



**CANADIAN
CEREBRAL PALSY SPORTS
ASSOCIATION**

NATIONAL HANDBOOK

2000 revisions

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CCPSA ADMINISTRATIVE POLICIES

1.1 Expense Claim Forms

All expense claims must be submitted within a reasonable time frame. A 60-day turn around is reasonable. It is not, for example, reasonable to submit an expense claim for the last Board meeting at the next meeting. If a Board, committee member, or volunteer is unable to adhere to the 60 – day time frame, they must notify the Treasurer or President before the 60 days are up. Or in the case of a committee volunteer they must contact the standing committee chair who will in turn notify the appropriate person. This is to ensure that the Treasurer or President is made aware of any undo burden that the time frame may have put on a volunteer. Volunteers must also inform the Treasurer or President before 60 days are up, when and if invoices and receipts cannot be submitted on time for reasons outside of the volunteer’s control. It is our collective responsibility to ensure that the Treasurer has an accurate picture of what the Association expense commitments are.

In the unlikely event that a volunteer fails to honour these steps, the Executive Committee shall take the following action

1. Ask that the volunteer explain to the Board of Directors or the Standing Committee in writing or in person the reasons why they were unable to adhere to the time frame for submitting expense claims or were unable, on their expense claim, to claim a “ reasonable” amount.
2. The treasurer will reimburse volunteers only for reasonable expense, in the case of airfare, the excursion rate. In the case of meals, the per diem rate.

1.1.2 Meals

Meal allowance will be paid to CCPSA members, as deemed necessary and approved by the Treasurer. Meal allowances do not require receipts and will be paid as follows:

Breakfast	\$8.00
Lunch	\$12.00
Dinner	<u>\$20.00</u>
Per Diem	\$40.00

Members who extend travel arrangement, for personal reasons, beyond that which is necessary to attend CCPSA business, will be personally responsible to provide any additional meals required.

CCPSA members travelling outside the country will have a meal allowance appropriate for the country, as approved by the Treasurer.

1.1.3 Travel

1. Transportation required attending CCPSA business should be arranged so that the minimum expenses, where possible, is incurred.” Board members are required to use the least costly method of transportation possible when travelling to and from Board meetings or on other Association business. When booking flights, every attempt must be made to book

during a seat sale, or to book excursion fare. Flights can and should be booked at least two months in advance of the departure date. If, by two months before the departure date a member finds they will be unable to book a flight, they must notify the national office staff and they will book flights.”

2. In the event that members choose to make their own arrangements for air transportation, the fare will be reimbursed to the member provided that the cost is supported with a paid invoice and the cost thereof does not exceed the cost available through the CCPSA travel agent for comparable arrangements.
3. Members shall be reimbursed for any cancellation charges, in the event that the trip is cancelled due to circumstances beyond the control of the member.
4. Members shall be reimbursed for taxis, shuttle service, limousines, airport parking, and other local transportation services to and from airports, provided that receipts are submitted and the most economical and practical alternative has been utilised.
5. Mileage for the use of personal vehicles, to attend CCPSA business shall be reimbursed at 30 cents per kilometre. The distance travelled and the origin and destination points must be clearly defined. Cost incurred shall not be more than the excursion airfare.

1.1.4 Accommodation

1. Members shall be reimbursed for necessary accommodation expenses while travelling on CCPSA business. Where practical, members should share accommodations with another member in travel status.
2. Accommodation should be arranged at rates not exceeding \$75.00 per room, per night. In such cases accommodation costs will be billed directly to CCPSA. The Executive Committee must approve any increase deemed necessary to the \$75.00 maximum room rate in advance.
3. Members who choose to make their own accommodation arrangements will be reimbursed at the lesser of \$75.00 per room per night (shared with another member, (where practical) or the actual cost incurred. Receipts are required.
4. Movie rentals, personal phone calls, laundry or other personal charges incurred in conjunction with accommodation will not be reimbursed by CCPSA.

1.1.5 Reimbursement Procedure

1. In order to be reimbursed, the following expenditures must be receipted:
 - a. Hotel
 - b. Airline Travel
 - c. Parking, taxis, shuttle, etc.
3. Meals based on the rate established in section II.
4. An official receipt must accompany credit card summaries and credit card receipt slips from

the expense source (i.e. hotel bill shows a breakdown of expenses but a credit card summary does not).

5. Expenses must be outlined on the standard CCPSA expense form and signed by the claimant and approved either by the Treasurer or the Committee chairperson.
6. Cash advances must be approved by the Executive prior to being issued, and must be accounted for in full before any future expenses can be paid.
7. Your expenses will be treated as a top priority by the Treasurer, and paid promptly within five days of receiving.
8. ***NOTE:** In case of a discrepancy or unusual circumstance, the claimant will put a note on the bottom of the form to explain the claim, and if unclear the treasurer will follow up, with the claimant, prior to issuance or rejection of the claim.

1.1. 6 Committee Expense Policy

1. The Chairperson for each standing committee will be responsible to the CCPSA treasurer for approving the expenses incurred by their committee. Committee expenses must be submitted to the Committee Chairperson, and then to the Treasurer. (Committee members should not submit expenses directly to the treasurer)
2. The Chairperson for each standing committee will be responsible for informing the members of their committee, of the CCPSA guidelines for committee member's expenses.
3. Committee Chairpersons must verify all expense submissions made by committee members for compliance with CCPSA policies by signing their expense claims.

1.2 TRANSLATION POLICY

1. CCPSA recognises both official languages of Canada. A reasonable effort must be made to have information necessary for the adequate functioning of the Provincial Associations available in both English and French (i.e. Constitution).
2. Providing CCPSA is made aware of potential communication barriers, 30 days in advance of a Board meeting, a reasonable effort will be made to accommodate all members.
3. That all CCPSA documents be sent for translation by an official translation office and that the volunteers will review the work for correct content and meaning before the documents are circulated. These documents may include: minutes, policies, decision-making documents, athlete's agreements, and information packages. The board realizes that there will be financial implications from this decision.

1.3 PROVINCIAL DELEGATE POLICY

1. It is the responsibility of the Provincial Association to appoint their Provincial Delegate. A Provincial Delegate is appointed for one year from AGM to AGM. In the case that a delegate cannot fulfil their term, the Provincial Association may submit a "Notice of Resolution" form and the new appointee will assume the position, immediately upon submission to the President of CCPSA.
2. If a delegate does not present the appropriate "Notice of Resolution" form, they will not be eligible to vote, nor to get expenses reimbursed.

1.4 NATIONAL ADDRESS

The National mailing address for CCPSA is:

Canadian Cerebral Palsy Sports Association
1600 James Naismith Drive
Gloucester, Ontario
K1B 5N4
(613) 748-5725 telephone
(613) 748-5899 facsimile
Email :ccpsa@cypberus.ca

The Secretary of the Association shall hold the official seal and must sign and seal all documents requiring the official seal of the corporation.

1.5 CONFLICT OF INTEREST POLICY

(Adopted by the BOD June 17, 1995)

CCPSA is a not for profit organization devoted to the development of sport for persons with cerebral palsy in Canada. The success of this organization is dependent on many people, including directors, employees, coaches and athletes.

A conflict of interest policy will ensure that the Association is run in a positive environment in which its goals and objectives are not compromised by any of the persons who may be charged from time to time with carrying out these goals and objectives. A director, employee or other member (from here on, will be referred to as "officer") has a duty to carry out their responsibilities in the best interest of association. When they feel they are in conflict of interest they shall declare this conflict according to the guidelines presented in this policy.

Definitions:

An officer charged with carrying out a task of the association, is in conflict of interest if he/she is directly involved in the decision making that would have a direct impact on personal gain for them, for their immediate family or any corporation, partnership or business controlled by the officer.

Immediate family means a spouse, child, sibling or parent of a person affected by this policy.

Rules:

If an officer has a conflict of interest, the following process shall take place (as outlined in Perry's Call to Order):

- 1) The officer shall declare this conflict of interest when the agenda is being approved, if possible, or at the first opportunity thereafter.
- 2) Those who declare a conflict of interest may neither speak nor vote on any motion or amendment made concerning the matter on which they have made the declaration.
- 3) Those who abstain from participation or leave the meeting because of their declared conflict of interest are still included as present in determining whether there is a quorum.
- 4) The minutes must record all declarations of conflict of interest.

(Perry, 1994. Pg. 57)

Where the officer is unclear whether or not they are in conflict of interest, he/she will bring forth this concern for advisement by the board of directors at the appropriate time.

If a member(s) of the board of directors feels that a conflict of interest may exist for one of its officers, they are to mention this possibility prior to discussion of the topic at the meeting.

1.6 HARASSMENT POLICY

Canadian Cerebral Palsy Sports Association (CCPSA) is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory of Canada.

Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.

CCPSA is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials and members of CCPSA. CCPSA encourages the reporting of all incidents of

harassment, regardless of who the offender may be.

This policy applies to harassment which may occur during the course of all CCPSA business, activities, and events. It also applies to harassment between individuals associated with CCPSA but outside CCPSA business, activities, and events when such harassment adversely affects relationships within the CCPSA work and sport environment.

Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

1.6.1 Definitions

Harassment takes many forms but can generally be defined as comment, conduct or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, degrading or offensive.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or
- Such conduct has the purpose or effect of interfering with an individual's performance; or
- Such conduct creates and intimidating, hostile or offensive environment.

Types of behavior which constitute harassment include but are not limited to:

- Written or verbal abuse or threats;
- The display of visual material which is offensive or which one ought to know is offensive;
- Unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex, or sexual orientation;
- Leering or other suggestive or obscene gestures;
- Condescending, paternalistic or patronizing behavior that undermines self-esteem, diminishes performance or adversely affects working conditions;
- Practical jokes that cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
- Unwanted physical contact including touching, petting, pinching, or kissing;
- Unwelcome sexual flirtations, advances, requests or invitations; or
- Physical or sexual assault.

Sexual harassment most commonly occurs in the form of behavior by males toward females; however, sexual harassment can also occur between males, between females or as behavior by females toward males.

For the purposes of this policy, retaliation against an individual for having filed a complaint under this policy; or for having participated in any procedure under this policy; or for having been associated with a person who filed a complaint or participated in any procedure under this policy will be treated as harassment and will not be tolerated.

1.6.2 Responsibility

The CCPSA Board of Directors and President are responsible for the implementation of this policy. In addition, they are also responsible for:

- Discouraging and preventing harassment within CCPSA;
- Investigating formal complaints of harassment in a sensitive, responsible and timely manner;
- Imposing appropriate discipline or corrective measures when a complaint has been substantiated, regardless of the position or authority of the offender;
- Providing advice to persons who experience harassment;
- Doing all in their power to support and assist any employee or member of CCPSA who experiences harassment by someone who is not an employee or member of CCPSA;
- Making all members and employees of CCPSA aware of the problem of harassment, and in particular sexual harassment and of the procedures contained in this policy;
- Informing both complainants and respondents of the procedures contained in this policy and of their rights under the law;
- Regularly reviewing the terms of this policy to ensure that that they adequately meet the organization's legal obligations and public policy objectives;
- Appointing harassment officers and providing training and resources they need to fulfill their responsibilities under this policy.

Every member of CCPSA has a responsibility to play a part in ensuring that the CCPSA sport environment is free from harassment. This means not engaging in, allowing, condoning or ignoring behavior contrary to this policy. In addition, any member of CCPSA who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.

In the event that either a member of the CCPSA Board or staff are involved in a complaint which is made under this policy, the CPSABC president shall appoint a suitable alternate for the purposes of dealing with the complaint.

1.6.3 Sexual Relations

CCPSA takes the view that intimate sexual relationships between directors, supervisors, employees, coaches, officials, volunteers, parents or athletes and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, on other athletes and coaches and on the public image of CCPSA.

CCPSA therefore takes the position that such relationships are unacceptable.

Should a sexual relationship develop between an athlete and a coach, the CCPSA will investigate and take action, which could include reassignment, or if this is not feasible a request for resignation or dismissal from employment or duties.

1.6.4 Disciplinary Action

Employees or members of CCPSA against whom a complaint of harassment is substantiated may be severely disciplined up to and including dismissal or termination of membership in cases where the harassment takes the form of assault, sexual assault or a related sexual offence.

1.6.5 Confidentiality

CCPSA understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment.

CCPSA recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

CCPSA shall not disclose to outside parties the name of the complainant, the circumstance giving rise to a complaint or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

1.6.6 Harassment Officers

CCPSA shall appoint at least two persons, one male and one female, who are themselves members or employees of CCPSA, to serve as officers under this policy. If more officers are appointed, CCPSA shall ensure a gender balance.

The role of harassment officers is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, officers shall be directly responsible to the CCPSA Board of Directors.

CCPSA shall ensure that officers receive appropriate training and support for carrying out their responsibilities under this policy.

