



Parachutist Information Manual

Competition Manual

PIM 4G

CNTC Manual Policy & Procedures

NOVEMBER 2010

Copyright 2006 Canadian Sport Parachuting Association. All rights reserved.
300 Forced Road, Russell, Ontario K4R 1A1
www.cspa.ca

CANADIAN SPORT PARACHUTING ASSOCIATION
COMPETITION MANUAL

PIM 4G

**COMPETITION AND NATIONAL TEAMS MANUAL
POLICY AND PROCEDURES**

Introduction

The CNTC is a Committee made up of at least five members. Committee members are selected for their knowledge as competitors, judges, competition organizers, or some combination of these experiences. When ever possible a broad regional representation is desirable. The committee decision process is by majority rule. The committee conducts its business relying heavily on email, regular mail and telephone communication. The committee should meet annually, preferably at a competition venue i.e. Nationals or NCC, depending on funds available.

Abbreviations:

CNTC	Competition and National Teams Committee
FCE	First Category Event
IPC	International Parachuting Commission
NCC	National Conference Cup
NJTS	National Judges Training Seminar
NTC	National Teams Committee
NTCO	National Teams Coordinator
QE	Qualified Evaluator
WPC	World Parachuting Championship
WC	World Cup

The following are the policies and procedures of the CNTC.

1. **Communication:** To advise the BOD and the membership on matters related to competition.

Procedure: On a regular basis the CNTC will:

Place notices in Canpara;
Place postings on the CSPA Forum,
Provide information on the CSPA Website
Do member group mail outs

In order to inform the membership of the following competition matters:

Deadlines for bids to host the National Competitions/ National Conference Cups;
National Team selection and International competition;
Vacancies for National Team Delegation Officials;
Significant Rule changes;
Pertinent information regarding events held at the Nationals;
CSPA Canadian Records/ World Records Set by Canadians
Other significant developments.

2. **Competition Manual**: to establish, maintain and revise the Competition Manual.

Procedure: The Competition Manual is PIM4 of CSPA's Parachutist Information Manual. The Competition Manual is made up of seven sections:

PIM #	TITLE	LAST REVISION
PIM 4A	The Canadian National Parachuting Championships - Hosting Manual	March 2010
PIM 4A Part II	Conference Cup Parachuting Championships - Hosting Manual	March 2010
PIM 4B	The Canadian National Parachuting Championships - Event Rules	March 2010
PIM 4B App. I	4-Way FS Random Formations and Block Sequences	April 2006
PIM 4B App. all	8-Way FS Random Formations and Block Sequences	April 2006
PIM 4B App. III	10-Way FS Speed Formations	April 2006
PIM 4B App. IV	CF Random Formations and Block Sequences	April 2009
PIM 4C Part I	The Canadian Para-Ski National Championships - Hosting Manual	June 2004
PIM 4C Part all	The Canadian Para-Ski National Championships - Event Rules	June 2004
PIM 4D	CSPA Canadian Parachuting Records	February 2008
PIM 4D App. I	Parachuting Record Registration Form (F114)	September 2006
PIM 4D App. II	CSPA Canadian Records - Current Records	October 2010
PIM 4D App. III	CSPA Canadian Records - Old And/Or Retired Records	October 2010
PIM 4E	CSPA Judge Rating System	March 2009
PIM 4E App. I	List of Rated Judges	January 2010
PIM 4E App. II	Judge's Rating Application Form	December 2005
PIM 4E App. III	Judge's Rating - Annual Validation Form	December 2005
PIM 4F	National Teams Committee Policy & Procedures	November 2010
PIM 4F App. I	National Teams - Athlete Agreement	March 2008
PIM 4F App. II	Yearly Training Plan	November 2010
PIM 4F App. III	Canadian National Team Performances at WPC's	February 2010
PIM 4F App. IV	SNT Member Report	November 2010
PIM 4F App. V	Athlete Evaluation Database	November 2010
PIM 4G	CNTC Manual Policy & Procedures	November 2010

The CNTC will monitor yearly revisions to the FAI Sporting Code and IPC Event Rules and adopt such changes as are deemed appropriate. The CNTC will seek input from competitors and officials at competitor/judges meetings at the Nationals/NCCs, the National Judges Training Seminar and solicit comment through announcements on the CSPA chat list and in Canpara. Proposed revisions will be presented to the BOD for ratification. Manuals will be available on the CSPA website when they are available in both French and English.

