



# **BC ATHLETE ASSISTANCE PROGRAM**

**2011- 2012**

**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 Branch of the Ministry of Community, Sport and Cultural Development. 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 PROGRAM OBJECTIVES

The intent of the BC Athlete Assistance Program (BC AAP) is to provide support to BC high performance athletes striving to represent the Province and Canada in athletic competition. The program seeks to relieve some of the pressures associated with training and competition needs association with participation in national and international sport. The focus of BC AAP funding is for 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), however athletes in receipt of Sport Canada funding may be eligible for BC AAP funding.

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;
- 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; and
- To assist BC athletes reach their athletic potential.

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 Branch recognized International Multi-Sport Games (Olympic/Paralympic, Pan American or Commonwealth Games, Special Olympic World Games) will be eligible.

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

- The provincial sport organization must meet the minimum eligibility criteria for the Provincial Sport Funding Framework.
- The sport must be on the program for the 2013 Canada Games and/or the next scheduled recognized International Multi-Sport Games (Olympics/Paralympics, Pan American or Commonwealth Games, Special Olympic World 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.

See Section 5 & 6 for eligible BC AAP sports.

### Sport Specific Funding

- 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.
- Able bodied PSOs must direct a minimum of 75% of the total funding to provincial and emerging national level athletes and up to a maximum of 25% of their total to federally carded athletes (SR1/SR2).
- Organizations that represent athletes with a disability will have the flexibility to allocate the funds to best meet the needs of their current high performance athlete pool.

**Withdrawal of BC AAP Sport Funding:** 2010 Legacies Now and the Sport Branch have 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. 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 aligned with 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 Train and/or Train to Compete” 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: Athletes who meet the eligibility criteria are not guaranteed BC AAP funding.*

**Federally Carded Athletes:** Athletes who receive S1/S2 funding through Sport Canada’s Athlete Assistance Program are eligible to receive BC AAP funding. Provincial sport organizations may not allocate more than 25% of the total BC AAP funding to S1/S2 Sport Canada funded athletes.

**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.

**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 general 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. The Ministry strongly urges the PSO and individual athletes to contact the NCAA Eligibility Center to determine the impact of BC AAP funding on

current or future eligibility for a NCAA scholarship or on eligibility to compete in a non-scholarship NCAA sport ([www.ncaa.org](http://www.ncaa.org)).

The Ministry makes no representations or warranties regarding the possible impact of BC AAP funding on an athlete's eligibility or ineligibility for a NCAA scholarship, or an athlete's eligibility or ineligibility to compete in a non-scholarship NCAA sport.

**Commitment to the PSO/NSO:** Any athlete receiving financial assistance from the Province of British Columbia must be available for provincial team selections, unless made unavailable due to national program commitments, 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.

### **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.

**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 your athletic goals.”*

**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.

### **Gender Equity Funding Allocation**

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

**Use of Funds:** Athletes receiving funding through BC AAP can spend the funding obtained for the following purposes:

- Normal living costs
- Costs directly associated with training (e.g. coaching, facility fees, other athlete services)
- Costs associated with attending training camps and competitions (e.g. entry fees, travel costs)
- Sport specific equipment.

## **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.

**All cheques are to be distributed to the athletes prior to the end of the fiscal year – March 31<sup>st</sup>, 2012.**

**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.

**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 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 list has 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;

- 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; or
- the award level or amount for which they have been selected does not meet the PSO ranking and selection criteria as published.

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 following documentation is required by the PSO:

*Prior to allocating funding:*

- Selection Criteria – list of criteria being used to identify and select the athletes who will receive BC AAP Funding. Please submit to [milena.gaiga@gov.bc.ca](mailto:milena.gaiga@gov.bc.ca) at the Sport Branch.

*Once funds are allocated:*

- 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.
- Complete the BC AAP reporting requirements on the **BC Sport Information System** ([www.bcsportinfo.com](http://www.bcsportinfo.com)) by March 31, 2012.

