



ATHLETICS CANADA - NATIONAL TEAM ATHLETE'S MANUAL



#WEAREAC



WELCOME!

On behalf of Athletics Canada congratulations on being selected to represent Canada on the world stage this year.

In the pages to come you will be introduced to resources in a number of areas to address any questions or concerns during your preparation for this team, this competition and your time abroad. The resource addresses travel information and guidelines, dealing with the media, Athletics Canada sponsors, anti-doping, where to find up-to-date information on upcoming events and almost everything to prepare you for the event that lies ahead.

It is Athletics Canada's responsibility and objective to ensure that every team member has a positive and successful experience, we strive to take every avenue necessary to help you get there.

Athletics Canada is committed to athlete and coach development, competitive programs and the longevity of our organization to support and develop athletics in Canada. We hope this manual will serve as a quick reference guide to allow you to better understand the roles, responsibilities, and expectations of yourself, and all those involved with the National Team Program. If you have any additional questions, please free contact the appropriate national office staff representative.

Welcome to the team, best of luck in this, and future competitions.

Yours in sport,



ROB GUY
CHIEF EXECUTIVE OFFICER



GORD ORLIKOW
CHAIRMAN OF THE BOARD



MESSAGE FROM YOUR ATHLETE REPRESENTATIVES

As your Athlete Representatives we are here to help you and to act as your voice within the national Athletics Canada organization.

We were national team athletes and we understand the challenges athletes face and what it takes to stay focused on being the best. We work either directly on or closely with several of the National Committees that help drive progress and growth in our sport. These committees include the National Team Committee and the Athlete's Council.

We encourage you to use and continually refer to this National Team Athlete's Manual throughout your time on a National Team. Also use the Athletics Canada website as a reference tool (www.athletics.ca) for the most up-to-date information on committees, rules, competitions and athlete development programs.

We are committed to our responsibility of serving you the athlete with any questions or concerns you might have related to such things as the criteria, selection, decisions or appeals for national teams and carding criteria. We can also help answer or direct you with questions on university selections, training centres, training groups, coaching and event group support.

Do not hesitate to contact us with any questions or concerns you may have - as our voice within Athletics Canada is only made stronger with your contributions!

Yours in sport,

Your Athletics Canada Athlete Representatives



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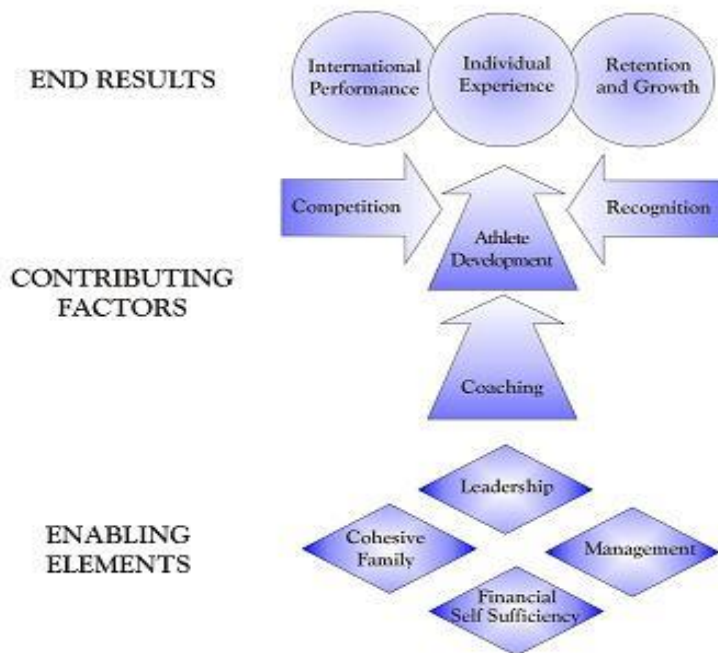
INTRODUCTION

As the National Sport Governing Body for track and field, cross-country running, road running, and race walking, Athletics Canada supports high performance athletics excellence at the world level and provides leadership in developmental athletics. Athletics Canada's mission is the pursuit of leadership, development and competition that ensures world-level performance in athletics.

Our mission is built on four enabling factors: leadership; management; financial self-sufficiency; and a cohesive family. Contributing factors include: competition; coaching; athlete development; and recognition. These elements help us achieve the end result of: international performance; individual experience; and retention and growth.

As a member of a National Team it is important for you to clearly understand the core values we all need to be striving to achieve.

The pursuit of LEADERSHIP, DEVELOPMENT and COMPETITION that ensures world-level performance in Athletics



VALUES

Physical and emotional health and fitness
Individual excellence and personal growth
Individual development beyond sport
Inclusiveness
Integrity



ATHLETE RESPONSIBILITIES

The National Team Program of Athletics Canada represents the highest level of achievement in our sport in Canada. As athletes, you are the stars of our sport and the most important member of any National Team. Athletics Canada has a responsibility to you, the national team athlete, in providing the services that you require to perform at your very best.