3. **Encourage Development of the Nationals/NCC:** To encourage the development of, and participation in, National/NCC parachuting competitions.

Procedure:

The CNTC will monitor parachuting activity and developments at the club/centre and Provincial levels as well as in other countries, with an eye to adopting those activities at the National level that are of suitable popularity and competitive merit.

Participation in National competitions will be encouraged by disseminating information about the Nationals/NCCs through the CSPA Website, the CSPA Forum, Canpara or member group mail outs.

4. **Solicit Nationals/NCC Bids:** To solicit bids to host the Nationals and make recommendations to the BOD regarding the site selection and meet personnel.

Procedure:

The CNTC will advertise upcoming deadlines for hosting the Nationals/Conference Cups at least once using Canpara and other means of broad based communication deemed appropriate. The process of soliciting bids, bid content and bid assessment will be as set out in PIM 4A and PIM4A Part II, Summer Nationals and National Conference Cups.

The CNTC will recommend to the BOD appropriate individuals to act as the Chief Judge and Meet Director.

5. **Assist with Nationals/NCCs:** Assist the Meet Director, Chief Judge and the organizer/host, as appropriate, regarding the organization, conduct and equipment requirements of a National Championship/ National Conference Cup.

Procedure:

The Nationals/NCC are conducted by CSPA. Their purpose is to promote sport parachuting, determine and recognize national Champions, assist in determining National Team composition, improve skills and disseminate information.

CSPA relies on interested persons (Organizer/Hosts) to organize the Nationals and provide facilities.

The procedure for the hosting and conduct of a National Championships/NCC are set out in PIM4A and PIM4A Part II Hosting Manuals.

The CNTC will communicate with the Host/Organizer to monitor preparations and offer assistance as appropriate with regard to matters concerning competition preparation and equipment requirements.

The CNTC will communicate with the Chief Judge regarding preparations with respect to the Judges roster, travel costs, CSPA financial assistance and judging equipment and to be aware of communication between the Host/Organizer and the Chief Judge.

6. **Competition Documents:** Oversee the revision of Judging Score sheets and competition related documents.

Procedure:

The CNTC shall monitor the changes to the rules on a yearly basis and seek input from rated judges as to the necessity of revising score sheets and other documents. The CNTC may assign the task of documentation upgrade to a specific judge/technical person who need not be a Committee member.

7. **Selection of National Teams:** Oversee the selection of National Teams.

Procedure:

It is the intention of CSPA to sanction and, when funds are available, sponsor National Teams to represent Canada at all World Parachuting Championships. The Teams are selected one year prior to the World Parachuting Championships. Selection procedures are set out in PIM4F Chapter 3, National Teams Policies and Procedures. Teams for other First Category Events are approved upon application to the CNTC, in accordance with entry allocations as set out by the FAI. Assistance with registration and information will be provided by the CNTC.

8. **Administer International Participation:** To administer the participation of National Teams in International Competition.

Procedure:

A member of the CNTC will be appointed National Teams Coordinator (NTCO).

The NTCO will provide assistance to the National Team members once they are chosen to represent Canada in international competition. This assistance will include the dissemination of information received from the Championship organizers and the IPC. The NTCO will advise the team members of the documentation they will require for appropriate registration and ensure the Team is properly registered for the World Parachuting Championships. In addition, the NTCO will ensure the team members sign the Athlete Agreement PIM4F Appendix I and Team Member Report Form PIM4F Appendix II. The NTCO will keep the Chair of the CNTC informed throughout. The same procedures apply for World Cups and other First Category Events where appropriate.

