



PARACHUTIST INFORMATION MANUAL

Competition Manual

PIM 4F

NATIONAL TEAMS POLICY AND PROCEDURE

APRIL 2013

Copyright 2006 Canadian Sport Parachuting Association. All rights reserved.
#204 – 1468 Laurier Street, Rockland, Ontario K4K 1C7
www.cspa.ca

CANADIAN SPORT PARACHUTING ASSOCIATION
COMPETITION MANUAL

PIM 4F

**NATIONAL TEAMS
POLICY AND PROCEDURE**

- Chapter 1: Overview
2: Canadian National Team Delegations
3: Selection of Senior National Team Members
4: Senior National Team Training and Skill Development
5: Senior National Team - High Performance Program
6: not used
7: Maintaining Team Status/ Supervision and Minimums
8: National Team Trust Fund
9: Athlete Communication and Decision Making
- Appendix I Athlete Agreement
II: Training Plan Form (replaces Team Member Report Form)
III: WPC Medal Winners
IV: SNT Status Report Form (revised version of Team Member Report Form)

The National Teams Policy and Procedure Manual has been prepared by the CSPA Competition and National Teams Committee and has been approved by the Board of Directors.

Date of this revision: April 2013

CHAPTER 1 OVERVIEW

COMPETITION & NATIONAL TEAMS COMMITTEE

1. Introduction

The Competition & National Teams Committee (CNTC) oversees guides and develops the Canadian National Team Delegation and the National Team Programs.

2. CNTC - Competition & National Teams Committee

SNT- Senior National Teams are those selected to compete at the world level

CNTD- Canadian National Team Delegation – all personnel comprising those attending the World Parachuting Championships

WPC - World Parachuting Championships

CSPA- Canadian Sport Parachuting Association

BOD- Board of Directors

HOD- Head of Delegation

RA – Ratings Administrator

NTCO- National Teams Coordinator

NC – National Coach

3. The responsibilities of the CNTC in regards to the National Team Delegation are:

- 3.1
 - a. Select competitive team members (Senior National Team, SNT) to the CNT Delegations as defined in Chapter 2
 - b. Monitor SNT members activity from the time of selection to the Teams until the World Parachuting Championships (WPC) utilizing appendix II and IV forms
 - c. Determine distribution amounts to SNT members from the National Team Trust Funds as defined in Chapter 8
 - d. Assist CNT delegation members with registration for the World Parachuting Championships and other International Competitions where appropriate.

3.2 Recommend to the BOD persons to fill the following positions on the CNT Delegation:

- a. Head of Delegation.
- b. Team Coaches
- c. Team Delegation Support Personnel.
- d. Training Judge(s)

Senior National Team members will be solicited for their satisfaction with persons proposed for the positions of HOD, Team Coaches and Team Delegation Support Personnel. Training Judge(s) will be approved in accordance with policies set out in PIM4E (CSPA Judge Rating System).

3.3 not used

CHAPTER 2 CANADIAN NATIONAL TEAM DELEGATIONS

1. Introduction - Canadian National Team

Canadian National Team Delegations are selected to represent Canada at the World Parachuting Championships and at other International Competitions, in which Canada may participate.

The members of the Canadian National Team Delegation are chosen on the basis of parachuting skills and competitive excellence.

CSPA endorses the Canadian National Team Delegations in order to encourage Canadian competitors to upgrade their level of skill and proficiency, to distinguish parachuting as a bona-fide sport, to educate the public on its finer points and to foster good international relations in the field of parachuting.

A lot of hard work and personal sacrifice is involved in being a member of the Canadian National Team delegations. As representatives of Canada, they must maintain the highest standards of integrity, behaviour and good sportsmanship.

The benefits to individuals are numerous and varied. Being a Canadian Team Delegation member is the highest competitive honour to which an individual may aspire. It gives the member a chance to demonstrate his/her skill, to travel and make new friends and to represent Canada in International Competition. In addition, through their participation on the Team Delegation, individuals may derive satisfaction from having played some part towards the advancement of our sport - both on the technical and competitive level and in the field of Public Relations.

2. International Events

It is the intention of CSPA to sanction and sponsor a Canadian National Team Delegation to represent Canada at all World Parachuting Championships.

Participation in other International Competitions (World Cups, World Games, World Air Games, etc.) is encouraged. Assistance with information and registration requirements will be given where appropriate.