This National Team Athlete's Manual is a resource to help you take advantage of the services that are available to you. It is also a tool to help you understand the policies and regulations that govern the National Team Programs of Athletics Canada.

In making a National Team you will have already familiarized yourself with the National Team Selection Criteria or Guidelines which are the key documents that outline how Athletics Canada selects its athletes for every national team. All of the Selection Criteria documents can be found on the [National Team Programs](#) section of our website and should be read in conjunction with the [National Team Selection Rules Book](#).

Maintaining your Eligibility

Your first duty as a national team athlete is to ensure that you maintain your eligibility to be on the team. Eligibility will vary from team to team and the specific eligibility rules for each team are outlined in the Selection Criteria/Guidelines. There is however a common set of eligibility rules that you must abide by:

1. Must maintain your current registered member status with Athletics Canada through your provincial branch
2. Must hold Canadian Citizenship by the Final Selection Date
3. Must comply with Athletics Canada rules concerning Canadian residency
4. Must comply with the Competitive Readiness Requirements as outlined in the Selection Criteria

As a National Team Athlete, you also have a responsibility to abide by the policies and regulations of Athletics Canada. These policies are outlined in this manual. The most important policies are the Member Conduct Policy and the Anti-Doping Policy. Please make sure to read these carefully and familiarize yourself with their contents.

Before you travel

Before you depart to attend any National Team event, carefully read through the team newsletter that will be posted on the events website or sent out via email from the national office. The team newsletter contains all necessary information, including what to do when you arrive and local and emergency contact information. Please print it off and bring it with you when you travel. Also, make sure that you have provided Athletics Canada with all of the mandatory and requested information, including personal, travel, medical and uniform information.

Team Captains

As a team member, you have the responsibility to elect your Team Captains. One (1) male and one (1) female athlete are elected as Team Captains for the duration of each National Team event. Your Team Manager will coordinate the election process. Generally, Team Captains are selected at the first team meeting. The term of office of Team Captains ends at the completion of each competition. Additional responsibilities include flag bearing for all functions (unless determined by a third party e.g. at the Olympic, Paralympic or Commonwealth Games) for the duration of the event and accepting grievances from athletes and resolving matters through the team staff.



ATHLETICS CANADA: MEMBER CONDUCT POLICY

In 2009, Athletics Canada adopted a comprehensive policy which outlines expectations for standards of ethical conduct, disciplinary infractions and procedures; please thoroughly read the complete policy, available at: www.athletics.ca/page.asp?id=153.

These are some highlights of the Member Conduct Policy:

- All athletes are expected to adhere to the Policy's stated expectations of ethical conduct. Failure to do so may result in an infraction and in the imposition of disciplinary sanctions.
- The Policy distinguishes between minor infractions and major infractions. Minor infractions will be dealt with on-site by the person in authority such as the Head Coach or Team Manager. Major infractions are more serious and will be dealt with on-site by the Head of Delegation (or Team Leader if there is no Head of Delegation) and may result in severe disciplinary sanctions, including removal from the team and being sent home.
- Major infractions that occur during a pre-competition training camp or during a competition will be dealt with on an interim basis, but further discipline may be applied later, through a discipline hearing before a Discipline Committee.
- Of particular note to minor athletes, Athletics Canada has a 'zero tolerance' policy with respect to the consumption of alcohol. Breach of this rule is an automatic major infractions and will result in severe penalties.

Prior to departure, each team member will also be required to sign the Member Conduct Policy Waiver and submit it to the National Office. Athletes who are minors will require a parent or guardian's signature on the waiver. Team members annually will need to fill out this form. The waiver is [available online](#) but will also be sent out by the National Team Office.

ATHLETICS CANADA: ANTI-DOPING POLICY

The Canadian Anti-Doping Program (CADP) is generally considered to be one of the most thorough and comprehensive doping control policies in the world. By operating on the basis of a collective agreement within the sport, the policy provides for a truly independent, transparent and cost-effective anti-doping system. It also provides the procedural fairness and protects the athletes' rights throughout the process. The benefits to Athletics Canada are numerous:

- Independent, transparent system provides the athletes and the public, confidence in Athletics Canada and our anti-doping policy.
- When all (majority) sports adopt the policy, it reduces our liability. The CADP serves as a shield against legal challenges to individual National Sport Organizations (NSO).
- All testing services, laboratory analysis, result management and the administration of procedural fairness are all paid for by the Federal Government and the Canadian Centre for Ethics in Sport when Athletics Canada becomes part of the system by adopting the CADP.

Athletics Canada has adopted the [Canadian Anti-Doping Program](http://www.cces.ca) (<http://www.cces.ca>) as the anti-doping policy and regulations of the organization (please refer to Athletics Canada Rules, Section VI, Anti-Doping Rules).