The NTCO will ensure the team members receive the appropriate support from the CSPA. Team support may include the following items for the team members and delegation officials:

- Delegation Canadian flag and National anthem tape as specified by the WPC organizers;
- Two CSPA National Team crests per competitor;
- Team Canada pendants for delegation members and exchange gifts;
- Four CSPA pins for delegation members for personal use and gifts;
- Four CSPA decals for delegation members for personal use and gifts;
- Financial assistance towards delegation track suits with appropriate embroidery.

A complete job description for the National Teams Coordinator is found in Appendix I.

9. **Select Delegation Personnel:** Solicit applications for Head of Delegation and other delegation officials to accompany all teams attending international competition and seek BOD ratification of their selection.

Procedure:

National Teams, traveling to international competition; should be accompanied by appropriate delegation officials. The CNTC will seek out persons, with relevant experience, to act as delegation officials pursuant to PIM4F National Teams Policy and Procedures. Positions will be advertised using CSPA Website, Canpara or other suitable means.

10. **Team Fund**: Assist with the dissemination of Team Fund Monies to National Team competitors.

Procedure:

The Team Fund policy and procedures are set out in PIM4F National Teams Policies and Procedures.

Funding is available for our National teams via the Team Fund. The Team Fund is made up of five funds: Team Trust, Formation Skydiving, Style and Accuracy, Canopy Formation, Artistic Events and Canopy Piloting. These funds rely upon membership donations for growth. The CSPA may on occasion deposit membership monies into the Team Trust Fund but only as a temporary loan. Such monies are held in trust so that the Team Trust Fund can generate additional interest to benefit the teams. Such funds from the membership shall be returned to general revenue upon direction from the BOD.

In addition, the Team Trust Fund receives \$5.00 per membership (new and renewal) as long as the CSPA Defense Fund balance exceeds \$ 125,000.00. Only the interest from the Team Trust Fund is allocated to and spent on the National Teams.

Only FAI World Parachuting Championships are considered for funding. Financial assistance from the Team Fund is not available for World Cups or other International Competitions.

11. **High Performance Program (HPP)**: a High Performance Program will be carried out in accordance with High Performance selection protocols as defined in PIM4F Chapter 5 and the financial capacity of CSPA to support athletes at this level

Procedure:

When CSPA has the financial capacity to do so, a High Performance Committee (HPC) under the direction of the CNTC will be formed to lead, manage and coordinate the HPP. The HPC will be comprised of the chairperson of the CNTC (or designate), ComDev coach program representative, the LTAD chairperson and/or the Technical Administrator. The National Coach (NC) will report to the HPC or if no such committee is formed the NC will report directly to the CNTC.

The CNTC is responsible to insure an evaluation of the HPP is completed per the duties outlined for the HPC and the National Coach in Appendix III.

12. **Judge Rating Program**: Develop training programs for the Judges and administer the CSPA Judges' Rating Program.

Procedure:

The CSPA sets minimum requirements for qualification and annual validation of Judges ratings. Judges ratings are issued at four levels: Qualified Evaluator, Provincial, National and International. The ratings are issued in six separate categories: Accuracy, Style, Formation Skydiving and Canopy Formation, Artistic Events, Canopy Piloting. Other ratings may be developed and issued as warranted by membership and competition activity in the country. The ratings are administered according to the conditions and procedures as set out in the PIM4E, CSPA Judge Rating System. Normally, a member of the CNTC will be appointed the Ratings Administrator.

Qualified Evaluator (QE) courses are offered as warranted by demand. In addition, a National Judges Training Seminar (NJTS) is offered on an annual basis. These courses are administered and conducted by senior rated judges.

