



BC ATHLETE ASSISTANCE PROGRAM

2008 – 2009

Provincial Sport Organization

Guidelines, Policies and Procedures

NOTE:

Public Recognition of Funded Athletes:

- The Government of British Columbia may, at its discretion and with prior permission, publish a complete list of the recipients who are receiving financial support through the BC Athlete Assistance Program.
- The personal information made available for disclosure would be limited to: name, hometown, images and biographical information related to athletic accomplishments.

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INTRODUCTION

BC ATHLETE ASSISTANCE PROGRAM

The ***BC Athlete Assistance Program*** (BC AAP) is an athlete-centred program of financial assistance funded by the Province of British Columbia and administered by the Sport and Recreation Branch of the Ministry of Tourism, Sport and the Arts. The program seeks to recognize high performance athletes who are participating in programs offered through a provincial sport organization or post secondary institution and competing in recognized national or international competitions to relieve some of the pressures associated with training and competition needs.

PROVINCIAL SPORT ORGANIZATION BC ATHLETE ASSISTANCE PROGRAM

The intent of the BC Athlete Assistance Program (BC AAP) is to provide support to those athletes who are in the position to compete for Team BC at the Canada Games and are just below those receiving Sport Canada Athlete Assistance Program funding (S1/S2 carding levels).

This document provides all necessary information to assist administrators, coaches and athletes become familiar with the objectives, selection criteria and allocation guidelines of the program.

Program Objectives

- To focus support to athletes in the “training to compete” and “training to win” stages of Canadian Sport for Life – Long Term Athlete Development Model;
- To contribute to improved performances of Team BC athletes at the Canada Games; and
- To increase the number of BC athletes reaching federal carding status thus expanding BC representation on national teams and at eligible major international multi-sport Games.

The program reaches its objectives through adherence to the guiding principles of being athlete centred, equitable, accessible, fair and merit based in its decisions.

Section 1 SPORT ELIGIBILITY AND SPORT FUNDING ALLOCATION

The BC Athlete Assistance Program demonstrates a system-wide commitment to sport. All sports that have competed at the most recent Canada Winter or Summer Games and included in the Sport and Recreation Branch recognized International Multi-Sport Games (Olympic, Pan American or Commonwealth Games) will be eligible.

Sport Eligibility: To participate in the BC AAP, the provincial sport organization must meet the following eligibility criteria:

- The sport must be on the program for either the 2009 or 2011 Canada Games and/or the next scheduled recognized International Multi-Sport Games (Olympics, Pan American or Commonwealth Games);
- Where the sport is responsible for developing gender-specific teams, only those teams that are part of the competitions as noted above will be supported; and
- The responsible PSO must be in good standing under the Society Act.

Sport Specific Funding Allocation: Sport-specific funding allocation was determined based on the following factors:

- A correlation between the level of BC AAP funding and the number of athletes specified for that sport within its technical packages for the Canada Games and/or identified International Multi-Sport Games; and
- A two-tiered model was applied in support of government's priority on supporting emerging and selected Canada Games athletes. This model provides a greater per-participant amount for sports participating in Canada Games.

PSOs will retain the flexibility to allocate funding according to their sports' selection criteria but these criteria must reflect current BC AAP Guidelines, Policies and Procedures including the expectation that funding will be allocated equitably between male and female athletes unless receiving gender designated funding.

Future Sport Eligibility: As a result of possible changes to the list of eligible sports which is based on the sports inclusion in the next eligible Multi-Sport Games, future sport funding allocations may fluctuate. Each provincial sport organization will be informed of any sport eligibility or funding changes in advance of the next BC AAP program year.

Withdrawal of BC AAP Sport Funding: The Sport and Recreation Branch has the authority to withdraw BC AAP support to any PSO and its athletes, if it is deemed that the PSO is no longer in compliance with the policies of the BC Athlete Assistance Program.

Section 2 ATHLETE ELIGIBILITY

The BC Athlete Assistance Program will be athlete-centred in that awards will be allocated to individual athletes and funded through the provincial sport organization based on their demonstrated commitment to high performance sport and excellence, and their potential to compete for British Columbia and Canada. Athletes must meet sport-specific selection criteria based on the following minimum standards:

Training and Competition: This program is in support of the Canadian Sport for Life – Long Term Athlete Development (LTAD) Model, therefore to be eligible the athlete must be involved in programs and competitions that are within the LTAD stages of “Train to Compete and/or Train to Win” as defined by the appropriate National Sport Organization.

Athletes who meet the eligible stages of the LTAD model are expected to be involved in a year round training and competition plan, competing in an appropriate number of national and/or international competitions and regularly working with a Level 3 NCCP Coach.