If confronting the harasser is not possible or if after confronting the harasser the harassment continues, the complainant should seek the advice of a harassment officer.

The harassment officer shall inform the complainant of:

- The options for pursuing an informal resolution of his or her complaint;
- The right to lay a formal written complaint under this policy when an informal resolution is inappropriate;
- The availability of counseling and other support provided by CCPSA;
- The confidentiality provisions of this policy;
- The right to be represented by a person of their choice (including legal counsel) at any stage in the complaint process;
- The external mediation/arbitration mechanisms that may be available;
- The right to withdraw from any further action in connection with the complaint at any stage (even though CCPSA might continue to investigate the complaint); and
- Other avenues of recourse, including the right to file a complaint with a human rights commission or where appropriate, to contact the police to have them lay a charge under the Criminal Code.

There are four possible to this initial meeting of complainant and officer.

a) The complainant and officer agree that the conduct does not constitute harassment.

If this occurs, the harassment officer will take no further action and will make no written record.

b) The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint.

If this occurs, the harassment officer will assist the two parties to negotiate a solution acceptable to the complainant. If desired by the parties and if appropriate, the harassment officer may also seek the assistance of a neutral mediator.

If informal resolution yields a result which is acceptable to both parties, the harassment officer will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.

If informal resolution fails to satisfy the complainant, the complainant will reserve the option of laying a formal written complaint.

c) The complainant brings evidence of harassment and decides to lay a formal written complaint.

If this occurs, the harassment officer will assist the complainant in drafting a formal written complaint, to be signed by the complainant and a copy given to the respondent without delay. The written complaint should set out the details of the incident, the name of any witnesses to the incident and should be dated and signed.

The respondent will be given an opportunity to provide a written response to the complainant. The harassment office may assist the respondent in preparing this response.

d) The complainant brings evidence of harassment but does not wish to lay a formal complaint.

If this occurs, the harassment officer must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.

When the harassment officer decides that the evidence and surrounding circumstances require a formal written complaint, the harassment office will issue a written complaint and without delay, provide copies to both the complainant and the respondent.

As soon as possible after receiving the written complaint, but within 21 days, the harassment officer shall submit a report to the CCPSA Board of Directors containing the documentation filed by both parties along with a recommendation that:

- No further action be taken because the complaint is unfounded or the conduct cannot be reasonably be said to fall within this policy's definition of harassment; or
- The complaint should be investigated further.

A copy of this report shall be provided, without delay to both the complainant and the respondent.

In the event that the harassment officer's recommendation is to proceed with an investigation,

the CCPSA Board of Directors shall within 14 days appoint three members of CCPSA to serve as a case review panel. This panel shall consist of at least one woman and at least one man. To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent.

Within 21 days of its appointment, the case review panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide, provided that:

- The complainant and respondent shall be given 14 days notice, in writing, of the day, time and place of hearing.
- Members of the panel shall select a chairperson from among themselves.
- A quorum shall be all three-panel members.
- Decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the chairperson will be the decision of the panel.
- The hearing shall be held in camera.
- Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed, (unless the complainant decided not to lay a formal complaint, but the harassment officer concluded that the evidence surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed.
- The complainant and respondent may be accompanied by a representative or advisor.
- The harassment officer may attend the hearing at the request of the panel.

Within 14 days of the hearing, the case review panel shall present its findings in a report to the CCPSA Board of Directors and shall contain:

- A summary of the relevant facts;
- A determination as to whether the acts complained of constitute harassment as defined in this policy;
- Recommend measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.

If the panel determines that the allegations of harassment are false, vexatious, retaliatory or unfounded their report shall recommend disciplinary action the complainant.

A copy of the report of the case review panel shall be provided without delay to both the complainant and the respondent.

When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:

- The nature of the harassment;
- Whether the harassment was an isolated incident or part of an ongoing pattern;
- Whether the harassment involved any physical contact;
- The nature of the relationship between complainant and harasser;
- The age of the complainant;
- Whether the harassed had been involved in previous harassment incidents;
- Whether the harasser admitted the responsibility and expressed willingness to change; and

- Whether the harasser retaliated against the complainant.

In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination depending on the severity of the harassment:

- A verbal apology
- A written apology
- A letter of reprimand from CCPSA
- A fine or levy
- Referral to counseling
- Removal of certain privileges of membership or employment
- Demotion or a cut in pay
- Temporary suspension with or without pay
- Termination of employment or contract; or
- Expulsion from membership.

Where the investigation does not result in a finding of harassment, a copy of the report of the case review panel shall be placed in the harassment officer's files. These files shall be kept confidential and access to them shall be restricted to the CCPSA Executive, Board members and Harassment officers.

Where the investigation results in a finding of harassment, a copy of the report of the case review panel shall be placed in the personnel or membership file of the respondent. Unless the findings of the panel are overturned on appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

1.6.7 Procedure Where a person believes that a colleague has been harassed

Where a person believes that a colleague has experienced or is experiencing harassment and reports this belief to a harassment officer, the officer shall meet with the person who is said to have experienced harassment and shall then proceed in accordance with this policy.

1.6.8 Appeals

Both the complainant and respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the chairperson of the case review panel within 14 days of the complainant or respondent receiving the panel's report.

Permissible grounds for an appeal are:

- The panel did not follow the procedures laid out in this policy;
- Members of the panel were influenced by bias; or
- The panel reached a decision that was grossly unfair or unreasonable.

In the event that a notice of appeal is filed, the CCPSA Board of Directors shall together appoint a minimum of three members to constitute an appeal body. This appeal body shall consist of at least one woman and at least one man. These individuals must have no significant personal or professional involvement with either the complainant or respondent, and no prior involvement in

the dispute between them. The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the reports of the harassment officer and the case review panel and the notice of appeal.

Within ten days of its appointment, the appeal body shall present its findings in a report to the CCPSA Board of Directors. The appeal body shall have the authority to uphold the decision of the panel, and/or to modify any of the panel's recommendations for disciplinary action or remedial measures.

A copy of the appeal body's report shall be provided without delay to the complainant and the respondent.

The decision of the appeal body shall be final.

1.6.9 Review and approval

The CCPSA Board of Directors approved this policy on **February 1, 1997**.

CCPSA Board of Directors shall review this policy on annual basis.

1.7 COMPLAINT RESOLUTION POLICIES and PROCEDURE

1.7.1 Purpose

Canadian Cerebral Palsy Sports Association is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment that promotes fairness.

This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials, and members of CCPSA. CCPSA encourages the reporting of all incidents of inequality, unfairness and discrimination regardless of who the offender may be.

This policy applies to all complaints, disputes, actions and incidences that are in violation of CCPSA's policies and procedures, which may occur during the course of all CCPSA's business, activities, and events. It also applies to complaints or disputes brought forth by individuals associated with CCPSA, but outside CCPSA business, activities, and events when the violation adversely affects relationships within the CCPSA's work and sport environment.

Notwithstanding this policy, every person who experiences a violation of the policies and procedures continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

The purpose of this policy is to enable such disputes to be dealt with fairly, expeditiously and affordably, without recourse to formal legal and court-like procedures.

1.7.2 Responsibility

The CCPSA Board of Directors is responsible for the implementation of this policy. In addition, they are also responsible for:

- Discouraging and preventing violations at all levels within the CCPSA;
- Investigating all complaints in a sensitive, responsible, and timely manner;
- Imposing appropriate disciplinary or corrective measures when a complaint has been substantiated, regardless of the position or authority of the offender;
- Doing all in their power to support and assist any employee/member of CCPSA who experiences a violation of the Policies and Procedures;
- Making all members and employees of CCPSA aware of the contents of its Policies and Procedures;
- Informing both complainants and respondents of the procedures contained in this policy and of their rights under the law;
- Regularly reviewing the terms of this policy to ensure that they adequately meet the organization's legal obligations and public policy objectives;
- Appointing the unbiased case review investigative officers and individuals who make up the dispute panel and providing the training and resources they need to fulfill their responsibilities under this policy; and
- Appointing unbiased appeal bodies and providing the resources and support they need to fulfill their responsibilities under this policy.

1.7.3 Disciplinary Action

CCPSA employees, individual members and/or Paralympic team members against whom a complaint has been substantiated may be disciplined, up to and including employment dismissal or ineligibility for team selection in cases where this sanction may be warranted.

1.7.4 Confidentiality

4.1 CCPSA understands that it can be extremely difficult to come forward with a complaint of any nature and that it can be devastating to be wrongly convicted of such a violation. CCPSA recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

4.2 CCPSA shall not disclose the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

1.7.5 Investigative Officers

5.1 CCPSA shall appoint investigative officers, to serve under this policy. The role of these investigators is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, these officers shall be directly responsible to the CCPSA President or their designate.

5.2 CCPSA shall ensure that these officers receive appropriate training and support for carrying

out their responsibilities under this policy.

1.7.6 Complaint Procedure

6.1 A person who is a witness to a violation is encouraged to make it known to the violator that the behaviour is inappropriate and contrary to a CCPSA policy.

6.2 If confronting the violator is not possible, or if after confronting the violator the violation continues, the complainant should seek the advice of an investigative officer. The complainant must give CCPSA written notice of complaint within ninety (90) days of the incident and further that the requirements as set out in this policy be satisfied within thirty (30) days of that notice.

6.3 The investigating officer shall inform the complainant of:

- The options for pursuing an informal resolution of his or her complaint;
- The right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
- The availability of counseling and other support referred by CCPSA;
- The confidentiality provisions of this policy;
- The right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
- The external mediation/arbitration mechanisms that may be available;
- The right to withdraw from any further action in connection with the complaint at any stage (even though CCPSA might continue to investigate the complaint); and
- The complainant will be informed of other avenues of recourse, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge, or the right to pursue legal action through the courts.

6.4 There are four possible outcomes to this initial meeting of complainant and the investigating officer.

a) The complainant and officer agree that the conduct did not violate the policies and procedures of CCPSA.

If this occurs, the investigator will take no further action and will make no written record.

b) The complainant brings evidence that a violation has occurred and chooses to pursue an informal resolution of the complaint.

If this occurs, the investigating officer will assist the two parties to negotiate a solution acceptable to the complaint. If desired by the parties and if appropriate, the investigating officer may also seek the assistance of a neutral mediator.

If informal resolution yields a result that is acceptable to both parties, the investigator will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties. This record will be signed by both parties and will briefly outline the details of the complaint and resolution. This record will be kept on file in the CCPSA National office for a period time as determined by the investigating officer. No further action will be taken.

If informal resolution fails to satisfy the complainant, the complainant will reserve the option of laying a formal written complaint.

(c) The complainant brings evidence of a violation and decides to lay a formal written complaint.

If this occurs, the investigating officer will assist the complainant in drafting a formal written complaint, to be signed by the complainant, and a copy given to the respondent without delay. The written complaint should set out the details of the incident(s), the names of any witnesses to the incident(s), and should be dated and signed.

The respondent will be given 21 days to provide a written response to the complaint. The investigating officer may assist the respondent in preparing this response.

At this stage, the investigative officer will recommend to the CCPSA Board of Directors to proceed as outlined in Sections 6.5 - 6.13 of this policy and procedure.

d) The complainant brings evidence of a violation but does not wish to lay a formal complaint.

If this occurs, the investigating officer must decide if the alleged violation is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.

When the investigating officer decides that the evidence and surrounding circumstances require a formal written complaint, the investigating officer will issue a formal written complaint to the CCPSA Board of Directors for review and without delay, provide copies of the complaint to both the complainant and the respondent.

As soon as possible after receiving the written complaint, but within 21 days, the investigating officer shall submit a report to the case review panel, containing the documentation filed by both parties along with a recommendation that:

No further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of a violation; or

The complaint should be investigated further as outlined in Sections 6.5 - 6.13.

A copy of this report shall be provided, without delay, to both the complainant and the respondent.

6.5 In the event that the investigating officer's recommendation is to proceed with a review of the complaint, the CCPSA Board of Directors shall within 14 days appoint three individuals to serve as a case review panel. This panel shall consist of at least one woman and at least one man. To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent.

6.6 Within 21 days of its appointment, the case review panel shall convene a hearing either in person or by telephone. The hearing shall be governed by such procedures as the panel may decide, provided the following procedures are followed.

- The complainant and respondent shall be given 14 days notice, in writing of the day, time and place of the hearing.
- Members of the panel shall select a chairperson from among themselves.
- A quorum shall be all three-panel members.
- Decisions shall be by majority vote. If a majority vote is not possible, the decision of the chairperson will be the decision of the panel.
- The hearing shall be held in camera.
- Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed (unless the complainant decided not to lay a formal complaint, but the officer concluded that the evidence and surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed.
- The complainant and respondent may be accompanied by a representative or advisor.
- The investigating officer may attend the hearing at the request of the panel.