CCES Registered Testing Pool – Whereabouts Information

Most carded athletes are included in the CCES' Registered Testing Pool (RTP). As part of said pool, you are required to submit quarterly whereabouts information. Failure to submit this information can result in an anti-doping violation. For details on the RTP and whereabouts, please visit the "Domestic Anti-Doping Information" page on the Athletics Canada website: <http://athletics.ca/national-team/anti-doping-programs/>

IAAF Registered Testing Pool – Whereabouts Information

Athletes who are selected to the IAAF's registered testing pool must also submit quarterly whereabouts information to the IAAF. Note that the CCES and IAAF do not yet communicate on this matter so it is important that you submit the forms to their respective organization. For details on the IAAF whereabouts and anti-doping programs, please visit the "International Anti-Doping Information" page on the Athletics Canada: <http://athletics.ca/national-team/anti-doping-programs/athlete-whereabouts-program/>

Therapeutic Use Exemptions

If you are using a medication that is currently on the banned substance list, but you require said medication in order to compete, you may be able to apply for a "Therapeutic Use Exemption." There are very specific requirements that you must follow if you need to apply for a TUE, in particular if you use asthma medication. We encourage you to contact the national office if you are unsure about this process. Details can be found on the AC, CCES and IAAF/IPC websites. Failure to follow this process can result in de-selection from the team.

As a member of a national team, you are required to abide by the Anti-Doping Policy. Even if you are not included in the CCES or IAAF registered testing pools, you may still be subject to the doping control process. It is important for you to be aware of your rights and responsibilities throughout the doping control process – and to provide whereabouts information during competition. Carefully read through the Doping Control form and ask questions if you are unsure. Always make sure that you are accompanied by a chaperone (i.e. national team coach/manager/medical staff).

NATIONAL TEAM – SELECTION RULES BOOK

The [National Team - Selection Rules Book](#) serves as a general guide for Athletics Canada's national team athlete selection process. It establishes general principles that are applicable to selection to all National Team events. For each specific National Team event, a "Selection Criteria Document" will be approved and published by the Athletics Canada National Team Committee (NTC). The Selection Criteria Document (criteria or guidelines) outlines the selection process for each team, including team objectives, high performance principles, eligibility for selection, selection processes, deadlines, qualifying periods and standards, exceptions, and performance readiness.

COMPETITION RULES BOOK

The sport of athletics is governed by a complex set of competition rules. These rules govern a wide range of technical elements that specify how the sport of athletics is to be conducted. The dimensions of a track, the height of hurdles, the weight of implements, the starting procedure, and timing are but a few of the



types of rules that are contained in these competition rules books. You will find these rules at the following links:

Competition Rules Book	More Information
IAAF	http://www.iaaf.org/home
IPC	www.paralympic.org
Athletics Canada	http://bit.ly/kp2cxW

APPEALS PROCEDURE

All team members have the right to appeal decisions that affect them. The National Team Committee (NTC) makes most decisions related to Athletics Canada's national team programs e.g. in situations related to selection criteria, staffing, athlete selections, and policies. There is a two-stage appeals process that members may use to have such decisions reviewed.

The first step involves submitting an appeal directly to the National Team Committee. The process, deadlines and regulations for submitting an appeal are outlined in the [National Team – Selection Rules Book](#).

Once an appeal decision has been made by the NTC, the appellant may launch a second appeal if he or she is not satisfied with the appeal decision of the NTC. Such secondary appeals are subject to a fee and timelines permitting, pursuant to [Rules 140-141 of the Athletics Canada Rule Book](#).

NATIONAL TEAM FINANCIAL and TRAVEL POLICIES

Payment of Expenses to Athletics Canada

Team members may be required to pay some or all of their expenses while participating on an Athletics Canada National Team. At the time of selection and/or within the selection criteria document, team members will be given an estimate of how much it will cost them to participate on the team, including a breakdown of the individual cost items. This policy is applicable in all instances where Athletics Canada has incurred expenses on a team member's behalf. All team members must pay these expenses in full prior to departure for the event. A deposit of 50% of anticipated costs is due upon selection to the team. The balance is due 2 weeks (14 days) prior to departure for the event. Should selection occur more than 90 days before departure for the event, the following deposit schedule is applicable:

91 or more days prior to departure	25% of estimated costs
90 days prior to departure	25% of estimated costs
14 days prior to departure	50% of estimated costs

Additional funds to be invoiced or to be returned to the participant will be processed following the event. Payments can be made by Visa, MasterCard, American Express, cheque, money order or email money transfer.

Invoices will be sent directly to the athlete by AC's finance department. Any unpaid invoices will result in de-selection from the team and the member will be considered in 'bad standing' until the invoice has been paid.



Maintaining Good Standing

Confirmation of "good standing" with Athletics Canada is required prior to qualifying and selection for the event. Team members must be registered with their provincial branch and thereby with Athletics Canada at the time of achieving a qualifying performance.

Travel Itinerary and Ticket

The Athletics Canada National Head Office or your Team Manager will provide you with your travel itinerary and ticket. If you have not been contacted with this information within a reasonable time period prior to your departure, please contact the Athletics Canada National Head Office immediately.

Team Travel Bookings

Athletics Canada benefits from the use of group travel bookings where possible and will make arrangements based on the most economical routing that is also conducive to high performance results. In general, preparation periods will be based on time zone differences to the destination country, and on the principle that one day's allowance per time zone difference will be made.