Provisions for financial assistance for these courses is included in the CNTC budget at the AGM. Other sources of funding, i.e. from Provincial Councils, should also be solicited. Although judges, who do not have National ratings, may attend a NJTS, it is normal that only judges with National ratings would access funding via the CNTC.

Judges' training material is prepared or purchased by the CNTC for use by interested rated judges in the off-season. The material is prepared from the competition rounds of National and International Competitions. The CNTC solicits the aid of senior rated judges in the preparation or acquisition of the training media.

13. **Competition Assistance**: To provide assistance, in the form of information and expertise, to Member Groups hosting competitions, establishing records, and other competition related matters.

Procedure:

The CNTC will respond to membership enquiries by referring to sections of the Competition Manual and making suggestions as appropriate. A committee member may be assigned to communicate with a member or member group regarding preparation for the hosting of a competition.

14. **IPC Delegates**: Advise the IPC Delegate on matters the CNTC may wish to have addressed at the IPC meeting including the names of Judges and Training Judges being put forward for International Competition.

Procedure:

Pursuant to the procedures in the Judges Rating Program (PIM4E) and the Sporting Code, the CNTC shall inform the IPC delegate each year of those Canadian Judges qualified to be added to the IPC list of International Judges.

Qualified Judges seeking to judge at an International Competition shall inform the CNTC. The CNTC will advise the IPC delegate who will submit the names to the IPC for consideration in accordance with procedures as set out in the Sporting Code, General Section, Section 5 and the IPC Event Rules.

The CNTC shall accept solicitations from the membership on matters pertaining to the IPC Rules or other international competition matters. Input shall be received at competitor meetings, from the membership at the AGM or in writing to the CNTC. Such input, after evaluation by the CNTC, may be forwarded to the IPC delegate for subsequent presentation to the appropriate IPC subcommittee or person.

15. **Disseminate IPC Info**: Coordinate with the IPC Delegate the dissemination of information from the IPC Meeting to the membership as required.

Procedure:

The CNTC shall contact the returning IPC delegate to obtain copies of all information regarding IPC rules changes, World Cup and World Championships and other competition information. The CNTC will then assess this information and consider appropriate changes to the Competition Manual. The CNTC will advise the membership of any significant matters including rule changes, if adopted, in a timely fashion.

16. **Canadian Records**: To establish, maintain and revise Canadian Records and administer registration thereof.

Procedure:

The CSPA Canadian Parachuting Records shall be maintained and administered according to the policy as set out in PIM4D. Members may apply to have a record performance registered by using the appendix registration form. Record performances achieved during the Canadian Nationals or First Category Events will be automatically registered without application. The CNTC will inform the membership of new records as they are registered and of existing records on an annual basis.

World records set by Canadians need to be registered with the FAI. The preliminary claim must be made within 7 days of the actual record performance and supporting documentation received by the FAI Secretariat within 120 days. Refer to FAI Sporting Code, General Section Chapter 6 and Section 5 Chapter 3.

17. **Awards**: Administer the Certificate Award Program.

Procedure:

CSPA recognizes the achievements of the members in Competition with four Certificates: Nationals Sportsmanship Certificate, Nationals Volunteer Appreciation Award, National Teams Appreciation and the CSPA Canadian Records Certificate.

The Nationals Sportsmanship Certificate and the Nationals Volunteer Appreciation Certificates are awarded at the Summer Nationals by the Meet Director; pursuant to his or her duties as set out in the PIM4A. The National Teams Appreciation and the CSPA Canadian Records Certificates are issued by the CNTC. The National Teams Appreciation Certificate is issued to returning team competitors and delegation officials. The CSPA Canadian Records Certificates are issued to all members who set a new record performance.

18. **AGM Report**: Present an AGM report summarizing the work of the CNTC.