Performance: The athletes are expected to be presently competing within the ‘training to compete’ and training to win’ stages. Funding within these stages is based on the level at which the athlete is currently competing, regardless of past performance or funding level. Athletes must meet the sport-specific selection criteria as established under the BC AAP Guidelines, Policies and Procedures document and be identified by the Selection Committee for that sport.
Note: Not all athletes that meet the eligibility criteria are guaranteed to receive BC AAP funding.

Citizenship and Residency: To be eligible for BC AAP funding, an athlete must be a Canadian citizen or be of landed immigrant status, and a resident of British Columbia for at least one year prior to his/her date of nomination, or meet the more rigorous established and published residency requirements of the provincial sport organization.

Those BC athletes training and competing in an athletic program unavailable in British Columbia may be eligible but consideration is dependent on the provincial sport organizations’ sport-specific criteria (See Section 3 – Athletes Training Outside BC).

Use of Banned Substances and Methods: *BC’s Policy on Sport and Physical Activity* clearly outlines the “ethical pursuit of excellence” – which includes competing without the use of banned substances – as one of its pillars of support to sport. The Province of British Columbia strongly opposes the use of prohibited substances and methods as they are contrary to the ethics of sport and may be harmful to the health of athletes.

Since we look to our elite athletes to set the standards for all who aspire to be at the top level of competition, athletes who are suspended by the Canadian Centre for Ethics in Sport and/or their respective International Sport Federation for an anti-doping rule violation, will be declared permanently ineligible for BC Athlete Assistance Funding.

Section 2 – ATHLETE ELIGIBILITY (cont’d)

Coaching: To be eligible for funding assistance, athletes must be regularly coached by a Level 3 NCCP Coach.

National Collegiate Athletic Association: It is the Ministry's understanding that the National Collegiate Athletic Association (NCAA) stipulates that any athlete who accepts direct funding from a provincial or state government run program will likely forfeit their eligibility for an NCAA scholarship and their eligibility to participate in that sport or to participate in a non scholarship NCAA sport. It is the responsibility of the athlete competing for an NCAA institution to confirm this regulation on a yearly basis.

Commitment to the PSO/NSO: Any athlete receiving financial assistance from the Province of British Columbia must be available for provincial team selections and if selected, commit to train and represent British Columbia and the sport in applicable competitions including, but not limited to, the Canada Games.

PSO Membership : Athletes receiving financial assistance are expected to be registered members of the appropriate provincial sport organization.

Withdrawal of BC AAP Sport Funding: The Sport and Recreation Branch has the authority to withdraw BC AAP support to any athlete if it is deemed that the athlete is no longer in compliance with the policies and requirements of the BC Athlete Assistance Program.

Federally Carded Athletes: Athletes who receive S1/S2 funding through Sport Canada's Athlete Assistance Program are not eligible to receive BC AAP funding. Athletes below the S1/S2 Sport Canada Athlete Assistance Program funding level may be considered to receive BC AAP funding if the athlete is available to represent the province in competition unless made unavailable due to national program commitments.

Excluded Sports: Athletes that meet the minimum eligibility criteria but are members of a sport that has not met the sport eligibility requirements, may be eligible to receive BC AAP funding through the Open Funding Pool. The Sport and Recreation Branch will establish an expert committee which will prepare selection criteria and review applications.

Section 3 SELECTION CRITERIA AND ATHLETE FUNDING LEVELS

Athletes at differing levels of excellence will receive commensurate levels of financial support, based on selection criteria and rankings established by the particular provincial sport organization. Such criteria may include the educational or working environment of the athlete, the required time and financial commitment of the athlete to excel in the specific sport and the overall limits of funds available.

Athlete Selection: Athlete selection in each sport will be made according to a set of clearly established and articulated sport-specific criteria developed by the PSO which are based on program objectives set out by the Provincial Government BC Athlete Assistance Program.

Selection Committee: The PSO is responsible for the assembly and coordination of the Selection Committee and will appoint the Committee Chair. The PSO BC AAP Selection Committee is responsible for the identification, ranking and selection of athletes for funding assistance through the BC Athlete Assistance Program. The composition of the Selection Committee must include the top technical staff, coach and volunteer persons in the sport (i.e. provincial coach, technical director, elite chair).

Selection Criteria: The PSO is expected to develop and publish selection criteria and standards that are specific to their sport and that will be utilized in the identification, ranking and selection of athletes. It is understood that the criteria may contain both tangible (measurable) and intangible (i.e. ethics) factors, although care must be taken to ensure fair, equitable and consistent application of the standards.

PSOs must submit and have approved by the Sport and Recreation Branch, their sport's BC AAP Selection Criteria. Once the selection criteria have been approved, PSOs can process and distribute funding to the athletes.