6.7 Where the investigation does not result in a finding of a violation, a copy of the report of the case review panel shall be placed in the investigative officer's files. These files shall be kept confidential and access to them shall be restricted to the CCPSA President and/or their designate and the investigative officers.

6.8 Where the investigation does result in a finding of a violation, within 14 days of the hearing, the case review panel shall present its findings in a report to the CCPSA Board of Directors, which shall contain:

- A summary of the relevant facts;
- A determination as to whether the acts complained of constitute a violation of the Policies and Procedures of CCPSA;
- Recommend disciplinary action
- Recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute a violation and
- Recommend courses of action to prevent similar situations in the future.

6.9 If the panel determines that the allegations are false, vexatious, retaliatory, or unfounded, their report shall recommend disciplinary action against the complainant.

6.10 A copy of the report of the case review panel shall be provided, without delay, to both the complainant and respondent.

6.11 When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:

- The nature of the violation;
- Whether the violation involved any physical contact; if so they should be referred to the CCPSA Harassment Policy
- Whether the violation was an isolated incident or part of an ongoing pattern;

- The nature of the relationship between complainant and respondent;
- The age of the complainant;
- Whether the respondent had been involved in previous violations of CCPSA's policies or similar incidents;
- Whether the respondent admitted responsibility and expressed a willingness to change;
- Whether the respondent retaliated against the complainant.

6.12 In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the violation:

- A verbal apology;
- A written apology;
- A letter of reprimand from the CCPSA;
- A fine or levy;
- Referral to counseling;
- Removal of certain privileges of membership or employment;
- Demotion or a pay cut;
- Temporary suspension with or without pay;
- Termination of employment or contract; or
- Exclusion from membership indefinitely or for a specified period of time.

6.13 Where the investigation results in a finding of a violation, a copy of the report of the case review panel shall be placed in the personnel file of the respondent and/or kept on file at the CCPSA National Office. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

1.7. Where a Person Believes a Fellow Member has experienced a violation of Policies & Procedures

Where a person believes that fellow member has experienced a violation of CCPSA's Policies and Procedures and reports this belief to the Board of Directors or an investigative officer, the appointed investigative officer shall meet with the person who is said to have experienced this violation and shall then proceed in accordance with the guidelines of this policy.

1.7.8 Appeals

8.1 Both the complainant and respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the chairperson of the case review panel within 14 days of the complainant or respondent receiving the panel's report.

8.2 Permissible grounds for an appeal are:

- The panel did not follow the procedures laid out in this policy;
- Members of the panel were influenced by bias; or

- The panel reached a decision that was grossly unfair or unreasonable.

8.3 In the event that a notice of appeal is filed, the CCPSA Board of Directors shall, within 21 days, together appoint a minimum of three members to constitute the appeal body. This appeal body shall consist of at least one woman and at least one man. These individuals must have no significant personal or professional involvement with the complainant, respondent or the previous case panel members, and no prior involvement in dispute between them the complainant and the respondent.

8.4 The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the reports of the investigative officer and the case review panel, and the notice of appeal.

8.5 Within fifteen days of its appointment, the appeal body shall present its findings in a report to the CCPSA Board of Directors. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panel's recommendation for disciplinary action or remedial measures.

8.6 A copy of the appeal body's report shall be provided without delay, to the complainant and respondent.

8.7 The decision of the appeal body shall be final.

1.7.9 Review and Approval

9.1 This policy was approved by the CCPSA Board of Directors on June 5, 1999.

9.2 This policy shall be reviewed by the Board of Directors on an annual basis and amendments presented to the Membership for approval at the CCPSA AGM.

9.3 The CCPSA Board of Directors shall name their investigative officers on an annual basis at the CCPSA AGM.

1.8 RESPONSIBILITY AND ACCOUNTABILITY OF BOARD MEMBERS

The CCPSA Board members are elected and responsible to the Athletes and the members associations who elect them. Each Board member is responsible for the tasks of their position and other duties assigned or taken on by them, and must account for these tasks to the President of the CCPSA. Provincial representatives are as an accountable to the Board of CCPSA and its president for their duties as representatives of their province, as they are to their own associations.

To ensure accountability and responsibility of Board members the following guidelines have been adopted.

Accountability Process

1. Self monitoring

The first line of accountability is self-monitoring. Board members are expected to monitor the work they have agreed to do, on an ongoing basis. They will provide reports to the Board on a quarterly basis whether in conjunction with a board meeting or not. It is incumbent on each Board member to monitor their action plans and alert the Board of Directors to situations that may prevent them from the successful completion of their action plans.

2. Group Monitoring

The second line of accountability is Group monitoring. Board members are responsible for each other. In addition to managing their own workload, each member is responsible to each other. In addition to managing their own workload, each member is responsible for reporting to the Board as a whole, those situations in other areas that; may impact the overall progress of the work plans and to challenge other Board Members when the information provided is insufficient.

3. President

When self and group monitoring fail to ensure proper accountability, the President must be prepared to step in. The president will intercede to determine factors that have lead to the failure of the first two lines of accountability and work with the Board members involved to develop a corrective plane of action. In extreme cases, the President may be forced to ask for the Board members resignation and / or relieve them of their responsibilities.

1.9 Ad hoc CONSTITUTION COMMITTEE

Due to the analytical nature of the committee, it is recommended that the membership include at least one person with either an administrative or legal background.

Responsibilities Include:

1. To annually review the Constitution and Bylaws of the CCPSA and:
 - a) Ensure that it is kept current with societal developments
 - b) Ensure that is kept current with Canadian human rights legislation
 - c) Recommend amendments as required or deemed necessary
2. To review policy decisions of the CCPSA Board of Directors and:
 - a) Ensure that such decisions fall within the realm of administrative fairness and natural justice, current human rights standards, and other such applicable doctrines
 - b) Ensure that all policies and/or amendments are recorded and added to the Policies and Procedures manual
3. To ensure that the Constitution and Bylaws, and Policies and Procedures are translated into both of Canada's official languages.

1.10 Athletes Standing Committee

Election of Sport Specific Athletes Representatives:

At a competition or conference designated by the Sports Technical Committee, athletes will be asked to nominate qualified athletes for the position of athlete representative for their sport. If more than one athlete is nominated the athletes will have a meeting to hear each candidate's reason for wanting to represent them on the sport specific sub committee. The athletes would then vote by written secret ballot.

Criteria for Athlete Representative:

Athlete must currently be on a provincial or national team or have been a provincial or national team athlete within the past 8 years.

Sports Technical Committee:

Athletes elected to a sports specific sub committee will form the athletes committee. This committee will elect an athlete from their group to be chairperson. This individual will sit on the Sports Technical Committee as the athlete representative.

CCPSA Board of Directors:

The Athlete Committee Chairperson will be appointed to the Board of Directors of the CCPSA as a voting member. The athlete representative will be a member of the Executive Committee.

The term of office shall be for two (2) years.

2.0 SPORTS TECHNICAL GENERAL POLICIES

2.0.1. Terms of office for the Sports Technical Committee members and National Coaches will be for 2 years with the option to re-apply.

2.0.2. To provide continuity the term of office for the Sports Technical Chair shall begin on alternate years to that of the Sports volunteers.

2.0.3. The Sports Technical Committee shall meet as determined by the Chairperson.

2.0.4. All High Performance Sports will have a representative from the Classification Committee to liaise between the national team staff and the Classification Committee on sports specific classification.

2.0.5. All fundraising initiatives proposed by the CCPSA committees, subcommittees, and/or national teams are known to the executive committee prior to the commencement of the project. Approval will be given based on merit and feasibility with no cost to CCPSA.

2.0.6. Participation of athletes in national games

For participation of Athletes in National Games an athlete must:

- Be a member in good standing of a CCPSA – PSO
- Be on a Provincial Team meeting CCPSA qualifying standards or individuals meeting CCPSA meeting the following:
 - A) Rank in the top 4 in Canada for individual boccia **OR**
 - B) Make the identified time or distance standard **AND**
 - C) Attend provincial championships / games in the past 2 years or a sanctioned meet at the provincial level in the same sport.

2.0.7. Drug Free Sports

CCPSA, its member groups, volunteers and athletes subscribe to the ethic of fair play through drug free sports. They recognize the " Canadian Centre for Drug - Free Sport" as the governing body in Canada that develops and co-ordinates the national anti doping campaign. CCPSA support the Canadian Centre for Drug Free Sports by disseminating information on banned substances to coaches, athlete and provincial sports organizations; adhering to their policies and procedures for testing, penalties and appeal process. CCPSA coaches and athletes agree to adhere to these policies and the policies of the IPC/IOC when they accept a position on the nation

2.0.8. Gender Equity

1. The Cerebral Palsy Sports Association of B.C. believes that the experience, achievement and performance in physical activity and sport of girls and women be valued equally with those of boys and men.

2. CPSA-BC believes that girls and women should have equal opportunities compared to boys and men to participate in a full range of physical activity and sport programs in order to enhance their well being.

3. CPSA-BC is committed to initiating, promoting and encouraging educational and awareness programs to
Develop a supportive environment in which physical activity and sport are not restricted on the basis of gender.
4. CPSA-BC is committed to working towards equitable representation of women and men in the structures
And systems that design deliver and support physical activity, sport programs and services.

Objectives

1. To advocate for improved support services to decrease the existing barriers limiting girl's and women's participation in physical activity and sport. I.e. subsidized childcare for women attending meetings and competitions.
2. To ensure that competitive and training opportunities for girls and women pursuing excellence in sport are equitable to those provided for men.
- 3 To ensure that equal opportunity exists for women to assume leadership roles in physical activity and sport.
- 4 to develop awareness for the benefits of an active lifestyle by girls and women.
5. To institute a recognition / awards system that equally rewards both male and female athletes and volunteers.

2.0.9 Sport Technical Budget Development Policies & Procedures:

STEP 1 COMMITTEE BUDGET DEVELOPMENT

The subcommittee must work as a team to identify needs for their sport. This begins with the selection of national team athletes and deciding on A and B pool groupings. The committee should then identify elite competitions for the A group and other competitions for the B pool, training camps and talent identification programs, etc. Once identified work through a realistic expense budget. The committee needs to identify other items that need to be included in a budget to include the following:

- a) Administrative budget for the subcommittee chair - phone, fax, mail and teleconference calls
- b) Administrative budgets for national team coaches and officials including phone mail education (NCCP training or certification workshops, conferences, etc.) travel for talent identification, etc.
- c) National Championships budgets:
 1. It is important to be as accurate and as detailed as possible with your budget. For airfares find out the usual excursion fares, for registration or accommodation look to last year's expenses or similar events. For competition events remember that coaches, team managers and personal attendants are the first priority for funding allocation for CCPSA. Some events may only see staff receiving funding while others may see the athletes subsidised by CCPSA. All of this is dependent on the total Sports Tech Budget and the CCPSA Board allocation.

Once the committee has drafted a budget, the committees need to assign priorities to each item. For competition and events have a minimum and maximum number of participants indicated. Have the number of staff separate from the number of athletes.

Step 2 THE SUBMISSION TO SPORTS TECHNICAL COMMITTEE CHAIR

All subcommittees must submit their budget proposals to the Sports Technical Committee Chairperson by January 15th each year. The chair will review all budgets and make the initial modifications. Some items may be taken out of the sports specific budget and put into the overall sports tech budget. There will be a global budget available for contingencies. Then the treasurer and the chair will make further modifications and assign athlete assessments for competitions, rates for registration for events and other assessments as required. They will be using the projected sports technical allocation from the CCPSA and anticipated other revenues to assist them in their decision.

Step 3 RATIFICATION BY THE BOARD OF DIRECTORS

The Sports Technical Chairperson will present the total sports technical budget to the Executive Committee. Working with the treasurer they will point out shortfalls in funding and defend the budget. The Executive Committee then discusses the budget and asks the Sports Tech Chair to make any further adjustments.

The Sports Tech Chair then presents the budget to the Board of Directors for their input, discussion and approval.

STEP 4 APPROVAL

Once the budget is approved, the Treasurer is then responsible for working with the Sports Tech Chairperson and the Secretariat to ensure that the budget revenue demands are being met and that the committee as a whole stay within the limits of the budget. Final process to be completed by March 31 of each year, then all parties shall receive copies of the finalised report. Quarterly report dates to sport tech chair and co-ordinator.

2.0.10 Athlete Recognition

JANET DUNN AWARD

Janet Dunn was one of the founding members of CCPSA and a dedicated coach, classifier and mentor to many athletes. Upon her retirement the CCPSA Board of Directors established the Janet Dunn Award for athletes in CCPSA. There will be two rewards (female / male) given to athletes who show both excellence in sport and a contribution to sport for athletes with a disability.

This award will be given annually.

The candidates must be current CCPSA national Team Members or have been on the team in the last four years.