It is the policy of CSPA to select the National Team Delegation members one year prior to the year in which the WPC will be held. The CNTC will normally make the selection of SNT Members at a meeting to be held immediately after the Canadian National Championships. If this is not practical, the selection meeting will be held at a time deemed most appropriate by the Chairperson. The CNTC will confirm participation with those eligible and advise the BOD of Senior National Team selection. The CNTC will solicit applications for Head of Delegation, Team Coach and other support personnel as appropriate.

3. Eligibility

In order to be eligible for a position on the Canadian National Team Delegation, an individual must:

- Be a CSPA member in good standing (exceptions are allowed for foreign coaches, medical trainers and accompanying persons).
- Possess a valid FAI Sporting License as required by the IPC Sporting Code.
- If a competitor, hold the respective CSPA/FAI COP valid for the event entered.
- If a competitor, meet the selection protocol as defined in Chapter 3
- If a competitor, be a Canadian citizen, permanent resident, or seeking permanent resident status with at least one year's residency in Canada prior to the start of the World Championships and satisfy the provisions of the Sporting Code General Section 8.1.3.1.2 and 8.1.3.6.4 with respect to residency and not having competed for another country within a specified period.

Exceptions to these provisions will be decided by the BOD, upon recommendation from the CNTC.

4. **DELEGATION COMPOSITION AND DUTIES**

4.1 The Canadian National Team Delegation to a World Parachuting Championships or other International Competition may include:

- Head of Delegation,
- Team Manager,
- Team Coach,
- Training Judge(s),
- Team Members,
- Medical Trainer
- Sport Psychologist
- Interpreter,
- PR Officer

4.2 The BOD will, by way of recommendation of the CNTC, be asked to approve the composition of the Delegation to represent Canada at any International Competition.

If a formal delegation is not to represent Canada at any particular competition or event, any individual or group wishing to represent Canada must apply to the CNTC for approval. The CNTC will make their recommendation for approval to the BOD.

4.3 The organization chart for the Team Delegation Personnel is as follows:

4.4 The positions of Head of Delegation, Team Manager and Team Coach may, in consultation with the CNTC, be consolidated into one or two positions.

The CNTC shall define the responsibilities in the event of a merger of positions.

4.5 The CNTC will solicit and recommend to the BOD persons to fill the following positions:

- a) Head of Delegation
Team Manager
Team Coach,
Training Judge (s)
- b) Medical Trainer
Sport Psychologist
Interpreter
PR Officer

4.6 Responsibilities of Team Delegation Personnel

(a) **Head of Delegation**

The Head of Delegation will be chosen on the basis of his/her reputation as an accomplished and respected individual in the Canadian parachuting community. He/she should have some contact with international parachuting events in the past few years particularly in those events in which the current team will participate. He/she must be willing to represent the team to the Host and Organizers and to accept the responsibilities of his/her position.

The Head of Delegation is the leader of the team delegation. He/she is expected to be a diplomat and a lobbyist. He/she must attend all official functions as the representative of the Canadian Delegation. He/she is responsible for ensuring that all members of the team delegation carry out their duties as prescribed, and that all BOD directives are satisfied. He/she will be involved in the general planning and preparation for the team. He/she may take an active role concerning team transportation, lodging, food, expenses, equipment, clothing, documentation and training facilities. **He/she will make a detailed report to the Chair of the CNTC within 30 days of the return from the WPC.**

(b) **Team Manager**

The Team manager will be chosen on the basis of his/her knowledge and appreciation of the unique physical and mental requirements of accomplished competitors and his/her ability to lead while maintaining a rapport with the other delegation members.

The Team Manager is directly responsible to the Head of Delegation for SNT Members and their activities during the delegation Training Camp and at the International competition. He/she attends Team Leader meetings and briefings, checks on the daily schedule and the manifest order of SNT members.

He/she makes sure that Team Members receive fair treatment by Judges and meet management and helps file any necessary protests.

He/she will settle any differences among SNT Members. He/she is expected to be thoroughly familiar with the FAI Sporting Code, (Regulations for Sport Parachuting), and with the Official Rules of the International Competition.

(c) **Team Coach**

The Team Coach will be chosen on the basis of his/her knowledge of competitive techniques and coaching experience for specific disciplines.