Athlete Funding Levels: The PSO will be responsible for determining the funding amount each of the selected athletes will receive based on sport-specific funding allocation criteria. A minimum of \$500 to a maximum of \$3,500 is strongly recommended. Consideration by the Selection Committee should be given to the required time and financial commitment required to excel in the sport, and the educational or working environment of the athlete.

Athlete Funding Allocation Procedure: The BC AAP sport-specific allocation funding total will be sent to each PSO. The organization is in turn responsible for sending the athletes selected for the program their individual cheques along with a letter which will recognize the contribution of the Province of British Columbia. The following is the sentence you must include in your cheque letter acknowledging the Provincial contribution and its support of the BC Athlete Assistance Program:

"The BC Athlete Assistance Program is funded and administered by the Provincial Government in support of BC athletes, like yourself, in reaching athletic goals and encouraging the pursuit of career aspirations".

Section 3 SELECTION CRITERIA AND ATHLETE FUNDING LEVELS (cont'd.)

Athletes Training Outside BC: Athletes residing and/or training outside the province will only be considered for BC AAP funding support in the following cases:

- 1) If they are enrolled in a specialized program of study;
- 2) If they are participating/training with a National Sport Centre; and/or
- 3) If a suitable athlete development program in that sport is currently unavailable in B.C.

All out-of-province athletes will only be considered for funding if there is a demonstrated commitment to BC provincial teams and other athlete development activities as determined by the PSO Selection Committee.

Canada Games Funding Allocation: Sports that are involved in the Canada Games are expected to support selected long list and short list Team BC athletes beginning 2 years prior to the next Canada Games.

Gender Equity Funding Allocation

Provincial sport organizations must allocate funding equitably between male and female athletes unless receiving gender designated funding.

Section 4 ADMINISTRATION AND TIMELINES

The provincial sport organization is responsible for providing the opportunities that will allow an athlete to excel and fulfill their potential. PSOs will be required to continuously meet the administrative, organizational and programming criteria and standards necessary to provide the optimal competitive and training environment for its high performance athletes.

Critical Path: Provincial sport organizations will be receiving their funding allocations in one installment, with the goal of releasing funds by early summer. This will allow PSOs the flexibility to fund its athletes at an appropriate time based on their competitive season and federal carding announcements.

The following table outlines the timelines for form distribution, funding allocation and reporting requirements.

Date	Documentation
May/June 2008	Athlete Application and Reporting Forms and BC AAP Guidelines, Policy & Procedures available on-line from the Sport and Recreation Branch (http://www.tsa.gov.bc.ca/sport/programs/BC_athlete_assistance_program.htm)
Beginning May 2008	Submit the BC AAP PSO Selection Criteria Form for approval which includes the selection committee and selection criteria. Note: Funding will not be released until the PSOs Selection Criteria has been approved.
Prior to February 15, 2009	List of selected athletes publicized by PSO.
7 days after posting selected athletes	Athlete Appeals Deadline.
Appeal Date +28 days	Review of Athlete appeals by PSO Committee and response to athlete.
7 days post appeals decision	Final list of selected athletes determined.
By March 31, 2009	Submit the BC AAP Athlete Funding Summary Report.

All cheques are to be distributed to the athletes prior to the end of the fiscal year March 31st, 2009.

Training and Competition Standards: The PSO is required to provide each athlete receiving BC AAP funds with the competitive and training opportunities necessary to excel in the particular sport.

Facilities: The PSO is expected to provide (or endeavour to provide) access to training and competitive facilities that are conducive to the development of high performance athletes.

Employment/Honoraria Standards: The PSO is not required to have coaches who are considered to be *employees* of the Association, but are strongly encouraged to provide a salary or honoraria that is commensurate with NCCP qualifications, experience and the number of athletes coached who are funded in the BC Athlete Assistance Program.

PSO Contribution to BC AAP Funding: A financial commitment by the PSO toward providing supplemental funding in support of BC AAP athletes is strongly encouraged.

Section 4 ADMINISTRATION AND TIMELINES (cont'd)

Non-Compliance with PSO Requirements: Non-compliance with any of the procedural, administrative, training, competitive, communication, coaching, reporting or funding requirements by a provincial sport organization will be reviewed by the Sport and Recreation Branch and, at its discretion, will result in measures ranging from determination of a probationary period (during which a PSO must meet required standards) to a recommendation of total withdrawal of PSO eligibility to participate in the BC Athlete Assistance Program.

Provincial Sport Organization Communication Commitment:

PSOs are required to:

- publish their BC AAP ranking and selection criteria, procedures, athlete application forms and the BC AAP timeline outline to athletes and coaches before the beginning of the selection process;
- publish the PSO Athlete Appeal Process to their athletes and coaches before the beginning of the selection process; and
- inform their athletes and coaches of the athletes selected to the BC AAP.