NOMINATIONS

- All nominations must come from a Provincial CP Sports Organisation or a CCPSA recognised group representing that province.
- Only one nomination per sex per province
- All nominations must be received at head office no later than May 1 of every year.

Nomination letter will provide the following:

6. The name address, and phone number of the athletes being nominated
7. The name addresses, and phones number of the person completing the letter.
8. A description of the athlete's accomplishments over the past four years.
9. A description of the their contribution to CCPSA, their sport and other athletes.
10. 2 passport pictures and one action picture of the athlete competing in their sport.

SELECTION

The Sport Technical Chairs will review all nomination letters and the winners will be announced at the CCPSA Annual General Meeting.

All candidates will be acknowledged in writing by the Sport Technical Chairs and the successful candidates will receive a cheque (amount to be determined by the board of Directors) and a plaque.

The President of CCPSA who wrote a congratulatory letters to the athletes (with a copy to the PSO) and the winners profiled in the next edition of the CCPSA newsletter.

2.1 SPORTS TECHNICAL COMMITTEE COMPOSITION

These committees must have individuals with a strong technical background. All supervisory and coaching positions will be posted by the Committee to ensure that a wide variety of people have the opportunity to apply. Application will be in the form of a written letter accompanied by:

- a) A resume citing education and experience relevant to the position
- b) Letters of recommendation of the applicant

Applications for sports technical positions will be reviewed by a committee appointed by the Chair. In the case of a Chef de Mission for a multi sports team, applications will be reviewed by Sports Technical committee chairs for High Performance and Domestic Development.

The Sports Technical Committee shall be comprised of:

High Performance: Team Managers designated by each sport and other people to be determined.

Domestic Development: Sub committee chairs or representatives as identified by the committee composition.

All members of the Sports Technical Committee must be members in good standing of Provincial CP Sports Organisation.

2.1.1

High Performance and Domestic Development

These individuals must have sport technical expertise and be dedicated to the development of sport in Canada. Good leadership, organisational skills are essential and a broad base of knowledge of sports.

Roles & Responsibilities:

1. Represent their Sports Technical Committee on the CCPSA Board of Directors.
2. Develop, maintain and administer their annual sports tech budget.

3. Co-ordinate the development and maintenance of a four year sport and financial plan.
4. Work with the sub committees to develop policy, job descriptions, and other terms of reference as required.
5. Give direction to the sub committees in matters of protocol, process and administration.
6. Work with the CCPSA staff to ensure the appropriate and timely distribution of materials to committee members, PSO's and the Board of Directors.
7. Sits on CCPSA Executive Committee and act as a representative of the CCPSA on other committees and associations as directed by the Board of Directors.
8. Ensures that responsibilities and duties of sports technical committee are completed.

***Note** This is an elected position on the Board of Directors, and as such, follows the CCPSA Board of Director policies for nomination and election.

Sport Technical Terms of reference - Areas of Responsibility

1. Domestic Development, Chair

- ◆ Area of responsibility
- ◆ National Competitions and Workshops(To include bid packages)
- ◆ Coaching Development
- ◆ Official Development
- ◆ Classification Development
- ◆ Policy Development for other / new sports
- ◆ Demonstrations at major events
- ◆ Marketing and promotion of CCPSA programs in Canada.
- ◆ Provincial Development
- ◆ Sport Sciences
- ◆ Active Living Alliance – Moving to Inclusion
- ◆ Sports Canada in relation to areas of responsibility - FAFAD

2. High Performance, Chair

- ◆ International Sports Events
- ◆ Bids for international sports events
- ◆ National Team Selection
- ◆ Sports Specific High performance committees to include:
- ◆ Athletics
- ◆ Boccia
- ◆ Cycling
- ◆ Powerlifting
- ◆ Sports Technical Representation to Canadian Paralympic Committee
- ◆ Sports Canada in relation to high performance - FAFAD

3.0 SPORTS TECHNICAL COMMITTEE – DOMESTIC DEVELOPMENT

Overview

This committee is national in scope and pertains to areas that develop or maintain national status events, officials, coaches, classifiers or the development and maintenance of provincial sport governing bodies. This committee often **works in consultation with high performance and acts as a resource to high performance committees as required**. Meetings of the committee or sub committees should be run in conjunction with an event or by teleconference. Areas of responsibility include:

- ◆ Volunteer and Athlete Database
- ◆ National Competitions and Workshops (To include bid packages)
- ◆ Coaching Training and Development
- ◆ Official Training and Development
- ◆ Classification Training and Development
- ◆ Policy Development for other / new sports
- ◆ Demonstrations at major events
- ◆ Marketing and promotion of CCPSA programs in Canada.
- ◆ Provincial Development
- ◆ Sport Sciences
- ◆ Active Living Alliance – Moving to Inclusion

Not all of the areas have been fleshed out in the terms of reference. This will be part of the goals for the committee to complete.

3.1 ATHLETE AND VOLUNTEER DATABASE

The domestic development committee will maintain the current database including: Mailing addresses and contact numbers and other pertinent membership information. This information will also constitute the membership list for CCPSA. Information on all volunteers covered under the insurance policy must be in the database.

Athletes Database information

This database will include classification information to include date of birth (day/month year) disability, anecdotal notes on functional profiles, special comments and date and name of classifiers.

CCPSA officials database (ALL SPORTS)

The volunteer database will be for all officials, classifiers and coaches. The national database will be maintained as follows:

- a) The officials running a course will be responsible for collecting data on new and re-certified officials and will ensure the information is submitted to the National Office.
- b) Current officials will submit a log of their hours and competitions annually
- c) The Head Referee or designate at a national meet will log the hours and number of games of an official and submit them for the database.
- d) Officials will be responsible for keeping an up to date log of all competitions and courses, signed by the head referee or course conductor.
- e) Coaches will submit information, such as NCCP levels updating courses, through the coaches committee and be added to the volunteer database.

3.2. NATIONAL SPORTS EVENTS

- Coordination of the development and distribution of bid packages for all sports and workshops for national events on a four-year cycle, done in consultation with High Performance Sports committees.
- In consultation with high performance sports set, distributes qualifying standards or ranking for national events.
- Based on criteria for events awards events to the successful province.
- Develops a Memorandum of Understanding for the board and the Host Province.
- Works with the HP in the hosting of the event by providing administrative and technical support where required.
- Prepares a budget and goals for national events for submission for the quadrennial plan and update budgets and goals as appropriate.
- Submits a final report to the Treasurer and the board on the completion of an event
- Appoints suitable sports technical and officials delegates to oversee each event.

3.3 COACHING DEVELOPMENT

Also known as the coaches committee – this group acts a voice for the coaches as required by the board of directors and the chair. Consists of a co-ordinator, one coach from each sport and the chair of the Domestic Development committee. The coaches shall be elected by the CCPSA registered PSO and National Coaches at a meeting of the coaches held in conjunction with each national championship or at a meet designated by the chair.

- Works with high performance sports to assess the needs of each sport in relation to coaching needs and development.
- Provides educational events for all coaches, PSO and national, by providing administration and budget development and event co-ordination.
- Maintains a database of all CCPSA provincial and national coaches to include their NCCP level, and contact information.

Distributes the coaches' code of ethics and other coaching information as determined by the committee.

- Identifies and coordinates any NCCP activity on behalf of the CCPSA
- Develops an annual / quadrennial set of goals and budget as required by the chair and the BOD.
- Coaching awards / recognition.

3.4 OFFICIALS DEVELOPMENT

This sub committee acts as a voice for the officials for all sports as required by the board or the chair. It consists of a Sub committee coordinator and members or ad hoc committees for Education, Competitions, Officials, Database, and Athletes ranking. Some of the groups, i.e. Boccia Referees and Officials Committee, will be sport specific in nature with long/short-term goals while others will be multi sport in nature – i.e. database. Most of the officials will be involved in boccia but other sports will be pursued as identified in long / short term goals. Initial terms of reference reflect Boccia

3.4.1 Boccia Referees and Officials Committee

Training and certification

Boccia Referees and Officials

There is a need to keep current officials up to date and also to certify new referees. This group will have three responsibilities, initially focused on boccia. Ad Hoc committees will be convened as required.

Workshop development and implementation

Responsibilities include the development and implementation of the annual east/west educational workshop for referees.

Standardized courses and tests

- They will develop standardized officials training workshops consistent with the outcome of the boccia official's criteria. Courses need to have theory component and on court evaluation.
- There would be a different course style set up for re-certification and maintenance of current national referees. This would be presented 2 hours before any national competition.
- Courses will be taught by a team of referees identified by the committee taking level of certification and location into consideration.
- An accredited official will teach each course level a minimum of one level higher than the course presented.

Evaluation

- Court time must be actual games under the supervision of the head referee and course conductors. Both sections need to be evaluated and affect the outcome of the overall evaluation.
- Evaluations must be passed with a minimum of 75%.
- The Head referee will provide on going evaluation and support to **all** referees on the floor

The review and implementation of the national criteria for referees.

a) Ad Hoc committee was set up to review the existing list of officials and decide what status they currently have based on the proposed changes to the criteria for referees status. This will include officials who attend the BC workshop in July 1997 and workshops given by Debbie Willows in Ontario in 1997. Test results and evaluations would be taken into consideration. Once the list has been updated and the information will be sent to each province and the IBC.

b) The criteria for officials and courses will be reviewed annually by the committee.

3.4.2 National Boccia Official Certification Process

Qualifications:

- ◆ A minimum of two (2) years experience as a boccia official or coach at the Provincial level.
- ◆ Knowledge of Boccia as set out in the CP-ISRA Manual.
- ◆ Recommendation from their provincial Cerebral Palsy Sports Association.

Procedure:

1. Applications to the CCPSA Boccia Committee.
2. Attend a National Boccia Officials Symposium / workshop / seminar or a CP-ISRA certification workshop. Run by two (2) officials (National level or higher).
3. Pass a written exam on rules and obtain a minimum of 75%.
4. Intern a minimum of two (2) sanctioned meets or a minimum of thirty (30) athletes. A certified National Boccia Official recognized by the CCPSA Boccia committee must be present.
5. At the completion of the internship, recommendation is to be made by a certified National Classifier to the CCPSA Boccia Committee.
6. To maintain status as a certified CCPSA Boccia Official; the Official must:
 - a) Have officiated within a period of eighteen (18) months; and
 - b) Attend a workshop / symposium / seminar - within eighteen (18) months - recognized By the CCPSA Boccia Committee.

Guidelines For National Boccia Official Certification

1. A symposium / workshop / seminar will be held a minimum of every two (2) years in a location to be chosen by bids from the Provincial Sports Organizations.
2. Content to include:
 - Overview to CCPSA / CP-ISRA Boccia
 - Classifications as it relates to Boccia
 - Current CP-ISRA rules and standards
 - Equipment requirements
 - Court set up
 - Hands on experience officiating at a tournament either set up specifically for the workshop or the workshop may be held in conjunction provincial or national tournaments
3. In order to cover the material effectively, a minimum of eight (8) hours is needed for the workshop / symposium / seminar.

Guidelines For Re-Certification of National Boccia Officials

- ◆ All Boccia officials who have met the requirements set out above or officials who have
- ◆ Attained "national" or higher certification status under CP-ISA may re-certify as follows:
- ◆ Re-recommended by their provincial Cerebral Palsy Sports Association.
- ◆ Have officiated at a minimum of two (2) CCPSA Sanctioned Boccia Tournaments within the past two (2) years.
- ◆ Attend a workshop recognized by the CCPSA Boccia committee every two (2) years.
- ◆ Submission of the application to re-certify to the CCPSA Boccia Committee.

Guidelines for Re-Certification Workshop For National Boccia Officials

- ◆ Update on CCPSA Boccia Committee.
- ◆ Update on CP-ISRA Boccia Committee.
- ◆ Update on classification to include progress of functional classification.
- ◆ Review of current CP-ISRA / CCPSA rules and regulations.

OFFICIAL'S LOGBOOKS

- ◆ The officials running a course will be responsible for collecting data on new and re-certified officials and will ensure the information is submitted to the National Office.
- ◆ Current officials will submit a log of their hours and competitions annually
- ◆ The Head Referee or designate at a national meet will log the hours and number of games of an official and submit them for the database.
- ◆ Officials will be responsible for keeping an up to date log of all competitions and courses, signed by the head referee or course conductor.

3.5 NATIONAL COMPETITIONS

The purpose of this area is to run national competitions. Boccia will be done by the certified boccia referees and officials appointed by this committee.

Until the official committee is developed for athletics, powerlifting and cycling competitions will be run by the Domestic Development committee in conjunction with the High Performance Committee. The goal is to develop officials and competition manuals similar to boccia.