The Team Coach provides on-site support to SNT members during the WPC training period and throughout the duration of the WPC.

The Team Coach works co-operatively with the Team Managers to ensure Team members receive the support they require throughout the WPC. The Team Coach is responsible to the Head of Delegation.

The Team Coach is expected to be thoroughly familiar with the FAI Sporting Code (Regulations for Sport Parachuting), and with the official rules of the international competition.

Delegation Officials' Approach to Responsibilities

It is understood that roles of Head of Delegation, Team Manager and Coach are complementary and that those persons selected to these positions, individually or in combination, will work together in an atmosphere of mutual respect and co-operation. The primary goal of all members of the delegation is to aid the team members during training and the International Competition, and thus all members of the delegation should ensure that any personal disputes do not affect team morale.

(d) **FAI Judges and Training Judges**

While FAI Judges and Training Judges are under the direction of the Chief Judge and the Chief of Training Judges at an International Competition, they are considered, by the BOD, as members of the Canadian Team Delegation and are responsible to the Head of Delegation in matters other than judging responsibilities.

(e) **Team Captain**

The Team Captains will be selected by the Team members from their ranks and will act as representatives and spokesperson for team members and will aid the Team manager/Coach in matters pertaining to team members. The captain may have duties assigned to him/her in the absence of the Team Manager or Coach.

(f) **Medical Trainer**

The Medical Trainer assists the Team Coach in working with the athletes on physical activities as well as addressing recovery from injuries.

(g) **Sport Psychologist**

The Sport Psychologist assists the Team Coach with mental preparation activities and competition support.

(h) **Interpreter**

The Interpreter assists the Team Delegation in communications during travel to and stay in the host country. The interpreter should be thoroughly versed in the language of the host country, including any necessary technical terms related to parachuting.

(i) **PR Officer**

Responsible for ensuring that the Canadian Parachute Team Delegation receives as much media coverage as possible, to include:

1. Coverage of the selection of Team Members at the National Championships.
2. Regular reports on training camp progress.
3. Press conference prior to departure
4. Sending back daily reports on Team performance and standings to CSPA and/or previously arranged news organizations.
5. Report on final standings and ceremonies.
6. Press conference upon Team's return to Canada.
7. Team, individual and action photographs.

The Head of Delegation may handle the above duties if it is deemed financially impractical to send a PRO to the site of the International Competition.

5. **Responsibilities of all Delegation Personnel**

- 5.1 Delegation Personnel must sign the Athlete Agreement Form, which form part of this manual (Appendix I). Copies can be obtained from the National Teams Coordinator or the Chair of the CNTC www.cntc@cspa.ca
- 5.2 Delegation Personnel must meet all documentation and payment deadlines imposed by the organizers and set by the National Teams Coordinator.
- 5.3 Delegation Personnel must take with them; all required documents, their parachute equipment in good working order; and adequate clothing and personal money for the required period.
- 5.4 Not used
- 5.5 Delegation Personnel will make their own travel arrangements to and from International Competition and advise the National Teams Coordinator of flight information, extra days of accommodation required, etc.
- 5.6 Delegation Personnel must participate in all required activities during the International Competition. Under unusual circumstances, the Head of Delegation may exempt members from activities after consultation with the Team Manager and/or Coach.

- 5.7 Delegation Personnel must obey all rules established by the Host Country.
- 5.8 The Delegation will be provided with matching uniforms (when funds are available) so as to clearly identify them as members of the Canadian National Team Delegation
- 5.9 Every Team Member will bring personal parachuting equipment in good working order and implicitly commits him/herself to making all competition jumps as scheduled.
- 5.10 If any of the Delegation Personnel is unwilling or unable to fulfill any of the above obligations, he/she may be removed from the Delegation. The necessary replacement will be sought by the CNTC with recommendation to the BOD
- 5.11 If any of the Delegation Personnel is unwilling or unable to fulfill any of the above obligations, during the WPC, the HOD may remove him/her from the competition. A report of the circumstances must be made to the Chair of the CNTC as soon as possible.**

6. **Conduct of Delegation personnel**

Delegation Personnel are, in effect, ambassadors for our sport, our Association and our Country.