Procedure:

The CNTC will present a report summarizing the activities of the committee for the past year and highlighting competition related activities under the following headings:

- Committee members
- National Championships
- Future Bids
- First Category Events
- CSPA Canadian Records
- National Teams
- Heads of Delegation
- National Team Funding
- National Teams Coordinator
- Athlete Development
- Rated Judges
- Information on the CSPA website
- Committee Meetings
- Other committee business

19. **Budget**: Prepare a budget to be administered by the CNTC

A proposed budget for the next fiscal year will be prepared and submitted to the CSPA office by the annual deadline set by the BOD. The budget categories will include the following categories:

- Communication
- Judges training material
- National Trophies – updates and purchases
- Travel Honorarium Chair to Nationals
- Competition Officials
- Leadership Development – NJTS/QE
- Competition supplies
- National Teams – decals/flags/world records
- National Teams – uniforms
- Officials Travel – First Category Events
- Athlete/ Sport Development
- Competition Committee Meeting
- Translation
- And other categories, which may be deemed, appropriate with the changing times

19. **Official Languages:** Communicate in both official languages

Procedure:

Manuals will be published on the website in both official languages. After committee approval of revisions to sections of PIM 4 (The Competition Manual) a translator with an understanding of the technical jargon will be sought to translate the manuals. The current rate per word, as approved by the BOD, will be paid.

Official communications will be published on the CSPAs website or in Canpara in both official languages.

Canadian Team members will receive notifications and communications in the official language of their choice. The Chair or the National Teams Coordinator will poll the team members on an annual basis to ensure their satisfaction with the delivery of information and communication in the language of their choice. If a designation of language has not been made Team members will receive notifications and communications in both official languages.

Articles for publication in Canpara will be translated at the discretion of the Editor.

A budget for translation of CNTC documents will be sought annually.

20. **Athlete Development:** to promote skills development related to competition performance

Procedure:

The CNTC will accept applications for assistance with skills development camps, seminars and workshops. The published deadline for applications requesting financial assistance will be April 1st of each year. Applications will be accepted in writing.

Consideration for financial assistance will include:

- Coaches – credentials, primary consideration for Canadians, skill level (lead and assistants)
- Competitive merit – development of disciplines and national talent
- Related Expenses – travel, accommodation, coaching fees, manuals (ref Sport Canada guidelines)
- Location – equitable considerations east and west, membership population (pro rata distribution)
- Venue – outdoor/indoor (skydiving/parachuting is still an outdoor activity)
- Budget – to include registration fees of participants
- Sport Canada guidelines
- Oversight

Funds for Athlete Development will be sought annually in the CNTC budget request.

The Chair CNTC will approve expense claims. The organizer or the CSPAs office may collect registration fees.

APPENDIX I
CSPA Competition Manual PIM 4G

National Teams Co-coordinator Job Description

- 1) Immediately following the ON YEAR CSPA National Skydiving Championships determine from the results and CSPA information, who is eligible to represent Canada in WPC's or WC's. Such a list will be valid until the next ON YEAR competition.
- 2) By mail, email etc. contact eligible persons and/or teams to find out if they are interested in attending a WPC.
- 3) Maintain a list of WPC's and WC's and their dates as per the FAI website containing the FAI Sporting Calendar at <http://events.fai.org/parachuting/calendar.asp> so as to be able to meet FAI deadlines.
 - a) Provisional registrations must be submitted at least 75 days in advance of the competition.
 - b) Official or final registrations must be submitted at least 45 days in advance of a competition and all fees etc. paid at that time.
- 4) Start and maintain a list of persons and/or teams desiring to attend these competitions. Such a list should be in the form of a spreadsheet and should contain the following. (A sample is attached as appendix 1.)
 - a) Athletes name by category (Accuracy, Style, FS, AE, CP, CF)
 - b) Athletes address
 - c) Athletes email addresses
 - d) Phone numbers (home, work and cell)
 - e) Athletes date of birth
 - f) CSPA membership number
 - g) Date of expiry of CSPA membership
 - h) CSPA Licence number (CoP)
 - i) Sporting Licence
 - j) Date of expiry
 - k) Scan of Sporting Licence
 - l) Passport number
 - m) Date of expiry of passport
 - n) Scan of passport info page showing picture & info.
 - o) Indication that an "Athletes Agreement" is signed
 - p) Indication that a picture of athlete has been obtained (digital showing head and shoulders)
 - q) Indication that a biography of athlete has been obtained
 - r) Current jump numbers
 - s) Number of jumps in the last year
 - t) Tshirt size
 - u) Name, address and phone number of next of kin
 - v) Particulars re travel insurance (Name of company, phone number & policy number)
 - w) Indication that athletes credit card information is on record with CSPA
 - x) Travel details – flight number, date, time for both arrival and departure
 - y) Any extra days accommodations required either prior or after competition
 - z) Description of equipment (container, main, reserve, AAD)
 - aa) Indication that provisional registration is completed
 - bb) Indication that official or final registration is completed
- 5) Stay in constant contact with all athletes and ensure that all of the following is done in a timely manner. The sooner the better.
 - a) CSPA memberships are current
 - b) Sporting Licenses are current
 - c) Passports are current