Boccia Meet Management

To ensure that the host province is encouraged to put on national events, the committee will manage the meet for the host and work with the host on the administration of the event. The host will be responsible for accommodation, internal transportation, meals and banquet. This will all be detailed in the competition manual and the MOU between the Host and CCPSA. The Organizing Committee will be ad hoc and appointed annually from the members of the Boccia Referees and Officials Committee, Classification Committee, HOC and Domestic Development Committee.

Boccia bid package is in the appendix and is updated annually.

Committee Areas of responsibility will be:

1. The implementation and review of the boccia competition manual in consultation with the rest of the committee and high performance boccia committee. Updating job descriptions and rules as needed.
2. The official committee will appoint qualified referees and other officials for the positions of Meet Manager, Draw master, Results and ranking, Officials coordinator and Head Referee. Where possible individuals from the host province will be utilized. CCPSA will cover the cost of transportation for the officials and the HOC will provide room and board at the competition.
3. Appoint the Jury of Appeals.
4. Coordinate classification needs with the classification committee.
5. Follow through with bid package and MOU to ensure good communication between the HOC and Committee.
6. Assist in registration and ensure that all participants are members of CCPSA's member groups.
7. Implement the Risk Management Plan.
8. Provide the Host Province with a results package and an updated ranking of CCPSA athletes.

(While the initial ranking system will be done in consultation with the High performance committee this is the committee that will maintain the ranking system based on results from sanctioned or designated meets.)

9. Ensure that an evaluation takes place after the event.

3.4 RECORDS

The CP-ISRA rulebook is the official rulebook of CCPSA.

3.4.1 INDOOR RECORDS

CCPSA will compile and maintain a separate and distinct set of indoor records in track and field. The same sanction and application procedures that apply to outdoor records are applicable to indoor records. The indoor records will be for the following events only: Field shot put, Long jump, Distance throw, Precision throw, Track-60M, 200M, 400M, 800M, 1500M, 5000M.

Records will compiled and maintained for the following road course events:

5 km, 10 km, Marathon; these records will be kept for men and women in only two divisions: I: Wheelchair II: Ambulatory.

3.4.2 CANADIAN RECORDS

1. "Application for Canadian Records" form must be submitted to the Chair of Domestic Development..

2. Results from a non-disabled competition can be used for national records if all the following criteria are met:

a) The Provincial CP Association must apply for the record on the CCPSA "Application for Record Form".

b) A copy of the national sanction form from the non-disabled national sport organisation (i.e. CTFA, SNC etc.) must be submitted.

c) A copy of the official results must be submitted.

d) A copy of the actual result sheet must be submitted.

e) CCPSA rules (i.e. CP-ISRA rulebook) may not be adjusted or modified

3.4.3 APPLICATION FOR WORLD RECORDS

The CP-ISRA form must be used for the application for a World Record. This form can be found in the CP-ISRA rulebook. All world record applications must be submitted to the High Performance Chair who will verify the record and submit it to CP-ISRA. Provinces of Games Organising Committees must submit all supporting documents to the CCPSA Sport Technical Chairperson – High Performance.

A "World's Best" or "Canadian Best" refers to the best performance in an event that is conducted on a course that may change from competition to competition, i.e. slalom, road races, cycling etc.

Short course swimming is also referred to as World Best, and Long course swimming is referred to

as World Record.

3.5 CCPSA EVENT SANCTIONING POLICY

All competitions at the provincial or national level that wish to have access to setting national or international records must be sanctioned by the CCPSA Sports Technical Committee Chair-Domestic Development.

The sanctioning fee for all events/meets will be \$50.00 and must be accompanied by the CCPSA Application for Sanctioning. (See appendix for form)

Definitions

Meet Organiser - refers to any or all sponsoring agencies, host organising committees, and/or individual sponsors or hosts.

Participant - a registered participant may be an athlete, coach, support person, provincial sport organisation representative or official. Coaches, support persons, national sport organisation representatives and officials may be subject to the eligibility standards of the CCPSA.

Sanction Policy

Application for a Sanction shall imply acceptance by the Meet Organiser of the following obligations if the sanction is granted:

- a) The competition will be conducted under the rules of the CCPSA.
- b) All athletic participants will compete in the appropriate age category and classification, as recognised by the CCPSA.
- c) That no entry will be accepted, except on the official entry form, which must have a waiver of liability and accident, absolving the CCPSA from all responsibility.
- d) Payment to CCPSA of the appropriate sanction fee.
- e) Sending to the CCPSA, within 30 days of the competition, five (5) copies of the Official Results. The Official Results will include:
 - ◆ The full name or surname and initials, proof of residence
 - ◆ Disability group affiliation
 - ◆ Sport classifications
 - ◆ Age category
 - ◆ Results of all heats, progression, preliminaries, and finals
 - ◆ Prevailing weather conditions if applicable
 - ◆ Method of timing
 - ◆ Wind readings for all outdoor 100m, 200m, long jump, triple jump

- f) That all participants will be current registered members in good standing with their respective Provincial Sport Organisation or carry a current membership card from another country.
- g) That the decisions of the Jury of Appeal on matters covered by the CCPSA or IAAF, FINA (or other International Governing Bodies) technical rules shall be final. The Meet Organiser will be responsible to incur the costs of one CCPSA representative to serve on the Jury of Appeal.
- h) A copy of the entry/registration form(s) will be provided to the CCPSA at least sixty 60 days prior to the commencement of the event, and the CCPSA be notified immediately if any subsequent modifications are made.
- l) An individual or corporation will not be given a Sanction to conduct a competition where any part of the profits is for the private gain of such individual or corporation. This does not restrict clubs other non-profit organisations from conducting and benefiting from competitions.
- j) The Meet Organiser will be responsible for all business and non-technical aspects of the competition.
- k) The Sport Technical Committee/head official will be responsible for all the technical aspects of the meet, including facilities, equipment, officials, entries, the direction of the actual meet, results preparation, etc., subject to the rules of the CCPSA.
- l) Application for Sanction of a competition will be considered by CCPSA and may be accepted, rejected or accepted conditionally.
- m) Accepted applications will be granted either national or provincial level competitions.

Provincial level refers to an event or competition where the meet organiser requests the official recognition of all established provincial records and wishes to set national records. The following criteria will be met:

- 1) Adherence to all athletic rules relating to the provincial sport organisations including applicable rules from the recognised amateur sport governing associations e.g. I.A.A.F., I.P.F., etc. (certain rules may be waved upon request of CCPSA)
- 2) All facilities meet minimum facility requirements
- 3) All officials must be appropriately certified

National level refers to an event relating to the CCPSA events hosted by an organising committee (i.e. National Boccia Tournament, etc). All of the conditions must be met with the addition of:

- 1) A sports technical advisor appointed by CCPSA Sports Technical Committee to the host Organising committee to ensure that national level competition is met.

2) The classification committee appoints appropriate national classification teams to do any classifying

3.6 CLASSIFICATION

This committee is a sub committee of ST Domestic Development will include all nationally certified classifiers.

Responsibilities:

1. Assign classifiers to all CCPSA sanctioned events.
2. Ensure CCPSA maintains an adequate number of nationally certified classifiers that can service CCPSA sanctioned events See 'Procedure to Become a Nationally Certified Classifier' for details.
3. Co-ordinate or arrange co-ordination of biannual National Classification Workshops.
4. Maintain current list of national and International Certified Classifiers as well as non-certified Provincial Classification Officers.
5. Maintain current list and records of CCPSA nationally and internationally classified athletes
6. Review and implementation of the national criteria for classifier.
This will be done annually to ensure that the criterion meets the needs for classification officers in each province.
7. Maintain liaison between CP-ISRA Sports Technical committee and CCPSA, and submit recommendations of CCPSA certified classifiers and rules changes for international consideration.
8. Distribute correspondence and pertinent information to all classifiers and the CCPSA Board of Directors.

3.6.1 Classifiers Training and certification

Workshop Development and implementation

Standardized courses and tests

- Develop standardized officials training workshops consistent with the outcome of the classification officer's criteria. Courses need to have theory component and practical evaluation time.
- There will be a different course style set up for re-certification and maintenance of current national classifiers. This would be presented 2 hours before any national competition.
- Develop a presentation for coaches and officials.

Procedure to Become a Nationally Certified Classifier

Qualifications

- ◆ Minimum of two (2) years experience with Disabled Sports.
- ◆ Secondary education; which included Anatomy, Physiology and other related subjects (i.e. P.T. BPE, OT, Kinesiology, R.N., or M.D.)
- ◆ Event knowledge of Cerebral Palsy Sports.
- ◆ Recommendation from provincial Cerebral Palsy Sports Association.

Procedure

- ◆ Application to the CCPSA Classification Committee.
- ◆ Attend a National classification Symposium/Workshop/Seminar.

- ◆ Intern at a minimum of two (2) sanctioned meets or a minimum of thirty (30) athletes. A certified National Classifier must be present.
- ◆ At the completion of the internship, recommendation is to be made by a certified National Classifier to the CCPSA Classification Committee.

Evaluation.

**To maintain status as a certified CCPSA Classifier, the Classifier must:

- a) Have classified within a period of eighteen (18) months

OR

- b) Attend a National Symposium/Workshop/Seminar with evaluation to follow.

***NOTE** Please see appendix for forms needed for becoming a classifier.

3.6.2 Guidelines for the National Classification Symposium/Workshop/Seminar

1. It will be held every two- (2) years - location to be alternated between east and west.
2. Content to include:
 - Overview of Cerebral Palsy Sports in Canada
 - Classification Standards
 - Range within classes
 - Split classification
 - Understanding Cerebral Palsy
 - Types of Cerebral Palsy
 - Reflexes
 - Range of motion
 - Protocol
 - Functional Classification
 - Les Autres (brief awareness)
 - Sports Disciplines (choose a minimum of four to briefly discuss)
 - **It is highly recommended that individuals with Cerebral Palsy be present to be classified for demonstration purposes
3. In order to cover material effectively, a minimum of ten (10) hours is needed for the symposium/workshop/seminar.
4. It is essential that persons with appropriate disabilities be present to be classified. Try to include all age groups involved with sports.

CCPSA Volunteers database (ALL SPORTS)

The national database will be maintained in three ways.

- a) The classifiers running a course will be responsible for collecting data on new and re-

- certified officials and submitting to the person in charge of the CCPSA Volunteers database.
- b) Current classifiers will submit a log of their hours and competitions annually, to include provincial, national and international events.
 - c) The Classification coordinator or designate at a national meet will log the hours and number of athletes classified by a classifier and submit them for the databank.

3.6.3 National Competitions

A head classifier will be appointed for each competition to work the Organizing Committee and host province to determine the needs of classification at each national event.

Responsibilities include:

- Review the athletes entered in the event and with reference to the national databank and classification committee decide who requires classification.
- Advise the meet manager and the provincial coaches who requires classification, what athletes must bring or wear to classification, protest procedures and cost, deadline for protests must be outlined for inclusion in the registration package.
- Co-ordinate the time and place of classification setting up specific times for each province to attend classification.
- Book athletes on a 15 minutes interval and book team blacks of time.
- Ensure that there are sufficient classification cards on hand.
- Where possible provide classification in French for French speaking athletes. Let them know that the language of classification is English and that the cards must be completed in English.
- Set protocols for classification at the meet.
- Provide a protest team
- Where possible provide educational sessions for athletes and coaches.
- Set up 2 hours classification review for classifiers prior to meet, if required.
- Ensure that the results of classification are given to the person in charge of the databank with a copy given to the athlete.

3.6.4 International classification representation

Work with high performance to provide classifiers when possible to accompany teams to events. Promote the development of international classifiers by developing budgets for international workshops praticums and experience.

Areas still requiring further development

3.7 SPORT DEVELOPMENT

Work with volunteers to develop new sport opportunities for athletes. Research sport technical aspect of sport and develop plans for implemenation.

3.8 DEMONSTRATIONS AND DISPLAYS

Where appropriate provide demonstrations or displays for events.

Maintain a display board and pictures for loan

Develop a video library for lending.

3.9 PROVINCIAL DEVELOPMENT

This committee must function at the grass roots and provincial levels, with little involvement in

international affairs or with elite athletes. Committee members must be dedicated to grass roots involvement and provincial/national development.

Responsibilities Include:

- ◆ Work with Provincial Representatives to clarify the role of Provincial Representatives.
- ◆ Assist Provincial Representatives to plan and implement Provincial Development goals.
- ◆ Serve as a resource person to Provincial Representatives.
- ◆ Advise Executive Board of the Association on progress and problems related to implementation of Provincial Development goals.
- ◆ Liase with other committees (PR, Coach Training, etc.) on matters relating to general provincial functions.
- ◆ Submit a report for the Annual General Meeting covering a summary of initiatives in Provincial Development for the year.

3.10 MARKETING AND PROMOTIONS

Committee Composition

This committee should be comprised of persons with sales and/or marketing background.