## Section 5 2011/12 BC AAP ELIGIBLE SPORTS (ABLE BODIED)

<b>ALPINE SKI</b>	<b>LUGE</b>
<b>ARCHERY</b>	<b>NETBALL</b>
<b>ATHLETICS</b>	<b>RHYTHMIC GYMNASTICS</b>
<b>BADMINTON</b>	<b>RINGETTE</b>
<b>BASEBALL</b>	<b>ROWING</b>
<b>BASKETBALL</b>	<b>RUGBY (M)</b>
<b>BIATHLON</b>	<b>SAILING</b>
<b>BOBSLEIGH/SKELETON</b>	<b>SNOWBOARD</b>
<b>BOXING</b>	<b>SOCCER</b>
<b>CANOE/KAYAK/WHITewater KAYAK</b>	<b>SOFTBALL (W)</b>
<b>CROSS COUNTRY SKI</b>	<b>SPEED SKATING</b>
<b>CURLING</b>	<b>SQUASH</b>
<b>CYCLING</b>	<b>SWIMMING</b>
<b>DIVING</b>	<b>SYNCHRONIZED SWIMMING</b>
<b>EQUESTRIAN</b>	<b>TABLE TENNIS</b>
<b>FENCING</b>	<b>TAEKWONDO</b>
<b>FIELD HOCKEY</b>	<b>TARGET SPORTS</b>
<b>FIGURE SKATING</b>	<b>TENNIS</b>
<b>FREESTYLE SKI</b>	<b>TRIATHLON</b>
<b>GOLF</b>	<b>VOLLEYBALL – INDOOR AND BEACH</b>
<b>GYMNASTICS – ARTISTIC AND TRAMPOLINE</b>	<b>WATER POLO</b>
<b>HOCKEY</b>	<b>WRESTLING</b>
<b>JUDO</b>	
<b>KARATE</b>	
<b>LAWN BOWLING</b>	

## Section 6 – 2010/11 ELIGIBLE DISABILITY SPORTS AND FUND DISTRIBUTION AGENCIES

<b>SPORT</b>	<b>AGENCY</b>
<b>ALPINE SKI</b>	<b>DISABLED SKIERS ASSOCIATION OF BC</b>
<b>ARCHERY</b>	<b>BC ARCHERY ASSOCIATION</b>
<b>ATHLETICS</b>	
<b>VISUALLY IMPAIRED</b>	<b>BC BLIND SPORTS AND RECREATION ASSOC</b>
<b>WHEELCHAIR</b>	<b>BC WHEELCHAIR SPORTS ASSOCIATION</b>
<b>BOCCIA</b>	<b>SPORTABILITY/CP SPORTS ASSOC OF BC</b>
<b>CYCLING</b>	
<b>VISUALLY IMPAIRED</b>	<b>BC BLIND SPORTS AND RECREATION ASSOC</b>
<b>PARA CYCLING</b>	<b>SPORTABILITY/CP SPORTS ASSOC OF BC</b>
<b>EQUESTRIAN</b>	<b>HORSE COUNCIL OF BC</b>
<b>FOOTBALL 5-A-SIDE</b>	<b>BC BLIND SPORTS AND RECREATION ASSOC</b>
<b>FOOTBALL 7-A-SIDE</b>	<b>SPORTABILITY/CP SPORTS ASSOC OF BC</b>
<b>GOALBALL</b>	<b>BC BLIND SPORTS AND RECREATION ASSOC</b>
<b>JUDO</b>	<b>BC BLIND SPORTS AND RECREATION ASSOC</b>
<b>NORDIC SKIING</b>	<b>CROSS COUNTRY BC</b>
<b>POWERLIFTING</b>	<b>BC WHEELCHAIR SPORTS ASSOCIATION</b>
<b>ROWING</b>	<b>ROWING BC</b>
<b>SAILING</b>	<b>BC SAILING</b>
<b>SHOOTING</b>	<b>BC WHEELCHAIR SPORTS ASSOCIATION</b>
<b>SLEDGE HOCKEY</b>	<b>SPORTABILITY/CP SPORTS ASSOC OF BC</b>
<b>SWIMMING</b>	
<b>VISUALLY IMPAIRED (PARALYMPIC GAMES)</b>	<b>BC BLIND SPORTS AND RECREATION ASSOC</b>
<b>OTHER CLASSIFICATIONS AND CANADA GAMES</b>	<b>SWIM BC</b>
<b>TABLE TENNIS</b>	<b>BC TABLE TENNIS ASSOCIATION</b>
<b>WHEELCHAIR BASKETBALL</b>	<b>BC WHEELCHAIR SPORTS ASSOCIATION</b>
<b>WHEELCHAIR CURLING</b>	<b>CURL BC</b>
<b>WHEELCHAIR RUGBY</b>	<b>BC WHEELCHAIR SPORTS ASSOCIATION</b>
<b>WHEELCHAIR TENNIS</b>	<b>BC WHEELCHAIR SPORTS ASSOCIATION</b>
<b>SPECIAL OLYMPIC WORLD GAMES SPORTS</b>	<b>SPECIAL OLYMPICS BC</b>