



Cross Country NWT Community Facilitation Policy January 14, 2021

Overview

This document describes the process by which Cross Country NWT selects and approves community facilitators to provide course, workshop and event facilitation either to Northwest Territories communities that do not possess member ski clubs, or that hold events outside local ski club programming or operations. For clarity, this policy does not apply to events organized or hosted by member ski clubs.

Community facilitators (hereafter described as 'facilitators') are defined as event leaders appropriately credentialed to lead training exercises or any class or gathering as directed by Cross Country NWT. Facilitators may work on snow, on dryland, in classroom settings, or in other settings as agreed with Cross Country NWT.

Facilitators shall be remunerated for their efforts according to the separately established **Facilitator Pay Policy**.

Selection of Facilitators

Facilitator selection decisions rest with the paid administrators of Cross Country NWT or, in the absence or inability of a paid administrator, with Cross Country NWT's Board of Directors. Administrative staff may consult Directors unless a conflict or perception of conflict exists.

In instances where more than one facilitator is available for and interested in conducting a specific assignment, Cross Country NWT shall select the facilitator whose availability, certification, and geographic location most closely suits the purposes of Cross Country NWT, as interpreted by Cross Country NWT.

All facilitators must meet basic qualifying criteria as outlined in this document and as may be further directed by Cross Country NWT's administrators. Exceptions may be made only by resolution of Cross Country NWT's Board of Directors.

Facilitator Qualifications

Any facilitator conducting any course, workshop, or other event on behalf of Cross Country NWT must:

- Place on file with Cross Country NWT a Criminal Record Check (Vulnerable Sector) dated within one calendar year of the event date. Letters from Cross Country NWT allowing the free acquisition of a Criminal Record Check (Vulnerable Sector) are available from administrators on request.
- Provide to Cross Country NWT credentials appropriate to the level and type of event being conducted. Appropriate credentials shall be determined by Cross Country NWT administrators on an event-by-event basis but shall ordinarily adhere to Canadian Association of Nordic Ski Instructors and National Coaching Certification Program coaching streams and contexts: <https://cansi.ca/index.php/en/> and <https://coach.ca/nccp-streams-and-contexts>.
- Supply a written reference to Cross Country NWT upon request.
- Receive written approval from Cross Country NWT to facilitate the event.

Facilitators working directly with schools on behalf of Cross Country NWT must have written approval from the principal of the school in question or delegate before Cross Country NWT can issue approval to facilitate.

Facilitators working directly with other organizations on behalf of Cross Country NWT must be approved by that organization's leader in the respective community, or delegate, before Cross Country NWT can issue approval to facilitate.

Facilitators are acting on Cross Country NWT's behalf only when organizing and conducting events specifically approved by Cross Country NWT. Organization of additional activities not specifically approved by Cross Country NWT, in any setting, is at the facilitator's risk and is an activity for which Cross Country NWT holds no responsibility or liability, financial or otherwise.

Where a facilitator lacks the necessary credentials to conduct a Cross Country NWT event, Cross Country NWT shall make reasonable efforts to provide suitable training for the facilitator to allow their subsequent organization of that event.

Facilitator Responsibilities

Facilitators are asked to keep receipts related to event expenses covered by Cross Country NWT (to be agreed prior to commencement of the event) and submit them within one month of an event's conclusion. Cross Country NWT is responsible only for expenses incurred by the facilitator in the course of carrying out approved events and holds no responsibility for expenses related to travel companions who may accompany the facilitator.

Facilitators are asked to submit all required reporting (to be agreed prior to commencement of the event) within one month of an event's conclusion.

If using their personal vehicle for travel, facilitators should ensure their vehicle insurance covers use for this activity.

Facilitators shall make every effort to minimize one-on-one settings with participants and, where possible, involve school staff in all settings where school students are present. Where a facilitator believes one-on-one contact with a student will be unavoidable in the course of conducting an event, the facilitator is asked to make Cross Country NWT aware prior to commencement of the event.

Facilitators are asked to at all times act professionally, uphold the law, promote Cross Country NWT's values and work to maintain the health and safety of all those in their charge while acting on behalf of Cross Country NWT, including while travelling to and from events and while overnighing in event host communities.