- d) Athlete agreements are signed
 - e) Pictures and bios have been provided
 - f) Credit card info and permission to use credit card has been given to CSPA office.
- 6) Inform athletes of any updates or other information regarding their individual competitions.
 - 7) Investigate sources and order team uniforms if budgeted.
 - 8) Obtain Canadian flags and copies of the Canadian anthem and distribute to athletes so that they can take them to their competitions.
 - 9) Co-ordinate with the CSPA office as to registration fees paid out.
 - 10) Obtain official results of the various WPC's and send these to head of CNTC.

APPENDIX II
CSPA Competition Manual PIM 4 G

Competition and National Teams Committee

Rating Administrator

Job Description

The duties of the rating administrator are:

- Have a current understanding of the CSPA Judge Rating Program
- process new and upgraded ratings;
- carry out the annual validation of ratings:
- Prepare the annual summary of rated judges; and
- inform the IPC delegate of the current list of FAI Judges.

These duties are carried out as follows:

1. on or about September 1 send to all rated judges (except QE's) the annual validation letter. See sample letter A.
2. upon receipt of the validation paperwork review the documents and endorse and validate the rating cards with the annual stamp.
3. Similarly with new or upgraded ratings endorse and validate the ratings as appropriate.
4. Prepare the annual CSPA Rated Judge Summary (Appendix I)
5. Send copy of Appendix I to Chair and rated judges.
6. Advise the IPC delegate by Dec 1 of
 - FAI Judges who have met the FAI validation requirements
 - New FAI Judges
 - FAI Judge contact address, email and phone numbers
7. Advise the Chair of any new FAI rated judges so they can be ratified by the BOD.
8. When QE courses are conducted and upon receipt of Course Completion Report:
 - Confirm with head office that course fees are paid and membership is current
 - Prepare QE rating card (edit to show QE ratings do not expire)
 - Send cards to candidates (see sample letter B)
 - Add names to QE list.
9. As and when necessary respond to enquiries regarding the rating policy and related matters.
10. Keep the Rating Administrator files including appropriate correspondence, Course Completion reports and individual CSPA Judge files up to date.
11. Upon completion of the annual validation process send copies of the App I, II and III to the office.

Sample letter A

Date

Greetings from your friendly Rating Administrator;
Yes, it is that time of year again!

On behalf of the Chair, Barb Davies, please find attached the Annual Validation Form (4E, App III) from the Judge's Rating Program.

Please return the form and the required documentation to me before **November 15th**. Refer to the Rating Program if you have any questions regarding annual validation. With respect to providing the required documentation, logbook photocopies of the pertinent time period are preferred. Please do not send in your original logbook. Don't forget to include your rating cards so they can be validated for 2009.