They must therefore maintain the highest standards of behaviour and dress. Good sportsmanship, friendliness, cooperation and Team spirit are expected of every member. Ref PIM5 Policy 23 – Code of Ethics

Use of non-medicinal drugs by any member of the Team delegation will not be tolerated at any time, before, during and return from the International Competition. Violation of this will result in an automatic suspension from the Team. Refer to PIM5 Policy 5 – Drug Use.

Delegation personnel must be aware that Doping control and testing could take place at any time and any place. Delegation personnel should check the list of prohibited substances and ensure compliance. CSPA complies with the Canadian Anti Doping program as stated by the Canadian Centre for Ethics in Sport www.cces.ca/en/antidoping complies with WADA (World Anti Doping Association) www.wada-ama.org.

7. **Parading Policy**

In the event that delegation personnel attend an official opening or closing ceremony at an international competition the following criteria shall govern their participation in the ceremonies:

- a) All competitors must march with the exception of those that may be involved in a display jump that is part of the ceremonies.
- b) Delegation persons with official status (HOD, etc) should march but may decline at their prerogative.
- c) Accompanying persons shall not march.
- d) The competitors shall decide, by majority vote, which shall carry the national flag.
- e) The competitors shall decide, by majority vote, which shall participate in any display jump that is part of the ceremonies.

8. **Disciplinary Action**

Any Delegation Member who conducts himself/herself in such a manner as to embarrass the Team or discredit our country will be subject to disciplinary action at the discretion of the BOD.

If necessary, during the absence of the Delegation from Canada, the Head of Delegation may convene, or must convene at the request of a delegation member, a hearing of three Delegation Personnel in order to consider and decide upon any disciplinary action to be taken in respect of any Delegation Member, who conducts her/himself in such a manner as to embarrass the Team or discredit the country. Any disciplinary action taken and the circumstances thereof must be reported to the BOD as soon as possible. In any such hearing the rights of natural justice will prevail. These are:

- i) Presumption of innocence until proven guilty;
- ii) Right of freedom of speech;
- iii) Right to call a relative or lawyer,
- iv) Right to call witnesses.

9. **General**

9.1 Although personnel and job descriptions have been mentioned in connection with International competitions the same policy and procedures will apply to any competition or training camp that a Canadian Team Delegation attends.

9.2 Past and present Canadian National Team Delegation personnel are the only ones who have the right to wear the national Canadian Parachute team badge.

10. **Reports**

The Head of Delegation, Team Manager, Team Coach and Public Relations Officer must submit a complete and detailed report of their activities in their respective capacities. These reports must be submitted to the CNTC and the BOD within **30 days** of completion of the event.

Other delegation personnel may be required to submit a report.

11. **Appeals Procedure**

11.1 Any member of the Canadian Team Delegation who feels they have a grievance concerning any matter connected with the Delegation may request, in writing, that the CNTC conduct a hearing to deal with the grievance. The hearing will be conducted by a panel; consisting of at least three members of the CNTC (including the Chairman).

11.2 The Delegation members will be allowed to:

- a. Present evidence,
- b. Testify personally,
- c. Make submissions and arguments,
- d. Be represented by someone else (who need not be a CSPA member).

11.3 In any such hearing the rights of natural justice will prevail. These are:

- i) Presumption of innocence until proven guilty;
- ii) Right of freedom of speech;
- iii) Right to call a relative or lawyer,
- iv) Right to call witnesses.

11.4 The CNTC panel will decide on the merits of the grievance and will then determine what action, if any, is to be taken. If the Delegation member bringing the grievance is dissatisfied with a decision of the CNTC in the matter, he may appeal the matter in writing to the BOD in accordance with Bylaw 17.04. If the Delegation member is dissatisfied with the decision reached by the BOD the dispute may be referred to the Sport Dispute Resolution Centre of Canada.

CHAPTER 3 SELECTION OF SENIOR NATIONAL TEAM MEMBERS

The Competition & National Teams Committee (CNTC) will make the selection of SNT Members to the Canadian Team Delegations. The CNTC will be guided by the need to have the best representation at the International Competition.