Responsibilities Include:

- ◆ To develop a marketing policy for CCPSA.
- ◆ To implement and administer marketing schemes/programs for CCPSA, which involves three distinct areas:
 - 1) New media liaison
 - 2) Public/Business awareness
 - 3) Funding (using the created image to sell a product)
- ◆ To liase with the CPC Marketing Committee.
- ◆ To report progress to the CCPSA Board and submit reports as required.

3.11 SPORTS SCIENCES

This committee is comprised of individuals in various fields of sports sciences.

Responsibilities include but are not limited to:

Drug-testing

Liaisons with Centre for Ethics and sports and Sports Medicine Council,

Recommending speakers and topics for training camps

Selection of medical staff for national team events and travel

Fitness Testing

Research

3.12 ACTIVE LIVING ALLIANCE

This committee or individual is responsible for keeping abreast of the initiatives of the Active Living Alliance for Canadians With a Disability.

Attends the Forum and other designated meetings of the Alliance.

Reports to the Board through the Domestic Development Chair

Moving to Inclusion documents – maintains and promotes Moving to Inclusion and the resource

documents.

4.0 SPORTS TECHNICAL COMMITTEE -HIGH PERFORMANCE

Overview

This committee is responsible for activities and events of an international nature. This would include international representation of a sports technical nature to CPISRA, IPC, or international events. Meetings will be run in conjunction with an event or by teleconference call. General areas of responsibility include:

1. International Sports Technical representation
2. International Sports Events
3. Bids for international events
4. National Team Selection
5. Sports Specific High performance committees to include:
 - Athletics
 - Boccia
 - Cycling
 - Powerlifting
4. Representation to Canadian Paralympic Committee to for Paralympic games
5. Sports Canada in relation to high performance submissions of FAFAD

4.1 International Sports Technical Representation

For positions of a sports technical nature, recommends to the board, for appointment by the board, an individual or individuals to represent CCPSA to the Canadian Paralympic Committee, CPISRA, Sports Canada and similar groups. Ensuring that all appropriate documentation is completed and sent to the appropriate authority.

Prepares an annual budget for international sports technical representation to include travel support and other expenses where necessary for CCPSA representatives or identified CCPSA volunteers.

Receive reports from all international activities and circulate to the board and or other committees.

International Sports Technical Issues - Coordinate the opinions and be the official letter writer for high performance committees. Ensuring that the Executive Committee is aware of concerns, problems and issues that affect CCPSA and seek direction from the Executive Committee in the problem solving.

On Behalf of the board seek nominations from the general membership for nomination to international bodies for positions of a sports technical nature. Ensure that the Executive or board ratifies all nominations.

4.2 Bid for international events

- a) Identify events of an international nature that the board could sponsor i.e. sport events, general assemblies, and international courses.
- b) Obtain and complete bid packages for international events, ensuring that Sports Canada is informed as any hosting possibilities

Volunteers for international events

a) Identify event of an international nature that CCPSA volunteers could attend and coordinate. Selection with all domestic and or high performance committees as appropriate. Ensure that the applications. Registrations are completed for all participants.

4.3 Team Selection for international events

- Select Team Manager for multi sport and single sport events
- Coordinate national team uniforms
- Coordinate national team travel in conjunction with team managers.
- Selection of coaches for international events
- Develop and maintain a quadrennial schedule of competitions and appropriate budgets.

CPISRA / IPC representatives or Canadian identified by the board for support (i.e. Leona Holland), delegates to CPISRA, IPC general assemblies, delegate to World or Paralympic events.

Policy development and implementation

Review existing policy recommending changes to or development of policy and procedures where necessary. Recommending those changes to the board for ratification.

4.4 Sports Specific High Performance Teams/Committees

The high performance committee will develop policy and criteria for selection of sport specific coordinators, coaches and medical staff.

Athletics, Boccia, Cycling and Powerlifting will have high performance committee composed of the Team Manager, national coaches and a classification officer (appointed by the classification committee as a resource to the committee). This group's purpose will be:

- a) To provide / monitor the training of elite athletes, to include the distribution of athletes logs and the collection of monthly log entries, working with local coaches etc.
- b) Development criteria for selection to national teams travelling to international events for use of the domestic development committee. The domestic development committee is responsible for running national events.
- c) Identify events that need to be coordinated by the domestic development committee in particular the timing of the events.
- d) Training camps, reviewing composition of training camps and sports sciences required
- e) Team selection, decided on selection criteria and implementing the criteria, i.e. working with officials to develop ranking criteria, having DD officials maintain the ranking system then using the ranking system to choose athletes for international competition.
- f) FAFAD submissions - submit periodized training to the FAFAD ad hoc committee, and other information as required.
- g) Work with the high performance chair to identify and develop quadrennial budgets and goals for national teams to include sports Canada focus.

4.5 Representation to Canadian Paralympic Committee to for Paralympic games

Ensures that the technical needs of athlete travelling to Paralympic games are met and that the coaches and athletes have the support required. Works with Nationals team/committees to ensure a smooth transition for communication. The chair or their designates attend CPC meetings and report to the board through the High Performance Chair.

4.6 Sports Canada in relation to high performance submissions of FAFAD

Responsible for the high performance submission for FAFAD to include athletes annual periodized training plans, national team travel and training camps and annual goals.

4.7 NATIONAL TEAM POLICIES

4.7.1 Alcohol policy

As a Team Member, I will not consume alcohol at any time until the team's competition is over.

Upon finishing the competition, I must request permission of my Team Manager and Athletes Advocate (if one is present for that particular competition) to modify this rule so as to permit the consumption of 1 to 2 alcoholic beverages.

4.7.2 Athlete selection criteria national team:

Athletes must be currently training at a level appropriate for a national team athlete. Standards for national team will be set at 85% of the world record with the exception of boccia. The selection committee will be comprised of the national coaches and the Team Manager.

Athletes chosen for the National Team must be must be 15 years of age or have obtained that age by the competition date of the international meet. Athletes must not be in arrears, to CCPSA, of any athlete's assessments or outstanding expenses.

4.7.3 Athlete Assessment Policy

Athletes who meet qualifying standards set by CCPSA for a National Team must sign the current Athletes Agreement before they are named to a Team or a shadow team. The athletes agreement will contain a clause stating that Athletes who qualify for a National Team or shadow Team must accept full financial responsibility for expenses / costs of competitions, training camps and other National Team Events. The PSO will receive a copy of the agreement accompanied by a letter asking if the PSO has any comments or suggestions.

The CCPSA Treasurer will send the athletes a statement notifying them of anticipated costs and a schedule of payments so they (the athlete) may budget or raise money for the event. A copy will be sent to the PSO so they may be apprised of the athletes anticipated costs.

Athletes will be required to make a 20 % deposit on upcoming events. The Treasurer and a Sport Technical representative (Team manager, sports Co-ordinator or the chair) will determine a schedule of payments on an individual event basis. Full payment of the athlete's assessment must be made a minimum of one month prior to departure for the event. On the due date the Sports Technical Representative will contact people who have not paid and establish when or if payment will be received. Alternate arrangements for payment should be established prior to this date.

Consequences for Non Payment

Failure to complete a payment by the final due date will result in:

- Loss of deposit
- Loss of place on National Team
- In the case of Paralympic Team Selection the Athlete will not be nominated by CCPSA for CPC selection.

Alternates

National Team Alternate Athletes will receive the same treatment as full team members. (Sign agreement, make deposits and be prepared to pay final payment one month prior to departure for the event). The 20 % deposit of the defaulting athlete will be applied to the payments of the alternate. Paralympic alternates will pay assessments as determined by the CPC with a full refund once the final team has been selected.

4.7.4 National Coaches

The term of office is for two years. It includes all competitions except the Paralympics. Selection for the Paralympics will be confirmed when the changes in the Canadian Paralympic Committee structure are finalized. ***These positions are volunteer and money to cover pre-approved expenses for national coaches travel communications and education is available.***

Coaches' duties include but are not limited to:

- Works with the High Performance Team Manager and/or Coordinator for their sport to ensure the policies and procedures of the CCPSA High Performance Committee and CCPSA are followed.
- Attend national championships and training camps as a national team coach as directed.
- Work as a member of the national team staff to assist in the coordination and presentation of training camps and other national team activities.
- Be a member of the national team athlete selection committee for their sport
- Once athletes have been selected make contact with the athlete, their local / provincial coach(es) and work with them to ensure the optimal training program for an elite athlete.
- Receive and monitor monthly training reports from athletes on shadow team or selected national teams.
- Submit monthly progress reports to the Coordinator or High performance chair as directed.
- Attend international meets as a member the national team coaching staff as directed.
- Submit post-meet / activity reports and evaluations to the Team Manager or other designated official within one month of the event.
- All coaches must belong to the CCPSA Coaching Committee and assist in the development of a coaching mentoring system that will encourage new coaches in their field.
- Other duties as established by the Team Manager or Sport Tech Chair High Performance.

Requirements

- All CCPSA coaches are required to read and sign a copy of the CAC –Coaches Code of Conduct
- All applicants must be members in good standing of their provincial CP Sports Assoc.
- ***All coaches applying must have completed a minimum of NCCP Level 2. Boccia & Powerlifting coaches must have completed NCCP 1&2 theory. All applicants must submit a plan for upgrading their coaching skills over the next two years and be willing to complete level 3 theory with in 1 year of selection.***
- All coaches must have a minimum of two letters of reference, one from their local or provincial association.
- All coaches must have coached within their discipline for a minimum of 3 years.
- All successful candidates must have first aid certificate or Sports Aider certification or be willing to obtain it within 3 months of selection.

For National Coach selection - an ad hoc committee is formed. This committee may include:

- b) Athlete representative or designate
- c) b) Sports tech chairs
- c) Team manger or other people as designated by the High Performance Chair.

Coaches will be evaluated annually by:

- i) Self
- ii) Athletes
- iii) Sport committees

All coaches will read and abide by the Coaches Code of Ethics see appendix.

All coaches must be paid members of the Provincial sports Organisation and preferable a coaches association.

All coaches will read and abide by CCPSA policies and documents on doping, equity, fairplay and harassment.

4.7.5 Team Manager

The position of **Chef de Mission will be for specifically multi sports teams. The Team Manager** will be as set out in the job description for the position. The need to a separate chef will be decided when the situation arises.

The Sports Technical Committee – High Performance Chair will appoint a committee to select the Team Manager as outlined under the Team Manager job description. The term for this position is two years.

Roles and responsibilities

These individuals must have sport specific technical expertise and be dedicated to the development of their sport in Canada. Good leadership and organisational skills are essential. A broad base of knowledge of their sport including meet management, officials and coaching are preferred.

In a sport specific competition the Team Manager is the on site leader of the Canadian delegation and is responsible for ensuring that the responsibilities and duties of all team personnel are carried out, as delegated. The Team Manager is also responsible for any transactions that take place and any responsibilities that other staff personnel accomplish.

The Team Managers reports to the Sport Technical Chair- High Performance or their designate.

Duties include:

1. Maintaining accurate records of Sport Specific or subcommittee activities including minutes of meetings, databases for contacts, coaches, officials and athletes.

1. Establish contact and liase with the International Sport Co-ordinator (CP-ISRA) *or IPC Sports Committees regarding all current events and issues.*

2. Provide the ST High Performance Chairperson with annual budgetary information and equipment requirements.
3. Provide written reports to the Sports Technical Chairperson on a quarterly basis for inclusion in the Sports Tech Committee High Performance report to the CCPSA Board of Directors.
4. Work with their committee to develop and maintain a written terms of reference specific to their sport.
5. Acts as liaison to CPC sport specific committees to assist in information / decision making processes.
6. Responsible to the CCPSA Sport Technical Chair- High Performance for the overall operations of the National Team.
7. Responsible to the National Coaches and Sports Technical Chair –High Performance for co-ordinating the Team selection process, if necessary.
8. Sits as a member of the High Performance and ensures the timely dissemination of information to athletes, coaches, subcommittees and provincial sports organisations.
9. Communicate to all staff and athletes in a positive, constructive and respectful manner.
10. Other duties as assigned.

Administrative duties prior to each competition

1. Administer the Team budget to include:
 - Draft the initial budget for the Sports Technical Chair
 - Once the Board of Directors has approved the budget administer the budget for the chair.
 - Work with the Treasurer to initiate and assist with follow-up of the Athlete Assessments.
2. Circulate, collect and copy Team Member Agreement forms and all other pertinent information for all team members. This would include Code of Conduct,
3. Uniforms – get input for selection of style etc from the Sports Technical Committee. Co-ordinate the order, distribution, and exchange of uniforms.
4. Arrange travel for the Team, including VIPs, Officials and Delegates **in the absence of a chef de mission.**
1. Prepare entry forms and entry information for the entire delegation. Make copies of registration for future reference.
2. Prepare the rooming list with the assistance of the coaches.
3. Medical
 - Arrange all appropriate medical insurance coverage.