The validation process cannot be done by email.

If you are applying for a new rating, or upgrading to a higher level, you will need to send in Appendix II (The Judges Rating Application Form). Please advise me and I will send you a copy if you require one.

In preparing your submission would you please ensure that your log book copies are clearly marked to show support for your application.

Also, while I am at it, I should remind you that if you are interested in judging internationally in 2009, you will need to inform Barb and Buzz before the list is sent into the IPC in December.

If I can be of assistance please do not hesitate in contacting me.

My address for your documentation is:

(address)

thanks

(signature)

Rating Administrator

Phone #

sample letter B

Date

To: QE Candidates:

(list)

RE: QUALIFIED EVALUATOR COURSE COMPLETION

Dear Judge

On behalf of the CSPA and Barb Davies, the CNTC Chairperson, let me congratulate you on your successful completion of the Judge Qualified Evaluator Course. Your new QE rating has now been issued. Your rating card is enclosed. As long as your membership in CSPA is current your rating will never expire.

I hope you continue with your judging activities and proceed to broaden your experience with further ratings in the future. CSPA needs members such as yourself who are willing to participate in the advancement of our sport.

All the best in the future

Blue Skies

(signature)

CNTC Rating Administrator

APPENDIX III
CSPA Competition Manual PIM4G

High Performance Program Structure and Scope

High Performance Committee

The High Performance Committee (HPC) is responsible for the management and co-ordination of the high performance programs for the National Team.

The HPC is responsible for facilitating effective working relationships among national coaches, the national training centres, the Competition & National Teams Committee (CNTC) and all other agencies and individuals who impact the association's ability to deliver high performance programs and services.

RESPONSIBILITIES

- Ensures the efficiency of administrative procedures and expenses in relation to all high performance program activities.
- Advises the CNTC on HPP developments and issues, participates in the strategic planning and the development of annual operating plans of the HPP, participates in CNTC meetings as requested.
- Prepares a report on the HPP for the Annual General Meeting
- Directs and conducts performance evaluation of the National Coach (NC)
- Ensures the development of an ongoing high performance coaching structure.
- Ensures all persons in the high performance area observe code of conduct for CSPA personnel.
- Co-ordinates the preparation of the annual high performance budget.
- Assists in the preparation of the Sport Canada and CAC funding applications.
- Maintains current knowledge of the budget status in all high performance areas.
- Maintains a positive relationship with Sport Canada, CAC, IPC, FAI and all other outside agencies and organizations that affect CSPA's ability to implement its HPP.

National Coach:

GENERAL RESPONSIBILITIES

The National Coach (NC), accountable to the High Performance Committee (HPC) under the direction of the CNTC, is responsible for the management of the HP National Team (NT) program. The NC also works in close collaboration with the NT support staff. The NC qualifications and responsibilities are contained in PIM4F, Chapter 5.

EVALUATION OF ATHLETE/TEAM, DISCIPLINE & PROGRAM PERFORMANCE

Athlete competition performances are tracked in a database (PIM4F, Appendix V).

The NC will conduct an annual HP review and evaluation of individual athlete performances (usually Oct-Nov) in consultation with coaches and IST specialists. The review will include in the least a comparison of athletes' competition performances to their training and competition objectives/benchmarks as well as world leading performances. Testing protocols will also be reviewed to ensure their continued effectiveness. The results from this process are submitted to the HPC who will in turn report back to the CNTC with accompanying recommendations for the next training/competition cycle. The HPC may also participate directly in the HP review meeting. The CNTC and HPC will evaluate the effectiveness of the various discipline programs and provide recommendations as necessary.

National Coach Evaluation & Review

On an annual basis, the NC will commit to the accomplishment of specific benchmarks, the satisfactory fulfilment of job responsibilities and attainment of required level of ability in key competency areas. These three components will form the basis of an annual performance review conducted by the HPC under the direction of the CNTC.