All known travel and departure schedules will be contained in the team Selection Criteria and Newsletter posted on the Calendar and Results section of the website. All potential team members must declare by the required declaration deadline so that the above benefits can be obtained in the most efficient, effective and economical way for everyone involved.

For Junior and Youth teams, Athletics Canada will make every attempt possible to have the team travel on the same flight (leaving from a common airport in Canada).

Departure Policy (*post event*)

It is the policy of Athletics Canada that all team members may stay for the duration of the event and depart on the last official Athletics Canada departure date. The last departure date is usually set one day following the last scheduled event or immediately following the closing ceremonies. Team members who wish to stay longer may do so at their own expense but may not continue to stay in the team accommodation after the Athletics Canada delegation and staff has departed.

Team members wishing to depart early are required to stay one full day following the last day of their competition to answer any media requests. Early departures must be approved by the Head Coach.

Trip Cancellation / Change Fees

For fully funded teams, it is Athletics Canada's policy to not purchase trip cancellation insurance. Travel bookings will be made according to the information provided by team members on the Team Declaration Form. Ticket changes after issuance will be the responsibility of the individual responsible for the change. For example, changes made by a team member after submitting this declaration will be 100% paid for by that team member.

Self-funded team members have the option to purchase travel insurance on their ticket. This insurance would cover the athlete should they have to cancel their ticket for medical reasons prior to departure; the



insurance will cost between \$60.00 and \$100.00 depending on the cost of your actual ticket. Please contact the National Head Office if you wish to purchase this insurance.

Reimbursement of Expenses to Team Members

Where applicable and unless otherwise specified, air travel will be covered up to 100% of actual return costs by the most economical means, and train and bus travel will be covered up to 100% of actual return costs provided that it does not exceed the most economical air travel rate. Team members will be expected to return to their original point of departure, according to the information contained in the Athlete Declaration Form. Extra costs related to non-standard flights that are booked by Athletics Canada, must be paid in full in advance by the team member (see above).

Where applicable, a per diem for meals and incidentals will be provided in the amount of \$52.00 CDN per day for meals. The following breakdown for meals will apply: Breakfast / Lunch / Supper - \$11 / \$16 / \$25.

Where a meal is provided, the cost will be deducted from the per diem, and if all meals are provided, no per diem will be issued.

Where applicable, and only **for fully-funded teams**, additional costs for on-site ground transportation (taxi, buses, subway) or for shipping of equipment (wheelchairs, vaulting poles, medical tables) will be reimbursed using an expense claim (with original receipts). **Normal airline excess baggage costs will be the full responsibility of team members.**

Team Accommodation Policies

A practice of two persons per room (i.e. double occupancy) will be followed wherever possible. If a single room is requested by a participant, he /she shall be expected to bear the excess cost if one is incurred.

Requests to deviate from the required travel dates to and from competition and/or pre-competition training camps will be reviewed by members of the national office staff on a case-by-case basis. Under special circumstances, alternative arrangements may be made for these team members. Elements considered in making these exceptions include:

- Ground transportation coordination
- Minimum travel and time zone acclimatization
- Team meeting and special function attendance
- Team cohesiveness
- Male/Female Rooms

Travelling personal coaches, spouses, and/or family members may not stay in the same accommodation as the Athletics Canada team. If allowed by the local organizing committee, and if vacancy exists, an exception may be made by the Head Coach or National Team Committee to allow non-official team members to stay in the same hotel/building but in separate rooms. All such requests must be made in advance in writing. Under special circumstances alternative arrangements may be made for these team members.



Participation in Training Camps

Athletics Canada requires all selected team members to participate in some organized National Team training camps offered by Athletics Canada. Training camps serve as an educational, health/injury assessment and team building exercise and represents an integral piece in preparing athletes to compete with the best in the world.

In specific cases where mandatory training camps are considered part of the national team program, team members will be expected to attend as per National Team Carding agreements and/or Selection Criteria. In these cases, the acceptance of a position on a National Team therefore means that the athlete or staff team member agrees to be in attendance at the identified training camp. While sensitive to the situations of all team members, Athletics Canada believes that the mandatory nature of such training camps is an important component of the team preparation program and that all team members should be treated equally. If a team member feels that he or she cannot participate in the camp, or abide by the arrival/departure dates, then he or she is free to decline the offer of a place on that National Team. In fairness to all involved, and to maintain the integrity and the successful implementation of the training camp program, it is expected that the scheduled arrival and departure times will be strictly adhered to.

The official team travel program is detailed in Section 1.0 of the Selection Criteria and in the team newsletter or through other communication from the head office. These travel obligations are equally applicable to team members on self-funded and partially- or fully-funded teams. In extraordinary circumstances, for non-mandatory camps and where logistically appropriate, exceptions to these team travel obligations may be granted by Athletics Canada. The request for an exemption must be made in writing well in advance of travel dates.