- Ensure that athletes have filled out all necessary forms
4. Report to the High Performance Committee on a regular basis to ensure that all aspects of games preparation are addressed.

During Event

1. Responsible for the leadership of the team at event site. Ensure personal behaviour is proper at all times, projecting an exemplary model of conduct and sportsmanship to all athletes and staff.
2. Responsible for the management of the on site Canadian Team office to include:
 - Ensure all members of the delegation carry out their on -site duties.
 - Oversee the behaviour of all team members and has the authority, in consultation with an approved discipline committee, to take appropriate disciplinary action (obliged to inform the CCPSA National office of any significant disciplinary action taken during the event).
 - Attend and chair onsite meetings, ensuring that the Team is properly briefed on all relevant matters.
 - Co-ordinate staff respites and ensure the athletes needs are met.
 - Ensure daily mail is picked up and distributed.
 - Provide administrative support to the Team as required (e.g. accreditation, special needs transportation, accommodation, ceremonies, and classification).
 - Confirm transportation arrangements.
 - Verify "start time" for events and practice schedules, and assists in getting the Team to appropriate location on time.
 - Assist the media officer as required on site (including assistance with press releases, results, interviews, etc.).
 - Inform team members of dress code requirements for travel, parade, and ceremonies.
3. Attend all official functions and meetings as the representative of the Canadian delegation **unless CCPSA appoints a specific delegate prior to the event.**
4. Act as the representative of CCPSA in the absence of the appropriate delegates in any instances of doping control violations, ensuring the CCPSA's doping control policy with respect to CCES policies.
5. Co-ordinate all on site financial transactions. Only expenses approved by CCPSA, incurred on behalf of the team and accompanied by receipts will be reimbursed. (I.e. Protest fees; medical emergencies etc.).
11. Gifts for the Host Community.
12. Perform any other required duties as head of the Canadian delegation.

Post Event

1. Responsible for the detailed accounting of all expenditures, with receipts, to the Sports Technical Chair within 30 days of completion of the event.
1. Responsible for submitting a final detailed report/evaluation within 30 days of the completion of

- the event to include coach's reports to the Sports Technical Chair.
2. Ensures that athlete's evaluation of staff is sent to the High Performance Chair.
 3. Thank you letters and volunteer recognition/ appreciation.

4.7.6 Support staff selection

Personal care attendant will be the responsibility of the athlete and are to be considered an extension of the athlete. Their actions directly reflect on the athlete's actions and disciplinary actions may affect the athlete's ability to continue competition. As a team member they must sign the team member agreement and adhere to the CCPSA Code of Conduct. Whether a volunteer or personal employee of the athlete they are under the direction of the athlete for personal care, the coach as an extension of the athlete and the Team Manager as a *member of the team*.

4.7.6.1 Personal Care Attendants

The personal care attendant is a member of the National team and as such must understand and sign the team member agreement of CCPSA. In addition to obligations, roles and responsibilities under the team agreement their job includes but is not limited to the following:

To assist the athlete in personal care routines throughout the day - personal hygiene, appropriately dressed etc.

To assist the athlete at meals

To be appropriately dressed as a team member and follows specific apparel directions of the Team Manager or Head Coach

To be aware of competition schedule, team meetings and other meetings the athletes is required to attend

To assist the athlete at competitions following the athlete's or coach's instructions

To be in good physical condition to assist athlete with transfers and to kneel for long periods of time for athletes using chutes if acting as a sports assistant for the athletes

Able to co-operate and work with other members of the team (other athletes and support staff)

Is a member of the team and responsible to the athlete, team manager and coach for their conduct

As a member of the team assist all team members including other staff and athletes in transferring, assisting the team on / off transportation and other duties as may be required

To assist athlete at social functions

To be responsible for and have an understanding of assembly of wheelchair parts so that the wheelchair can be taken apart and re-assembled for airline travel

To respect athlete's wishes

To follow team's policy regarding curfew, alcohol and drugs

To communicate openly with the athlete to resolve any conflict; if conflict cannot be resolved, a third party such as the Team Manager or designate will be brought in for mediation

To understand of the rules of boccia and on court etiquette.

Before going to a competition the assistant should know the athlete's routine and how to assist them during competition.

Experience required

Current Basic First Aid certification to include management of choking and CPR

Training and knowledge in lifts and transfers for people with physical disabilities.

Ability to communicate in English

For Sports Assistants must have trained and competed, on a regular basis, with the athletes for a minimum of 3 months prior to international competition

Preferred Skills

Certification as a personal care attendant

Knowledge of French

Selection

Personal care attendants must apply to the **Team Manager** in writing stating the name of the athlete they are hoping to assist, experience, training and willingness to follow the team members agreement and job description.

They must be a member in good standing of the PSO and have a letter of recommendation from the PSO and the athlete

Attendants must be of the same sex as the athlete the only exemption would be paid staff or a family member acting as a caregiver / sports assistant. *

Selection must be completed no later than two months before the final registration for the event.

*There may be exemptions on a case by case situation and if the athlete is an adult CCPSA would get a waiver signed by the athlete.

If they are a family member of an athlete on the team they must read and sign the family member policy.

4.7.7 CCPSA National Team - Family Member Policy

The following is a further clarification of the item as decided by the CCPSA Board of Directors on June 5,1999. This is to be distributed to athletes and given to parents. Copies should be

sent to family members who are known to be going to a competition, signed and returned to the Team Manager should take a copy of it with them to the competition. Enforcement is under the authority of the Team Manager.

1. Family Members who are the athletes designated caregiver or sports assistant.

- Signing of the CCPSA Team Member agreement is required. Caregivers must meet the eligibility requirements as set out in the Boccia Caregivers Job Description.
- Must be members in good standing with their CCPSA - PSO affiliate in their province of residence.
- Interference with the coaching or management of the team will result in an immediate reduction of access to the athlete(s) for the duration of the competition. If it is deemed necessary by the National Team Staff, the caregiver may be banned from the competition area.

2. Family members who travel to competitions as tourist/spectators

- Family members who travel to the competition will be considered tourist/spectators by the National Team Staff and Athletes. Family members will remain in the spectator's area at the competition venue.

Contact or involvement with athlete during travel to a competition, at the competition or at any team function is prohibited without the prior approval of the Team Manager

- Family members must make their own travel and accommodation arrangements. and cannot stay in the accommodations with the team or in the room of the athlete. Family member's accommodations must be in another facility (hotel, Lodge etc.) from the National Team.

Accreditation will be given only to those individuals recognized by CCPSA as National Team Members.

4.8 Support of Teams to International Competitions

The Board of Directors may determine to support a Canadian Team to an International Competition, provided the following conditions are met:

1. The Sports Technical Committee recommends attendance at a CP-ISRA, or the International Paralympic Committee sanctioned competition.
2. The event list, classification system, and number of participating countries in competition are deemed to be adequate.
3. Adequate organisational expertise, facilities, equipment, and officials must be evidenced within the Host Organising Committee.
4. Athletes selected to compete in the competition have been selected based on CCPSA Selection Policy.

4.9 Athlete and Team Staff Travel Policy

4.9.1 Athlete Travel: Athletes are permitted to remain behind after the competition is over. Athletes who are under the age of majority (18 years) must have the permission of their guardian/parent. In addition they must assure CCPSA that they will be under the supervision of a guardian/parent for the remainder of their stay.

Athletes who are of the age of majority (18 years and older) are permitted to remain behind after the competition is over. These athletes must give CCPSA assurances that their personal safety will not be at risk while traveling alone.

All athletes, who remain behind after the competition is over, must sign off from the Team. Please do this with the Team Manager. Once an athlete has signed off from the Team, they will be responsible for all of their expenses. This includes, but may not be limited to, accommodations, meals, personal travel, equipment damages and insurance.

4.9.2 Staff Travel:

Staff (this includes: coaches, support staff, chaperones, and Team Managers) will not be permitted to remain behind after the competition is over. CCPSA has a commitment to athletes to provide support while traveling to and from competitions. This is our business. It is the primary responsibility of all staff of CCPSA to ensure that all athletes are provided with the highest possible standard of support at all times, this includes team travel. Allowing staff to remain behind compromises this commitment.

4.9.3 Team Travel:

If the entire Team wishes to remain behind after the competition is over, they must sign off from the Team with the Team Manager. Once they have signed off, they will be responsible for all of their expenses. This includes, but may not be limited to, accommodations, meals, personal travel, equipment damages and insurance. Team members must give CCPSA assurances that their personal safety will not be at risk while traveling alone.

5.0 APPENDIX FORMS



NATIONAL TEAM MEMBER AGREEMENT

1. General Overview

1. As a Team Member, I will obey all rules established by the host country and extend myself whenever possible in the interest of being a worthy representative of Canada.
2. As a Team Member, I understand that good sportsmanship, co-operation and team spirit is expected of me at all times.

2. Training and Preparation

1. As a Team Member, I will participate in all training camps, testing programs or evaluations as required.
2. As a Team Member, I will ensure that I am physically prepared to travel, and compete. My preparation prior to departure will allow me to participate to my fullest potential.

3. Travel

1. As a Team Member, I agree to abide by the Team travel policy and agree to travel with the team whenever possible.
2. As a Team Member, I will bring with me all required documents including:
 - Passport
 - Medical records
 - Equipment in good working order (Including serial number if appropriate)
 - Required medication
 - Adequate clothing
 - Sufficient personal funds to cover expenses for the period away from home

4. Medical

1. As a Team Member, I will ensure that I am medically fit to travel and participate. I will complete a medical certificate and forward all required documents to the Chief Medical Officer. In the event of a change in my medical status prior to departure, I will inform my Team Manager. The Chief Medical Officer in consultation with the Medical Staff will make final decision and/or clearance to travel.
2. I will ensure that all medication I am taking will be cleared with the coach / team manager to ensure it is not on the list of banned performance enhancing drugs.

5. Team Uniform

1. As a Team Member, I will wear the appropriate uniform at all designated events.
2. As a Team Member, I will not trade any part of the issued Team uniform, prior to the Closing Ceremonies of a competition.

6. Behaviour

1. As a Team Member, I will not consume alcohol at any time until the team's competition is over. Upon finishing the competition, I must request permission of my Team Manager and Athletes Advocate (if one is present for that particular competition) to modify this rule so as to permit the consumption of 1 to 2 alcoholic beverages.
2. As a Team Member I will not use or possess any illegal drugs and/or substances.
3. As a Team Member, I am prohibited from performing any malicious damage to any property, illegal act within the host country, or inappropriate behaviour.
4. As a Team Member, I agree to abide to a predetermined daily curfew. Upon finishing competition, I may request for an extension to the curfew from my Team Manager. I will ensure that I return to the dormitory on time.
5. Team Members will not allow anyone to smoke around athletes.

7. Team Responsibility

1. As a Team Member, I will be present at all scheduled practice and competition sessions as well as team functions, meetings and designated functions unless given special permission by my Team Manager.
2. As a Team Member, I agree to abide by additional rules as established by my Team Manager on site.
3. As an athlete, I will inform my coach as to my whereabouts at all times. If I wish to leave the Games site, I will consult with both my coach and Team Manager.

8. Financial Responsibility

1. As an athlete I am responsible for paying all assessments invoiced me by CCPSA prior to departure and understand that if I am unable to meet the time frame set it is my responsibility to contact the Team Manager to make alternate arrangements.

9. Sanctions

If I violate the terms of this agreement in any way, the following disciplinary action will be taken:

- a. Letter of violation will be forwarded upon completion of the team's activities with a copy sent to my national and provincial sport governing body. In the case of a minor, parents will receive the letter.
- b. In the case of an infraction of the law, appropriate authorities will be notified.
- c. I may be sent home at my own cost.

- d. I may be suspended from participating in future activities on behalf of my national sport governing body temporarily or indefinitely.
- e. I may be asked to surrender my team uniform.

Selection of the appropriate sanction will depend upon the degree of the infraction and the Discipline Committee of my national sport governing body will make such selection.

I may appeal the disciplinary action to the Appeal Board (Team Managers and others as designated by the CCPSA).

10. Family Members

1. All athletes picked by CCPSA to represent a special team will be asked to meet and train together and to travel to competitions together. **All** the family members wishing to go to competitions will have to make their own arrangement for said competitions. No parent will interfere with the Team Manager's or the Coach's way of running the Team at any time.
2. All coaches, volunteers, support persons will be selected by CCPSA for all classes of athletes.

11. Team Member Agreement

As a member of the Canadian National CP Team I _____ understand and agree to abide by all the terms and condition as stated in this agreement.

Team Member's Signature	Date
-------------------------	------

Parent/Guardian (if under 16)	Date
-------------------------------	------

* All team members must send 2 passports sized pictures. Plus athletes must send one action shot within one month of team selection to Laura Belton CCPSA Administrative Assistant in care of the national office.



