names shall not exceed 4" x 2" (10 cm x 5 cm).

15.4 Competition Head Gear

Competition helmets and headgear may only carry trademark logos or names of the manufacturer. A P/T/S contingent may also place the emblem of the P/T/S contingent on the head gear.

15.5 Sponsor Restrictions

Tobacco, alcohol and cannabis use is inconsistent with the positive, healthy values of participation in the NAIG. The NAIG Council thus prohibits the sponsorship of any and all aspects of the NAIG by manufacturers of tobacco, alcohol, e-cigarettes and cannabis products.

15.6 Compliance of Policy

It is the responsibility of the Host Society to ensure team compliance of the NAIG Council Commercialization Policy. Violation of the policy will result in the team participants being warned that he/she/they are not in compliance with the NAIG Council Commercial Marking Rules and will be given the opportunity to comply by removing or covering the item.

Chefs will be notified of any violation of the policy.

16 Opening & Closing Ceremonies

The Host Society Opening and Closing Ceremonies will allow for the temporary suspension of competition and practice scheduled on these days to provide an opportunity for all athletes, coaches, managers, mission staff, Host Society staff and volunteers to observe and participate in these ceremonies.

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17 International Sport Sanctioning

The Host Society will attempt sanctioning as an International competition through the host countries national sport governing bodies/national sport organization. International rules and regulations will apply to all aspects of competition, taking precedent over any domestically recognized rules and regulations unless availability of facilities are incapable of accommodating for international rules. All efforts are to be made to utilize International rules and regulations which will ensure that all results will be recognized by the appropriate International Sport Federations.

If international sport sanctioning is not viable, national sport sanctioning will be sufficient. The same applies to rules of the sport.

18 Insurance

All contingents are required to carry additional accidental/health insurance for each contingent member. This coverage is in addition to any P/T/S Health Care Program and must span from the period of time that the contingents depart for the Games, through to their return home. The Contingents must demonstrate to the Host Society the proof of valid medical insurance for the coverage in the country in which the games will be held.

Each contingent must also possess Liability Insurance and provide proof of that coverage to the Host Society.

Proof of insurance must be submitted at M3.

19 Doping Policy

The North American Indigenous Games Council wholly embraces the ethics of fair play in sport by unequivocally opposing any behavior deemed unethical; this includes the use of substances and methods banned by the international sport community.

19.3 Doping Controls/Drug Testing

All Games will implement an anti-doping campaign to educate participants on the negative impacts of banned substances. Random drug testing may be conducted at the Games using methods established by the World Anti-Doping Agency (WADA) if available to the Host Society. Subsequent disciplinary action is determined by the NAIG Council.

Any participants found to be guilty of a doping related infraction (as determined by drug testing procedures) during an event will be immediately suspended from participation in the NAIG. The NAIG Council will determine subsequent disciplinary action for an infraction. In making a decision, this Committee will be guided by holistic healing principles traditional to Indigenous

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peoples, while abiding by all rules and regulations governing suspensions related to doping infractions, as established by the WADA.

Competitive results from the date a positive sample is collected shall be invalidated (individual and team events would be similarly affected). Sport scoring and team rankings will be adjusted accordingly and placing and awards shall be re-awarded as required.

Note: The Host Society is responsible for providing each team with the most up to date List of Banned substances as established by the WADA.

20 Human Rights (Discrimination) Policy

As a sporting event that celebrates the vast cultural diversity of the Indigenous peoples of North America, the NAIG vehemently opposes all conduct/behavior that is discriminatory.

The Games will not tolerate any discrimination based on: ethnicity, colour, age, gender, culture, sexual orientation, gender identity, religion, disability, family status or marital status. This policy also prohibits bullying and hazing. For this reason, each Games will be designated a "Discrimination/Harassment Free Zone." Any complaint relating to these issues will be brought forward to the NAIG Council through the Chefs de Mission and the appropriate course of action will be followed.

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Appendix A – Contingent Allocations #'s**

** TBD

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Appendix B - Declaration of Indigenous Ancestry Form

All competitors of Indigenous Ancestry who do not have a Tribal Identification Card or Certificate of Indian Blood (USA), Status, Inuit Identification or a Métis Card from one of the provincial bodies recognized by the Métis National Council (the Métis Nation of Ontario, The Manitoba Métis Federation, the Métis Nation – Saskatchewan, the Métis Nation of Alberta, the Métis Nation British Columbia) must complete this form. This must be filled out and given to the team Chef de Mission along with all accompanying ancestry information and submitted with the competitor’s registration form.