TRAVEL MEDICAL INSURANCE

Athletics Canada Insurance Policies when Traveling Abroad

Basic medical and liability insurance has been provided to all members in good standing while representing Athletics Canada at a sanctioned domestic event (i.e. National Championships). Excess hospital and medical coverage is also secured for members competing in an international competition while on an Athletics Canada national team.

Athletics Canada's insurance policies are only available to athletes, coaches, and officials and members of Athletics Canada (in good standing) with provincial healthcare insurance. The insured must be prepared to return to his/her permanent place of residence (province where medical coverage is available) as soon as medically possible for coverage. Team members without provincial healthcare insurance are responsible for securing an individual policy. Athletes/members of a National Team, who do not have provincial healthcare insurance, should acquire their own 'out of country' coverage. Securing medical coverage is the responsibility of all athletes/ members without provincial healthcare insurance.

If you are abroad and an incident occurs whereby you require medical treatment, contact your Team Manager or member of the medical staff immediately. The Team Manager and Medical staff has all necessary medical insurance claim forms and emergency telephone numbers.

Please be aware that our medical travel policy is an "excess medical coverage" policy only; this means that it will cover (upon submission and acceptance of a claim) any costs over and above what the provincial medical insurance does not cover.



NATIONAL TEAM UNIFORM POLICIES

Team members are provided with one national team uniform “set” per calendar year. It is the athlete’s responsibility to ensure that they bring their uniform with them to all competitions during the year.

National Teams are grouped by tier depending on their level of competition (see below). What each team receives will vary from team to team based on tier level and availability of inventory at the time of the event. It is the policy of Athletics Canada that all team members on a single team will get the same uniform; however, some outerwear items might vary in style or colour based on gender or age category.

Team members will be given a choice of sizes and Athletics Canada will try to ensure that each athlete named to a National Team will receive a properly fitting uniform for the calendar year.

Tier Categories

Tier	Label	Teams
Tier 1	Senior “A” Teams	Olympic Games; Paralympic Games; IAAF World Championships in Athletics; IPC World Championships; Commonwealth Games; IAAF World Indoor Championships
Tier 2	Other Major Senior or World Level Teams	IAAF World Junior Championships; IAAF World Youth Championships; Penn Relays (USA v. The World); Summer Universiade; Pan Am and Para Pan American Games
Tier 3	Event Group Projects and Regional Teams (Pan Am and NACAC)	Regional Teams NACAC: U-23 Championships; Cross Country Championships Pan Am: Pan Am Juniors; IBSA Pan Am Games; Jeux de la Francophonie Event Group Teams Para-Athletics: IWAS World Juniors; IBSA World Youth/Student Games Endurance: IAAF World Cross Country Championships; IAAF World Half Marathon Championships Racewalking: IAAF World Cup of Racewalking; Americas Racewalking Championships, Combined Events: NACAC Combined Events Challenge (plus any other teams that don’t fall into Tier 1 or Tier 2 categories above)

Note: Athletics Canada reserves the right to change or amend the items that team members receive as required subject to inventory availability.

Exchanges and Purchases

Where possible, and subject to the availability of inventory, Athletics Canada will make every effort to arrange for the exchange of items as requested by the team members **as long as the exchanged item has not been worn**. Team members should immediately contact the National Team Manager (if on-site) or Athletics Canada National Head Office (if prior to the event) to arrange for an exchange of sizes. If it is not possible to make an exchange for a properly fitted item, team members should try to make an exchange with another team member or keep the item of clothing (unworn) and make arrangements directly with the National Head Office following the completion of the event. Only if absolutely necessary, team members may wear their improperly fitted piece of clothing at the event and then may make a request to Athletics Canada to have it replaced afterwards.



It is the policy of Athletics Canada that national team uniforms cannot be purchased. If an item of clothing has been lost, stolen, or damaged, a team member may make a request for a replacement item. Such requests must be made in writing to the National Head Office and will only be granted subject to available inventory following the end of the competitive summer season.

It is important that each team member completes the national team uniform form immediately upon team selection; this allows the national office to effectively and efficiently pack uniforms for the team. Where team selection takes place at a domestic event such as national championships, team members will be outfitted on-site (where possible).

Replica uniform items will be available for purchase. Contact the National Team department for more information.

Brand Awareness and Bib Placement

Nike is Athletics Canada's uniform sponsor and therefore extra care should be taken when representing Athletics Canada at events. Where possible, Nike or non-branded clothing should be worn while travelling to/from events, at accommodations, training tracks and especially at the venue. Team Managers and other staff are aware of this policy and will be prepared to enforce it on-site (primarily at any of the "A" team events where Nike representatives could be present).



Sanctions can be levied to athletes who cover the Canada flag or Nike Swoosh

Representing Canada

Athletes are required to wear the official Athletics Canada uniform items on National Teams. Competition gear is for National Team events and programs only and wearing these items outside of these events is forbidden (including National Championships). Outerwear such as tracksuits and t-shirts/golf-shirts may be worn for public appearances if required.