It is recommended that PSOs provide a link on their website to BC AAP information, as well as in other written communication (e.g. newsletter). After the final selection lists have been approved, the PSO is expected to publish a list of the selected BC AAP athletes in the appropriate newsletter, communiqué and website, with appropriate acknowledgment of the Province's contribution for the support of the athletes.

Athlete Appeal Process: It is understood that athletes have an inherent right to submit an appeal regarding the BC Athlete Assistance Program if they believe that;

- the award level or amount for which they have been selected does not meet the PSO ranking and selection criteria as published; or
- the athlete has not been selected for an award, and they believe that, in accordance with the PSO published criteria for the ranking and selection of athletes, the athlete deserves to be included as a nominated athlete.

Section 4 ADMINISTRATION AND TIMELINES (cont'd)

Appeals regarding decisions relating to the actual selection or the amounts of the awards should be directed to the PSO BC AAP APPEALS COMMITTEE.

PSO Administrative Requirements: The following administrative and procedural requirements must be followed by the PSO to be eligible to receive athlete funding under the BC Athlete Assistance Program:

- a) *Selection Committee:* The PSO Selection Committee, as outlined in Section 3, must be a functioning committee of the PSO.
- b) *Selection Procedures:* The Selection Committee must develop, and *publicize* to coaches, athletes, and the Sport and Recreation Branch, the PSO ranking and selection criteria for determining the athletes selected for BC AAP. The document must also include the competitive and training events to be used within the selection process and the objective (measurable) and subjective (intangible) criteria that will be considered by the Committee.
- c) *Athlete Commitment Requirement:* The PSO must determine and *publicize* the required training and competitive commitments (e.g. Canada Games) that are expected of the athletes who receive BC AAP funding. The athlete must be a registered member of the PSO.
- d) *Appeal Process:* The PSO must develop and publicize a BC AAP Appeal Process for athletes. The process outlined must include reference to the BC AAP appeal dates, the required documentation that must be submitted by the athlete, the reply procedures to be used by the PSO Appeal Committee, and the make-up of the PSO Appeal Committee. The Appeal Process must include an opportunity for the athlete to make representation or be represented at a meeting of the PSO Appeal Committee.
- e) *Reporting Requirements:* The Sport and Recreation Branch requires documentation by the PSO on the following items:
 - Selection Committee – list of names and titles of each of the committee members (BC AAP PSO Selection Criteria Form).
 - Selection Criteria – list of criteria being used to identify and select the athletes who will receive BC AAP Funding (BC AAP PSO Selection Committee and Criteria Form)
 - BC AAP Athlete Funding Summary Report - list of athletes who were selected for BC AAP funding and the amount allocated to them. Information detailing the performance level, competition or accomplishments that qualified the athletes for funding will also be required.
 - Once the athletes have been selected the PSO should send a congratulatory letter to each athlete informing them of their successful application and program expectations. The letter should also include a statement acknowledging the support of the Provincial Government.

Public Recognition of Funded Athletes:

BC Athlete Assistance Program

The Government of British Columbia, in its effort to recognize the accomplishments of British Columbia athletes, may publish the names of BC AAP recipients at its discretion. The personal information would be distributed with the prior permission of the athletes and would be limited to name, hometown, images and biographical highlights related to their athletic accomplishments.

Premier's Athletic Awards

The annual Premier's Athletic Awards recognizes top male and female athletes who are recipients of BC AAP funding.

Section 5 2008/09 BC AAP ELIGIBLE SPORTS

ALPINE SKI	RACQUETBALL
ARCHERY	RHYTHMIC GYMNASTICS
ATHLETICS	RINGETTE
BADMINTON	ROWING
BASEBALL	RUGBY (M)
BASKETBALL	SAILING
BIATHLON	SNOWBOARD
BOXING (M)	SOCCER
CANOE/KAYAK	SOFTBALL (W)
CROSS COUNTRY SKI	SPEED SKATING
CURLING	SQUASH
CYCLING	SWIMMING
DIVING	SYNCHRONIZED SWIMMING
EQUESTRIAN	TABLE TENNIS
FENCING	TAE KWON DO
FIELD HOCKEY	TARGET SPORTS
FIGURE SKATING	TENNIS
FREESTYLE SKI	TEN PIN BOWLING
GOLF	TRIATHLON
GYMNASTICS – ARTISTIC AND TRAMPOLINE	VOLLEYBALL – INDOOR AND BEACH
HOCKEY	WATER POLO
JUDO	WATER SKIING
KARATE	WEIGHTLIFTING
LAWN BOWLING	WHITewater KAYAK
MODERN PENTATHLON	WRESTLING
NETBALL	