1. The selection to the SNT will be based on the standings at the National Championships held one year prior to the WPC and the selection protocol specified for each discipline:

a) The following standings will be considered for the following disciplines:

i.. **Style and Accuracy:**

- The top two overall;
- In addition, the gold medal winners in Accuracy and Style if not already in the top two overall;
- In addition, as necessary, the next best accuracy jumpers that are not already selected to make up the team of five;
- if no style event is run at the Nationals the team will be chosen from accuracy standings.

ii. **Formation Skydiving, Canopy Formation and Freefly:** the team event placing at the National Championships

iii. **Canopy Piloting:** The overall event placing at the National Championships

b) The following selection protocol:

- i. **Accuracy** – an overall average of 10 cm per jump
- ii. **Style** – an overall average of less than 9 seconds corrected time for men and an overall average of less than 11 seconds corrected time for women
- iii. **Formation Skydiving/Vertical Formation Skydiving** – an overall average falling within the top 75% range at the most recent WPC.
- iv. **Freefly** – an overall average falling within the top 75% range at the most recent WPC.
- v. **Canopy Formation** – an overall average falling within the top 75% range at the most recent WPC
- vi. **Canopy Piloting** – an overall average falling within the top 75% range at the most recent WPC and an ability to score in each event.

2. It must be understood that the standings at the National Championships may **not** mean automatic selection to the Senior National Team. The CNTC may choose a particular competitor or team (regardless of overall or event placing), or may decide that no competitor or team otherwise eligible will be designated for a place on the Senior National Team.

In all its deliberations the CNTC will take into account:

- a) previous competition experience and performance standings at the national or international level,
- b) the participation of the athlete or team in a training program or other CNTC approved independent training activity,
- c) the athlete's "ability to perform effectively at this level of competition" demonstrated by an ability to perform consistently at or above the mid-point of the World Cup field during training and designated competitions; and
- d) "potential ability to perform effectively at this level of competition" is demonstrated by an ability to perform consistently within the top 20% at National Championships, Regional Conference Cups and other designated competitions.

Designated competitions will include Level I, Level II and Level III competitions. Level I competitions include WPC, WC, World Games and World Air Games. Level II competitions include National Championships both domestic and foreign governed by NAC's affiliated with the FAI and/or competitions approved by the FAI, Level III competitions include provincial championships and other selected competitions.

3. Athletes selected and offered a position as a member of the SNT will have **2 weeks (14) days** from the date of the offer to accept or decline the position.

4. When a specific discipline event is not offered at the Canadian National Championships an athlete may apply to represent Canada at an International Event. Anyone applying for a position on the Senior National Team or to represent Canada at an International Meet will generally be expected to have competed at a Class III competition or higher, in that event, in the 18 months prior to the International Competition. Athletes interested in applying for a position on the Senior National Team must provide a resume of competition experience, documentation of scores and placings of their competition experience and should contact the Chair of the CNTC.

CHAPTER 4 SENIOR NATIONAL TEAM TRAINING

1. Senior National Team members and their coaches must develop an annual training plan (appendix II) in keeping with the stages of Flight Plan – Long Term Athlete Development for Skydiving. At this level the training plan must equate (as a minimum) to Stage 5 – Train to Compete. The National Coach is a resource for SNT members and coaches.
2. Upon initial selection to the Senior National Team, the annual training plan will reflect a training program commencing from the Canadian National Championships where the individual/team qualifies as a SNT member up to and including the World Parachuting Championships of the specific discipline.
3. The annual training plan will be submitted to the CNTC who will forward it to the National Coach for review. The National Coach will keep the CNTC apprised of SNT members training plans.
4. SNT Status reports (appendix IV) are required quarterly or at a more frequent level as established by the National Coach or CNTC. The SNT Status reports are submitted to the CNTC who forwards them to the National Coach.
5. The National Coach will provide advice to the SNT members and their Team Coaches on adjustments/modifications to the training plans in order to achieve performance objectives.
6. The National Coach assists the CNTC in maintaining performance records, and evaluating performances of SNT members.
7. SNT members and their coaches are responsible for providing performance statistics to the CNTC and National Coach.
8. SNT members are expected to further their competitive experience as part of their training for WPCs.
9. The National Teams Coordinator will assist with registration for FAI- Level I and Level II meets where appropriate.
10. Funding for SNT members is available as per the provisions Chapter 8 below (Team Trust Fund) and may be available through the provisions of PIM 5 Policy 24 and the guidelines of Chapter 5 (High Performance Program).

SKILL DEVELOPMENT PROGRAM

The CNTC will, in collaboration with CSPA members and member Drop Zones, provide opportunities for skill development camps, seminars and workshops which promote and develop competition performance skills in keeping with Flight Plan, Stages 4 through 6.