EVALUATIONS AND FEEDBACK

Athletics Canada and your Athlete Representatives want to hear from you. We want to know how we are doing and how we can improve our programs in the future. We also want to hear if you have any grievances or complaints. Once you return home from your national team experience, you will be asked to complete an online evaluation form. The Athlete Representatives and the Athletics Canada National Head Office will use the results of the survey to improve on its programs.

You may also send a private email to your Athlete Representative if you have a specific issue that you would like to have addressed. It is their responsibility to address your concerns. Their contact information is contained at the beginning of this manual.

While on-site at an event, concerns can be directed to the Team Captains who will serve as a link from the athletes to the coaching staff and Athletics Canada.

RESULTS, RANKINGS and RECORDS

Athletics Canada in 2010 implemented a new statistics database for rankings. The rankings are divided into four categories – Senior, Junior, Youth, and Athlete with a Disability (para-athletics). The rankings are now updated faster, more accurate, allow a true rankings and top list mode and keep a history of performances tied to the Athletics Canada number of the athlete. The rankings will be updated Monday's and throughout the week as needed.

Eligibility for Rankings

In order for results to appear on the rankings, athletes must be members of their provincial branch, and thus Athletics Canada. Results will not be added from non-members, this includes results that were achieved by a member prior to them completing their membership registration. Results from both Canadian and International events are acceptable, as long as the event is sanctioned by its governing body.

Submitting Results for Rankings

It is the responsibility of the athlete and/or coach to ensure that results are submitted to Athletics Canada (National Team and National Championship events are excluded). Results can be submitted by sending them in an email to results@athletics.ca – the email must include the event name, date, location, and a link to the final results. The deadline to submit results is 10 days from the end of competition.

Canadian Records

Canadian records are tracked for the four categories mentioned above. Any records that are broken over the course of a calendar year are tracked and are ratified at the last Board of Directors meeting each year. If a Canadian record is broken at a Canadian Championship or National Team event, the athlete and/or coach do not need to do anything. If the record is broken at another sanctioned event, a Canadian Record Application form must be completed and submitted to Athletics Canada, forms must be submitted within 90 days of the record being set.

[http://rankings.athletics.ca/files/Records/RECORD_FORMS-TRACKFIELD_2009\(E\).PDF](http://rankings.athletics.ca/files/Records/RECORD_FORMS-TRACKFIELD_2009(E).PDF)



Additional Rankings Information

Please visit the FAQ of the Rankings & Records section of the Athletics Canada website.

<http://athletics.ca/contact-us/#sthash.Rok7sdqL.dpbs>

ATHLETE SERVICES

A number of financial and other services are available to National Team athletes throughout the year. Please go to the following website links, or contact the National Team Department (Athletics Canada National Head Office) for more information.

Type of Service / Organization	More Information	Athletics Canada Contact
Athlete Assistance Program (Carding)	http://athletics.ca/national-team/services/athlete-assistance-program/	Jared MacLeod/ Corey Dempsey
CCES + IAAF Anti-Doping, Whereabouts, TUE, etc.	http://athletics.ca/national-team/anti-doping-programs/	Corey Dempsey
Sport Canada services for carded athletes <ul style="list-style-type: none"> • Tuition • Deferred Tuition Coverage • Special Needs Assistance (Retirement, Child Care and Relocation) 	http://athletics.ca/national-team/services/athlete-assistance-program/ http://www.pch.gc.ca/pgm/sc/pol/athl/109-eng.cfm	Corey Dempsey
Canadian Olympic Committee <ul style="list-style-type: none"> • Funding Programs • Athlete Services and Programs • Bell Athletes Connect Program 	http://athletics.ca/national-team/services/additional-funding/	Corey Dempsey
Canadian Paralympic Committee <ul style="list-style-type: none"> • Programs and Services 	http://www.paralympic.ca/programs-and-resources	Corey Dempsey
CAIP Health and Medical Insurance (for overuse and accident injuries for physio, massage, chiropractic; orthotics, vision, dental, paramedical)	http://athletics.ca/national-team/services/canadian-athlete-insurance-program/	Corey Dempsey
BFL – excess medical coverage for national team athletes competing at AC national team events outside of Canada	http://athletics.ca/national-team/services/bfl-canada-insurance/	Corey Dempsey



FUNDING AND FINANCIAL AWARDS SERVICES

- Canadian Athletes Now Fund
Applications are accepted from any active national team athlete who is training to represent Canada in Rio.
- Team Investors Group Amateur Athletes Fund
working in partnership with Athletics CAN, the Fund awards twenty bursaries of \$5,000 to Canadian amateur athletes each year.
- CIBC Team Next - CIBC Team Next to invest \$2 million to help young athletes reach their full potential with high-profile mentors, financial support and life coaching
- RBC Olympians Program
The RBC Olympians program hires both Canadian Olympic and Paralympic athletes as community ambassadors who bring Olympic messages of excellence and leadership to Canadian communities.
- Quest for Gold (Athletics Ontario) – provincial funding
- Petro Canada - Fuelling Athlete and Coaching Excellence (FACE)
Focuses on providing equal funding to pre-carded national Olympic and Paralympic athletes and their coaches.
- Canadian Olympic Committee Funding Programs
Own the Podium - Scholarships and Awards
- Canadian Paralympic Committee

Tax Receipts for Athlete Sponsorship

Under Revenue Canada regulations, donors seeking charitable donation tax receipts cannot specify certain individual or group to receive money. Athletics Canada does issue charitable donation tax receipts for **non-directed donations** received from corporations. All money received can only be spent on the athletes' endeavors on allowable expenses.