I, _____ (Athlete’s Name) hereby declare that I am of Indigenous Ancestry and therefore eligible to compete in the 2020 North American Indigenous Games.

My Indigenous Ancestry can be traced back to: (Attach information)

NAIG Council must endorse this declaration after the PTASB/US Contingent Approval

Athlete’s Name (Print) Athlete’s Signature Date

Full Address: _____

PTASB/US Contingent Approval (Print) Signature

Date

NAIG Council Approval (President/Designate) Signature

Date

Please ensure that a complete copy of this form plus all other ancestry information is attached to the final registration form submitted to the Host Society.

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Appendix C - Age Category Exemption Form**

As an athlete who is eligible to compete at the 2020 North American Indigenous Games for

Team _____ (Contingent Name).

_____ (Athlete's Name), competing in _____
(Sport) is submitting an Age Category Exemption Form for consideration and approval by the Host Society to move up from:

_____ (Original Age Classification and year of birth)

To

_____ Higher Age Classification

For the following reason(s):

*Athletes may move up only one age category higher than their own.

With the approval of:

_____	_____	_____
Coaches Name (print)	Signature	Date

_____	_____	_____
Chef de Mission's Name (print)	Signature	Date

_____	_____	_____
Parent/Legal Guardian's Name (print)	Signature	Date

_____	_____	_____
Athlete's Name (print)	Signature	Date

The Chef de Mission must ensure that a complete copy of this form is attached to the final registration form and submitted to the Host Society

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Appendix D - Coaching Exemption Form

As coach who is eligible to compete at the 2020 North American Indigenous Games for
Team _____ (Contingent Name)

I, _____ (Coach's Name), _____ (Sport)
am submitting a Coaching Exemption Form for consideration and approval by the NAIG Council, as
I have not received the full qualifications necessary to coach at this level.

Current Coaching Level (NCCP number)

Please explain rationale for exemption:

With the approval of:

_____ Coaches Name (print)	_____ Signature	_____ Date
_____ Chefs de Mission Name (print)	_____ Signature	_____ Date
_____ NAIG Council Rep Name (print)	_____ Signature	_____ Date

The Chef de Mission must ensure that a complete copy of this form is attached to the final registration form and submitted to the Host Society.

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Appendix E – Awards

The John Fletcher Spirit Award

The John Fletcher Spirit Award is presented to the contingent that demonstrates the spirit of teamwork, fair play, respect and integrity throughout the North American Indigenous Games competition week. The NAIG philosophy is demonstrated by the spirit – strong, brave and true, which is built upon values such as integrity, respect and sharing.

The John Fletcher Award is in honor of one of the founding members of the North American Indigenous Games. It is a tribute to his commitment to the principles of these Games and has the blessings of his family in Edmonton Alberta, Canada. This award is presented to the contingent whose members best exemplify these ideals at the closing ceremonies of each NAIG.

Eligible Voters

The following individuals are eligible to vote:

- a. The registered Chef-de-Mission from each contingent represented at the North American Indigenous Games.
- b. A representative from the Sport Committee of each sport participating in the North American Indigenous Games, equaling (14).
- c. The NAIG Host Society will have four (4) votes.
- d. NAIG Council will have four (4) votes, two (2) from the USA and two (2) from Canada.

Individuals in category “a” above cannot vote for their own contingent. If you vote for your own contingent, it will be counted as a negative vote for that contingent. The ballots will be coded to ensure these conditions are met.

Voting Criteria for the John Fletcher Spirit Award

- The contingent that demonstrates sportsmanship and ethical behavior during the North American Indigenous Games.
- The contingent demonstrates fair play, integrity and honesty during competition.
- Respects the rules, officials and their opponents.
- The contingent that exemplifies the Spirit – strong-brave-true during the North American Indigenous Games. (Team support during competition, at the opening ceremonies, and behavior at the Athlete Villages.)
- The contingent encourages other players and fans to sport a winning attitude.