1. The goal in providing skill development opportunities is:
 - a) To develop competitive skills of aspiring National Team Members and identify potential National Team Members and
 - b) To provide opportunities for coaches and officials to further develop their skills and progress to the next level of certification.
 - c) Improve the quality of competitive experiences for all CSPA members.
2. Current and former SNT members will be solicited for their assistance in providing skill development opportunities in their areas of expertise.
3. When financial assistance is available, consideration for support will include:
 - Coaches – credentials, primary consideration for Canadians, skill level (lead and assistants)
 - Competitive merit – development of disciplines and national talent
 - Location – equitable considerations east and west, membership population (pro rata distribution)
 - Venue – outdoor or indoor training facility

CHAPTER 5

SENIOR NATIONAL TEAM HIGH PERFORMANCE PROGRAM

The Senior National Team High Performance program is approved by the Board of Directors and is under the direction of the Competition & National Teams Committee (CNTC). The capacity of CSPA to provide this program is specified in PIM 5, Policy 24.

1. The High Performance program will be carried out in accordance with the High Performance selection protocols and the financial capacity of CSPA to support athletes at International level competition.
2. Senior National Team members will have **10 days** from the date of their selection to confirm their acceptance of the invitation to participate in the HP program.
3. The High Performance selection protocols will be reviewed annually by the CNTC in consultation with the National Coach and approved by the Board of Directors. The High Performance selection protocols will be posted on the CSPA website. The ability to perform at a level equal to the top **40%** of the most recent WPC's is considered the entry level for the High Performance Program.
4. Athletes invited to participate in the High Performance program will ordinarily be performing at Stage 6 (Fly to Win) of Flight Plan, the Long Term Athlete Development Plan for Skydiving. During the implementation phase of Flight Plan, athletes at Stage 5 (Train to Compete) may be invited to participate in the High Performance program.
5. The National Coach will provide SNT High Performance athletes with an annual training plan (appendix II), in - keeping with the stages of Flight Plan – Long Term Athlete Development for Skydiving. The National Coach, Team Coaches and High Performance Coaches are resources for SNT HP athletes.
6. Training cycles will be based on one-year cycles commencing from acceptance to the High Performance Program to the WPC followed by acceptance to continue in the HPP to the following Canadian National Championship.
7. The annual training plans will be approved by the CNTC and monitored by the National Coach. The National Coach will work with other SNT support personnel to evaluate, monitor and adjust the training plans, goals and performance benchmarks of the SNT members.
8. SNT HP athletes will be required to contact the National Coach on a bi-monthly basis to provide a status report of their training. Any interruptions to the training plan (due to illness, injury or other circumstances) should be reported immediately to the National Coach.
9. SNT members will be advised of funding that may be available to assist with their training and competition expenses as outlined in PIM 5, Policy 24. In order to qualify for support with training and/or competition expenses, individuals/teams must follow the annual training plan and submit status reports as outlined above.
10. The National Coach is the contact between the CNTC and the SNT HP athletes. The National Coach acts in the capacity of a subcommittee to the CNTC and will be chosen on the basis of his/her knowledge of High Performance competitive techniques and requirements plus the ability to advise SNT HP athletes on annual training plans.
11. The National Coach will be selected for a two-year term from the roster of coaches meeting the qualification criteria. Final selection will be made by the CNTC based on the coach qualifications and coaching experience.
12. National Coach Qualifications:
 - NCCP Coach III or NCCP Competition Development coach-in-training designation or equivalent coach designation
 - Demonstrated competitor and/or coaching capacity at 2 or more Level II (national) competitions with at least 1 podium finish
 - Attended at least 1 international competition as a CNT delegation member or if an internationally rated coach attended at least 1 World Parachuting Championship
 - Demonstrated knowledge of the IPC Sporting Code, competition format and event rules
 - Be proficient in either English or French language, preferably both

13. National Coach Responsibilities:

- Establish, monitor and evaluate annual training plans for SNT HP athletes
- Establish, monitor and evaluate annual goals and performance benchmarks for SNT HP athletes
- Coordinate services to the SNT HP athletes with the CNTC Chairperson, National Teams Coordinator, Team and/or Personal Coach, Office Staff and other HP support personnel
- Respond to all communications from SNT HP athletes within **72** hours
- Assist the CNTC in maintaining performance records and evaluate athlete performances in relation to established goals
- Assist the CNTC in reviewing HP selection criteria
- Develop systems to assist in further developing, monitoring and evaluating the HP program.