Athlete Sponsorship with no Athlete Obligations

In cases where an athlete is able to obtain a benefactor who will provide financial assistance to facilitate his/her athletic ambitions (and not demand any obligations from the athlete in return), the athlete may have the cheque sent to Athletics Canada. Athletes are advised to contact the finance department for the exact procedure related to the "National Development Fund."

Athlete Sponsorship with Athlete Obligations

In this case, the sponsor demands specific obligations in return for the monetary support. This is a normal business relationship and a legal contract is required to clearly articulate each party's obligations. For more information, please contact the Athletics Canada National Head Office Finance Department.

SPONSORSHIP, PROMOTION and PRIZE MONEY

Procedures to Follow

When athletes enter into a commercial agreement with a corporate sponsor, it is requested that Athletics Canada be advised of the name of the sponsor and the duration of the contract. The athlete's eligibility status can be protected, and the process of sponsorship agreement and contract execution should be



expedited, if both the sponsor and athlete are aware of the following Athletics Canada procedures at the beginning of their negotiations.

Athletics Canada's Use of Athlete's Name, Image or likeness

Individual Endorsements - Athletics Canada sponsors wishing to use the name, image or likeness of four (4) or fewer national team athletes shown in an image, must first obtain individual endorsement from each athlete directly through the athlete or their agent.

Team Endorsements - Athletics Canada sponsors wishing to use the name, image or likeness of five (5) or more athletes can be negotiated by Athletics Canada as part of its sponsorship. Generally, athletes will not be compensated for this category of National Team promotions. All use of the Athlete's name, image and likeness will be forwarded to the Athlete for review. Not less than seven (7) days will be provided for the Athlete's comments or concerns. Images and likenesses must be used in a group photo shot or collage format and will not prominently feature any one athlete over another (i.e. all athletes will be given equal prominence).

Athletes who have entered business relationships, which do not include Athletics Canada as a party, are responsible for ensuring that each agreement is not in conflict with National Team Endorsements.

SPONSORSHIP AND PROMOTION

Athletics Canada's Sponsors and Suppliers

As a National Team member, you should be aware of Athletics Canada's official sponsors and suppliers. It is your responsibility to ensure you know what is expected of a National Team member to fulfill commitments to these sponsors and suppliers, and how they affect any individual sponsorship arrangements you may have as an individual athlete.

National Team Image and Uniform

The National Team uniform and identity are properties of Athletics Canada. The endorsement of an athlete is separate and distinct from that of Athletics Canada, and any use of the Athletics Canada uniform or any other sort of National Team identity must be negotiated separately with Athletics Canada. Athletics Canada is not liable for any failure of the athlete to perform his/her obligations specified under this policy.

Prize Money Regulations

Federation Fees - Federation Fees are monies paid to Athletics Canada by competition organizers in order to secure the participation of a Canadian representative team. These Federation Fees are paid after all team-related expenses have also been paid by the local organizers, as specified in the official invitation to

Athletics Canada. If the team-related expenses are not 100% covered by the meet organizers, then Federation Fees should be used to pay for these expenses first. All, or the remainder of the Federation Fee, will be distributed 60% equally among team members and 40% to Athletics Canada.

Appearance Fees - Where an appearance fee is offered to a specified athlete or athletes this fee shall be distributed 100% to the athlete.



Prize Monies - In the case of individual or team prize monies where the competition organizer has designated this as such, 100% of the monies shall be distributed to the athlete or team. In the case of relay team prize monies (track or road running), the distribution among individual team members shall be based on the team prize money distribution policy as follows:

1. The official Team Pool will be comprised of:
 - a. All athletes who ran one or more rounds (in the case of a track event requiring more than one round).
 - b. All athletes who may not have run at all, but who were officially named to the Team.
 - c. Any other athlete who may not have been officially named to the Team, but was named to the Team by the National Team Relay Coach while on-site at the event or during the training camp.
2. All athletes in the official Team Pool will receive, funding points as follows:
 - a. Each athlete in the Team Pool will receive one point for being named to the Team Pool
 - b. Each athlete will receive one point for each round run on the Team (including 1 point for non-scoring road running team members who compete).
3. The amount of funding earned for each athlete will be allocated based on the athlete number of funding points split on a pro-rated basis.

Example A - Athletes 1, 2, 3, 4, and 5 are named to the Team Pool. Athletes 1, 2, 3, 4 run the semi-finals and athletes 1, 2, 3, 5 run the finals. All 5 athletes will each receive 1 point for being named to the Team Pool. Athletes 1, 2, 3 will each receive an additional 2 points (for a total of 3 points) and athletes 4, 5 will each receive an additional 1-point (for a total of 2 points). The team prize money will then be distributed on an equal basis.