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- The contingent displays modesty in victory and graciousness in defeat.
- Shows respect for opponents before, during and after competition.
- Maintain self-control at all times,
- Participate in the cultural and social interchange aspects of the games, and
- Be role models and ambassadors for sport and their contingent.

Ballots

- Ballots will be distributed to the above noted individuals and collected by the Sport Division of the NAIG Host Society. “Voting instructions” will be attached to each ballot.
- The NAIG Council representative and the NAIG Host Society representative will then tabulate the votes.

Wrestling Awards

For each of the 3 wrestling awards (Todd Diabo Award, Mille Lacs Band of Ojibwe – NAIG Female Wrestling Trophy and the Dave Canadian Wrestling Award), team points awarded in each weight class shall be proportional to the number of participants in each weight class and shall be weighted in the following manner:

# of Competitors ->	6+	5	4	3	2	1
1 st	10	9	7	5	4	N/A
2 nd	7	6	5	3	2	
3 rd	5	4	3	2		
4 th	3	2	1			
5 th	2	1				
6 th	1					

In the event of a tie between two teams, the placing will be determined by using the following tie-breaking criteria. Each step shall be applied until the tie no longer exists.

1. The team with the most 1st place finishes
2. The team with the most 2nd place finishes
3. The team with the most 3rd place finishes
4. The team with the most 4th place finishes
5. The team with the most 5th place finishes
6. The team with the most 6th place finishes

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Appendix F - Protest and Appeal Application

Please refer to section 12: Formal Protest Procedures for more information.

Application must be accompanied with \$250.00 cash (currency of the Host Society) fee.

Contingent Name

Print Name and Position

Please explain the exact situation which you are protesting:

Please use other side or attach additional pages if required.

Date: _____ Time of incident: _____

Explain your disagreement:

Please use other side or attach additional pages if required.

Chef de Mission Name (print)

Signature

Date

Coaches Name (print)

Signature

Date

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Appendix H - Participant Background Check Form

The following is a list of all team participants who are age of majority (in their Province/ Territory/State) and their role(s), including athletes, coaches, managers, chaperones and mission staff. As a requirement of the 2020 NAIG, **ALL** of our “adult participants” have undergone a Criminal Record Check AND Vulnerable Sector Search, within the last 18 months. If necessary, please feel free to expand the chart.

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As Chef de Mission of Team _____ (Contingent’s name), I hereby declare that we have performed the required background checks within the last 18 months and verify that the above listed staff have been cleared to perform their duties in the identified capacity.

Chef de Mission Name (print)

Signature

Date

PTASB Representative (print)

Signature

Date

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Appendix I - Acceptance of Governing Rules**

I, _____ (Chef name), for Team _____, have received and will to abide by the following Governing Rules dated _____.

I understand that with this declaration, my contingent is now governed by these rules and must abide by them to participate in the 2020 North American Indigenous Games.

Chefs de Mission Name (print)

Signature

Date

NAIG Council Rep Name (print)

Signature

Date

The Chef de Mission must ensure that a copy of this form is submitted to the Host Society by M2.

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Appendix J – Residency Declaration Form**

I, _____ (Participant name),
intend to try out for the following team _____.

I have read the Governing Rules and understand that with this declaration, I am committed to the Province/Territory/State that I have declared in this form and will not be allowed to try out for another Province/Territory /State.

Participant Name:

Choice of Team:

_____ Participant Name (print)	_____ Signature	_____ Date
_____ Chefs de Mission Name (print)	_____ Signature	_____ Date
_____ NAIG Council Rep Name (print)	_____ Signature	_____ Date

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Appendix K – Academic Residency Form

Participant Name:

Choice of Team:

Permanent Residence (Parent/Guardian):

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ E-mail _____

Temporary Residence (Academic)

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ E-mail _____

Academic Institution Information

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ E-mail _____

I, the undersigned, understand and acknowledge that upon signing this Academic Residency Form, I transfer my playing rights to the above mentioned team for the purpose of the 2020 North American Indigenous Games and I may not tryout for another Province/Territory/State after having done so.

Athlete's Name (Print)

Signature

Date

Parent/Guardian Name (Print)

Signature

Date

Chef de Mission Name (Print)

Signature

Date

Please attach a confirmation letter from the institution as proof of enrollment