CHAPTER SIX

Not used

CHAPTER 7
MAINTAINING TEAM STATUS
SUPERVISION AND MINIMUMS

Introduction

All Senior National Team members must provide information regarding team status, makeup and training as requested by the National Coach (or CNTC designated personnel) on behalf of the CNTC. Such information shall be reported on the Training Plan (Appendix II) and/or SNT Status Report (Appendix IV) to be provided to the Team members by the Technical Administrator.

In addition all teams chosen to represent Canada at the World Parachuting Championships (WPC) must maintain a minimum standard regarding the makeup of the team from the time of the Nationals until actual competition at the WPC. In order to maintain the standard, a team must have a minimum number of original members who competed at the National Championships. Failure to maintain the standard will disqualify a team from competing at the WPC.

General Policy:

1. 4-way teams must have at least three of the original team members to maintain their status. A 4-way Team (consisting of four members plus an alternate) may only replace two of its five members. In the case of teams that do not have an alternate at the Nationals they may only replace one member.
2. 8-way teams must have at least six of the original team members to maintain their status. An 8-way Team (made up of eight members plus an alternate) may only replace three of nine team members. In the case of teams who do not have an alternate at the Nationals they may only replace two members.
3. Where teams compete without an alternate at the Nationals they may add an alternate to their team after the Nationals and take him or her to the WPC.
4. Teams may change videographers without affecting their status.
5. If teams cannot meet the above standard or choose not to compete at the WPC, the CNTC may either invite the second place team at the Nationals to represent Canada at the WPC, or choose a replacement team (or not) by such means as the CNTC may decide.
6. Not used

**CHAPTER 8
NATIONAL TEAM TRUST FUND
AND NATIONAL TEAM SUPPORT**

An objective of the CSPA is to provide funding for National Teams who represent Canada at World Parachuting Championships (WPCs). In carrying out this objective the CSPA provides financial assistance to team members through disbursements from the National Team Trust Fund (the Trust Fund) and through monies designated by the BOD and set out below.

Each year, at the discretion of the CSPA BOD, \$5.00 is designated for National Teams support from membership revenue (new and renewal) as long as the CSPA Defense Fund balance exceeds \$ 125,000.00. This \$ 5.00 amount is divided, at the discretion of the BOD, into two amounts. The first amount is deposited to the Trust Fund (for distribution under Trust Fund policy). The second amount is distributed directly to the National Teams using the equitable principles set out below for administration of the Trust Fund.

The purpose of the Trust Fund (the Trust) is to provide funding for National Teams who represent Canada at World Parachuting Championships (WPCs). The Trust Fund relies upon donations from the membership and other third parties. Only the income generated by the Fund Principal Amount and Designated Accounts are disbursed from the Trust Fund. No funding will be given to any person or team that attends an international competition other than a WPC.

The Trust Fund will be administered with the goal of preserving an ever-growing principal amount so that, in future years, income will be generated to support the National Teams at WPCs. The Trust will be under the direction of the Trust Supervisors, comprised of:

- a) the Chair of the Competition and National Teams Committee (CNTC);
- b) the CSPA Treasurer; and
- c) the CSPA Executive Secretary.

The Chair of the CNTC will act as Chair for the deliberations of the Trust Supervisors. In the event that any of these positions are at any time unfilled, the CSPA BOD will appoint a Board Member or other person(s) to act as a Trust Supervisor for the time period in question.

The accounting for the Trust shall be the responsibility of the CSPA Bookkeeper/Accountant, with oversight and direction from the CSPA Treasurer

The Trust consists of:

- a) The Fund Principal Amount (FPA)
- b) Income generated by the Fund Principal Amount
- c) Designated Accounts (DA)
less;
- d) Payments made in accordance with the provisions in (1) and (2) below

The Fund Principal Amount (FPA) is the sum of the balance of the FPA at the end of any CSPA fiscal year and all donations, other than Designated Donations, made during the following fiscal year and all portions, as determined by the BOD, of the \$5.00 amounts allocated from membership subscriptions received during the previous fiscal year(s). The FPA will not be spent or disbursed but will be maintained in perpetuity in order to generate income.