CCPSA – SPORTS TECHNICAL COMMITTEE

CCPSA National Team - Family Member Agreement

The following is a further clarification of the item as decided by the CCPSA Board of Directors on June 5, 1999. This is to be distributed to athletes and given to parents. Copies should be sent to family members who are known to be going to a competition, signed and returned to the Team Manager should take a copy of it with them to the competition. Enforcement is under the authority of the Team Manager.

1. Family Members who are the athletes designated caregiver or sports assistant.
 - Signing of the CCPSA Team Member agreement is required. Caregivers must meet the eligibility requirements as set out in the Boccia Caregivers Job Description.
 - Must be members in good standing with their CCPSA - PSO affiliate in their province of residence.
 - Interference with the coaching or management of the team will result in an immediate reduction of access to the athlete(s) for the duration of the competition. If it is deemed necessary by the National Team Staff, the caregiver may be banned from the competition area.
2. Family members who travel to competitions as tourist/spectators
 - Family members who travel to the competition will be considered tourist/spectators by the National Team Staff and Athletes. Family members will remain in the spectator's area at the competition venue.

Contact or involvement with athlete during travel to a competition, at the competition or at any team function is prohibited without the prior approval of the Team Manager

- Family members must make their own travel and accommodation arrangements. and cannot stay in the accommodations with the team or in the room of the athlete. Family member's accommodations must be in another facility (hotel, Lodge etc.) from the National Team.
- Accreditation will be given only to those individuals recognized by CCPSA as National Team Members.

Athlete

I _____ have read and understand this policy
(Print name)

Date: _____ Signed: _____

Family Member

I _____ have read and understand this policy.
(Print name)

Date: _____ Signed: _____

CCPSA APPLICATION FOR SANCTION – Multi Sport

Type of sanction required: Provincial National
 (See 'Sanction Guidelines' section m for definitions of provincial or national)

Name of Competition: _____

Date of Competition: (start) _____ (finish) _____

Organising Committee Contact: _____

Mailing Address: _____ Postal Code _____

Phone Number: (W) _____ (H) _____

Fax: _____ Email _____

1. This competition is being provided for the following disability affiliations:

- AMPUTEE BLIND CEREBRAL PALSY LES AUTRES WHEELCHAIR

(Specify)

2. Events to be offered include: _____

If more space required please attach event list

3. Event Officials (to be approved by the CCPSA)

Sport	Head Official	Level of Certification

4. Facilities:

Certified

-

5. Entry fee to registered participants: _____

6. Type of Awards: _____

7. Has any other sanction been applied for? Yes No

If yes, please specify: _____

8. Will classification take place? Yes No

9. Please check the following if needed:

- | | |
|--|---|
| <input type="checkbox"/> CCPSA Records | <input type="checkbox"/> CP-ISRA Rules |
| <input type="checkbox"/> CCPSA Standards | <input type="checkbox"/> CP-ISRA Record Application Forms |
| <input type="checkbox"/> CP-ISRA Records | <input type="checkbox"/> CP-ISRA Standards |

I hereby certify that the Sanction Guidelines have been read, and will be strictly followed, and understand that failure to adhere to these guidelines will result in loss of sanction.

Date: _____

Signature of Applicant: _____

Please return completed form to:

**The Canadian Cerebral Palsy Sports Association
Sport Technical Domestic Development Chair
4641 197 A Street
Langley B.C. V3A 5H7**

Make \$50 Cheque payable to CCPSA

FOR OFFICE USE ONLY:

Provincial Sanction National Sanction Application Rejected

Conditional acceptance

Conditions:

Date: _____

Authorisation: _____

2. All competitions at the provincial or national level that wish to have access to setting national or international records must be sanctioned by the CCPSA Sports Technical Committee.
3. The sanctioning fee for all events/meets will be \$50.00 and must be accompanied by the CCPSA Application for Sanctioning.
4. A list of all boccia officials and classifiers must accompany the final report or be submitted within 30 days of the competition to the Domestic Development Chair for national records.
5. Application for national records must be submitted with the card and or results signed by the head official verifying their authenticity.

CCPSA APPLICATION FOR SANCTION – BOCCIA

Type of sanction required: Provincial National
(See 'Sanction Guidelines' section m for definitions of provincial or national)

Competition: _____

Date of Competition: (start) _____ (finish) _____

Organising _____ Committee _____ Contact: _____

Mailing Address: _____ Postal Code _____

Phone (W) _____ (H) _____ Number: _____

Fax: _____ Email _____
—

1. This competition is being provided for the following disability affiliations:

CEREBRAL PALSY LES AUTRES WHEELCHAIR

(Specify)

6. Events to be offered include:

Individual Pools for

BC1 BC2 BC3 BC3 NON CP BC4

Team Play Pair

Recreational Precision

2. Event Officials (to be approved by the CCPSA)

Head Referee will be appointed by CCPSA

Name	Level of Certification	Province
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Entry fee to registered participants: _____

6. Type of Awards: medals ribbons

Other (i.e. Rookie of the year) Please provide criteria and selection panel

7. Will classification take place? Yes No

The CCPSA Classification committee will appoint a classifier for national competitions. Provinces without national teams may apply for assistance.

9. Please check the following if needed:

- CCPSA Records
- CCPSA Standards
- CPISRA Ranking
- CP-ISRA Rules
- CCPSA Boccia Competition Guide

I hereby certify that the Sanction Guidelines have been read, and will be strictly followed, and understand that failure to adhere to these guidelines will result in loss of sanction.

Date: _____ Signature of Applicant: _____

Please return completed form to:

The Canadian Cerebral Palsy Sports Association
Sport Technical Domestic Development Chair
4641 197 A Street
Langley B.C. V3A 5H7

Make \$50 Cheque payable to CCPSA

FOR USE OFFICE ONLY:

Provincial Sanction National Sanction Application Rejected

Conditional acceptance

Conditions:

Date: _____

Authorisation: _____

1. All competitions at the provincial or national level that wish to have access to setting national or international records must be sanctioned by the CCPSA Sports Technical Committee.
2. The sanctioning fee for all events/meets will be \$35.00 and must be accompanied by the CCPSA Application for Sanctioning.
3. A list of all boccia officials and classifiers must accompany the final report or be submitted within 30 days of the competition to the Boccia Co-ordinator for national records.
4. Application for national records must be submitted with the card and or results signed by the head official verifying their authenticity.

NATIONAL CLASSIFIER - Application Form

Name: _____

Address: _____

City/Town _____ Province: _____

Postal Code: _____

Telephone: (W) _____ (H) _____

Present Occupation: _____

Secondary Education

Degree/Diploma: _____

Where Obtained: _____

Year: _____

Involvement with Disabled Sports: _____

Number of Years: _____

Club/Association/Hospital: _____

I would like to be a certified CCPSA National Classifier

Signature: _____

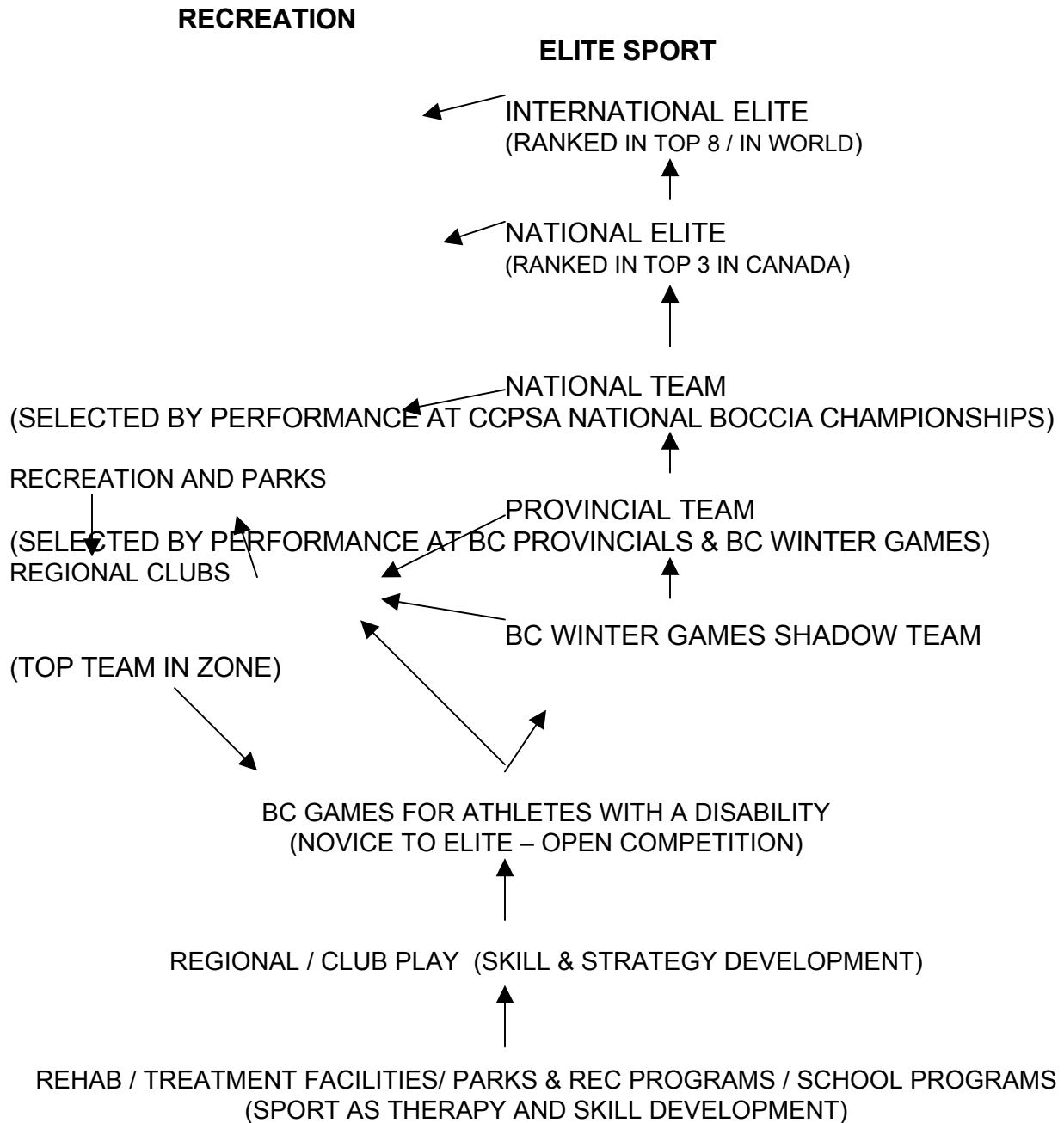
Date: _____

Mail the completed form to: CCPSA Classification Co-ordinator

CCPSA ATHLETE MODEL



Suggestions for Provincial Sports Models
BOCCIA ATHLETE / COMPETITION DEVELOPMENT MODEL



CCPSA BOCCIA OFFICIALS DEVELOPMENT MODEL

CPISRA INTERNATIONAL ACCREDITOR

(Nominated by country and appointed by IBC)



CPISRA INTERNATIONAL "A" LEVEL

(REFEREES AT ALL LEVELS)

(Nominated by country and successfully completed level A course and evaluation)



CPISRA INTERNATIONAL "B" LEVEL

(REFEREES UP TO INTERNATIONAL REGIONAL MEETS)

(Nominated by country and successfully completed B course and evaluation)



CCPSA NATIONAL REFEREE

(REFEREES UP TO NATIONAL EVENTS)

(Successful completion of national referees course and evaluation)



CCPSA – PROVINCIAL REFEREES

(REFEREES UP TO PROVINCIAL EVENTS)

(Successful completion of provincial referees course and evaluation)

(MUST BE 16 YEARS OF AGE)

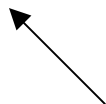


JUNIOR REFEREES

(REFEREES UP TO PROVINCIAL EVENTS UNDER SUPERVISION)

(Successful completion of a provincial Referees course and evaluation)

(Must be aged 13 – 16)



CCPSA – REGIONAL REFEREES

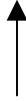
(REFEREES AT CLUB LEVEL AND IS A LINESMAN/TIMER AT PROVINCIALS)

(Successful completion of timers and liner clinic or regional status after taking provincial course)

BOCCIA COACHING DEVELOPMENT MODEL

NATIONAL TEAM COACH

(COMPLETION OF LEVEL 3 NCCP THEORY)
(EXPERIENCE AS A PROVINCIAL COACH)
Must have a criminal record check completed



PROVINCIAL TEAM COACH

(Completion of NCCP level 2 theory)
(Experience as a regional / club coach)
Must have a criminal record check completed



CLUB COACH

(Completion of NCCP level 1 theory and as of July 2000 level 1 technical Boccia)
Must have level 1
MUST BE 19 YEARS OF AGE
Must have a criminal record check completed



REGIONAL COACH

(Must complete level 1 theory within 6 month of registering as a regional coach)
Must have a criminal record check completed