Example B - Athletes 1, 2, 3, 4, 5 are named to the Team Pool in the case of a road running event. Athletes 1, 2, 3, 4 are identified as the scoring team members and athlete 5 is identified as the non-scoring team member. All 5 athletes run the road event. The team prize money will then be distributed on an equal basis.

Athletics Canada as Agent - Where Athletics Canada acts as an agent to secure either an individual's entry into a competition or a team's entry into a competition and where there is prize money offered, Athletics Canada shall receive a minimum of 10% of prize money earned to help offset administrative costs.

WORKING WITH THE MEDIA

Never underestimate the power of the media. Your performance on and off the track and the field are both measures of your success.

We realize that taking time out to speak with the media can at times be inconvenient. Sometimes you must work around your travel or training schedule or maybe you have had a couple of 'off' days and you are not feeling particularly talkative. But the most successful athletes with the media are those who understand that working with the media is a win-win situation: the reporters get a story, and you gain some visibility.

Some tips in working with the media:

- Work cooperatively with Athletics Canada to participate in press conferences, teleconference and other events
- Get to know members of the media by name
- If you have an agent, let them know of your desire to work with the media



- Work to accommodate TV interviews
- Be positive and promote the sport and smile!

Please talk to your Team Manager, Team Press Attaché or contact the National Head Office Communications Department for more tips on how to work with the media.

IAAF ATHLETE REPRESENTATIVE (OR AGENTS)

What is an Agent?

Any person who intends to market an athlete's skills or reputation is considered an agent. The IAAF requires agents to be registered with the IAAF. According to IAAF Rule 19 (Athlete Representative), Athletics Canada may allow athletes to use the service of an authorized Athlete Representative to assist athletes in the planning, arranging and negotiation of their athletic program.

What should I look for in an Agent?

Knowledge of the law is the ideal background for an agent to have. They should also have experience and knowledge of our sport and the people involved. Knowledge of the IAAF, Canadian Olympic Committee and Athletics Canada rules and regulations are essential.

How do I choose an Agent?

Before you sign **any** contracts get an independent attorney to review it.

- Do some research on the person:
 - Get references; ask others in the sport about this person's reputation.
 - Make sure you find out their credentials and experience.
 - Find out their rate fees / structure up front.
 - Confirm if they can represent you worldwide.
 - Ensure that they are registered with Athletics Canada and the IAAF



Every year, Athletics Canada recognizes the performances of our best athletes. The award trophies are presented every year in the following performance categories:

Award	Description
Jack W. Davies Trophy	Outstanding Canadian athlete of the year
Cal D. Bricker Memorial Trophy	Single outstanding performance of the year
Phil A. Edwards Memorial Trophy	Outstanding athlete of the year in track events
F.N.A. Rowell Trophy	Outstanding athlete of the year in field events
Fred Begley Memorial Trophy	Outstanding athlete in road running, cross country running or off-track race walking events
Combined Events Trophy	Outstanding athlete of the year in combined events
Eric E. Coy Trophy	Outstanding junior athlete of the year
Myrtle Cook Trophy	Outstanding youth athlete of the year
Dr. Fred Tees Memorial Trophy	Outstanding track and field athlete enrolled in a Canadian University
Para-Athlete of the Year Award – Wheelchair Events	Outstanding para-athlete of the year in wheelchair events
Para-Athlete of the Year Award – Ambulatory Events	Outstanding para-athlete of the year in ambulatory events

FAQ

Athletics Canada has constructed an online FAQ section relating to high performance and national team programs after a survey was conducted by the athlete representatives. The survey was administered to carded athletes and their coaches in order to gather information, identify communication gaps and with the intention and commitment from Athletics Canada to address these areas. Athletics Canada will attempt to answer as many recurring questions as possible.

KEY CONTACTS

Athlete's Council

Purpose: to provide a forum in which National Team athletes may identify issues, recommend solutions and generally express their needs and concerns to the association:

Michael LeBlanc	Sprints/Hurdles
Jennifer Joyce	Throws
Jason Dunkerley	Middle-Distance
Alex Genest	Long Distance
Jillian Drouin	Jumps
Jessica Zelinka	Multi-events
Inaki Gomez	Walks
OPEN	Wheelchair



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Athletics Canada Official Website

www.athletics.ca

*Athletics Canada's official website is available in both English and French and is a valuable resource for anyone involved, associated with or interested in the happenings at Athletics Canada.

National Teams Programs Department

Peter Eriksson	Head Coach	periksson@athletics.ca
Jared MacLeod	Operations Manager	jmacleod@athletics.ca
Kristine Deacon	Coordinator, National Team Programs	kdeacon@athletics.ca
Corey Dempsey	Coordinator, Athlete Services	cdempsey@athletics.ca

A list of roles/responsibilities associated with each National Team Programs team member is available on the AC website under the following link: [AC National Office Contacts](#).