The FPA and Designated Accounts will be invested in such a manner as directed by the Trust Supervisors in order to generate income.

A Designated Donation is a donation given for use by a specifically named National Team.

A Designated Account is the sum of all Designated Donations and all income earned thereon.

The Trust will operate as follows:

1. The income of the Fund will be spent on or disbursed to a National Team in each year there is a World Parachuting Championship. The disbursement of funds will be in an equitable manner as determined by the Supervisors with amounts pro-rated according to the size of the respective disciplines competing in that fiscal year.

2. The total disbursed from the Trust to a given National Team in any fiscal year is the sum of:
 - a) The Aggregate Allocated Share (AAS) of the income generated by the FPA as at the end of the previous fiscal year and
 - b) The Designated Account (DA) for that specific National Team as at the end of the previous fiscal year.
3. The Allocated Share of the income generated by the FPA shall be determined as follows:
As of March 31 of each fiscal year, the Trust Supervisors will determine the allocation of that fiscal year's FPA income to be given to a specific National Team. This allocation will be known as the Allocated Share and it will be credited to the specific Designated Account as of March 31 of that fiscal year.
4. The Aggregate Allocated Share is the sum of the Allocated Shares in a Designated Account that has not yet been paid out.
5. The disbursement to a given National team shall be paid on a pro rata basis to the individual Team Members of the designated teams as established and approved by the CSPA.
6. In the event that the income or a portion of the income is not spent on a National Team or a particular discipline of a National Team in any given year, said income will remain in a Designated Account and will be carried forward to a future Team of that particular discipline.
7. The Trust Supervisors will determine the distribution of disbursements from the Trust. Amounts will be paid either:
 - a) to the Head of Delegation for distribution to the Team Members;
 - b) to CSPA general revenue with a corresponding reduction in the amount of money collected by CSPA from Team Members for WPC entry fees;
 - c) directly to the Team Members; or
 - d) if circumstances warrant it, in any other manner to be determined by the Trust Supervisors.
8. The Trust Supervisors will determine the date the approved disbursements will be made, but this date may be no later than 30 days after the last WPC in any given year.
9. Once a person or team is accepted as part of the CNT delegation he/she/it is entitled to a fair share of the AAS income and DA as described in 1 and 2 above.

Replacements, alternates and camera flyers are entitled to equitable shares of the AAS income of the FPA and DA.

Any person competing in more than one discipline is entitled to "one share" of the AAS income of the FPA.
10. If a Team Member receives money from the Trust and does not compete at the WPC, then that money will be returned to the Trust by the Team Member. Exceptions to this rule may be applied on a case by case basis if circumstances existed which were beyond the control of the Team Member.

CHAPTER 9

ATHLETE COMMUNICATION AND DECISION MAKING

The CSPA views its relationship with competitors as a partnership. In this relationship there should be appropriate communication and opportunity for feedback with regard to the adoption and revision of rules and other decision and policy making that may impact on competitors. This chapter outlines the conduct of the association with regard to athlete communication and decision making.

Rule Adoption and Revisions

It is the policy of the CSPA to, for the most part, conduct competitions based upon the IPC International Rules so that our national level competitors can compete within a rules framework that represents, as closely as possible, the conditions and atmosphere of an international competition. When there are significant rule changes at the IPC level the CSPA will inform competitors of such changes via Canpara, the CSPA Web site or Forum, and current team members via email. Where the adoption of rules or their revision by CSPA is considered optional, the association will seek the input of competitors using the aforementioned communication options.

National Competitions

It is the intention of the CSPA to hold competitor meetings at each National Championships whereat competitors can discuss with the CNTC any and all matters related to the organizing, conduct and rules of national competitions and competition in general in the country. This meeting will be used to disseminate information and seek competitor opinion and input.

Senior National Teams

In the selection and operation of a Senior national team, the system will function best when participants have appropriate input to the decisions that affect them. The association will use the following methods to involve participants in the process:

- Publish Senior National team selection procedures and competition dates in Canpara and/or on the CSPA website
- Make use of team and email discussion groups and mail-outs to disseminate information and solicit feedback and input;
- Inform SNT members of reporting requirements (appendices II and IV) and provide the opportunity for SNT feedback on forms;
- Seek the input of Senior national team members with regard to the selection of other delegation personnel and with regard to the daily operation of the team at competition;