



## PROVINCIAL COACH & ATHLETE DEVELOPMENT PROGRAM (PDP) HANDBOOK 2025-2026

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## PROGRAM OVERVIEW

The CCSAM Provincial Coach & Athlete Development Program (PDP) is a comprehensive Performance Pathway program designed to promote excellence in the sport of cross country skiing in Manitoba. To this end, training, testing and competition guidelines outlined in the Canadian Long Term Athlete Development Model and the Nordiq Canada Competition Model will be followed.

The PDP aims to help bridge the gap between entry level racing and higher level regional and national competition. Team travel, training camps, race support, and other programming aims to bring together skiers and coaches from provincial clubs to foster a sense of community, to share information, and to build a stronger ski racing community.

CCSAM is committed to the continued development and implementation of a coach and athlete development system in Manitoba that supports clubs, club coaches, and club athletes in the pursuit of sport excellence. The CCSAM Provincial Development Program is intended to function within the existing club-based system and will include components to foster coach development at training camps and at competitions.

## DEFINITIONS - Acronyms and terms used in this document

CCSAM - Cross Country Ski Association of Manitoba

CPL – Canada Points List

ED - Executive Director

EOI – Expression of Interest

FIS – International Ski Federation

LTAD – Long Term Athlete Development

NC – Nordiq Canada

NTDC - National Team Development Centre

Out of Province athletes – are CCSAM Club members who are training and racing outside the Manitoba Division while attending University &/or NTDC (or equivalent).

PDP – Provincial Development Program

PDPC – Provincial Development Program Committee

T2T – Train to Train (a stage of athlete development identified in the LTAD Model)

## CONTACTS

Karin McSherry	CCSAM Executive Director	info@ccsam.ca, 204-791-3195
Andrew Vanden Berg	Coach / BTNC Rep / Waxing	andrew@641homes.com
Richard Huybers	Chair CCSAM Board & PDPC	rhuybers@shaw.ca

Joel Peltz	Coach / RRN Rep	joelepeltz@gmail.com
Alexandra Loepky	Coach / Downtown Nordic Rep	alexloepky@gmail.com
Jennie Hissa	Coach / Kenora Nordic Rep	jhissa7@gmail.com
vacant	Coach / West region rep	
Mariko Boorberg	Parent Rep	marrick@mymts.net
Dechen Guenther	Female Athlete Rep	decheng@tmsd.mb.ca
Gideon Hoepner	Male Athlete Rep	hoepnnergideon@icloud.com

Parents and athletes are encouraged to contact the Parent and Athlete Reps respectively, with questions or concerns. However, questions and concerns can be forwarded at any time to the PDPC Chair, the CCSAM Executive Director or Board Chair or any of the PDPC members.

## PROGRAM ELIGIBILITY

- The CCSAM PDP is for athletes in the Train to Train (T2T) through Train to Win (T2W) stages of LTAD. Masters athletes are not eligible.
- T2T athletes are typically at least 12 years of age and racing in the U14 category. 1<sup>st</sup> year U14 athletes (12 years old) who are keen on skiing competitively are encouraged to register in the program.
- **NOTE:** Selection to PDP team trips is typically reserved for 2<sup>nd</sup> year U14 (13 years of age) and older athletes.
- U14 athletes are not eligible for National Championships team trip selection.
- This program is not for beginners, but for athletes who are training consistently (on snow and dryland) during the year and have some racing experience in the prior season.
- Athletes and parents should consult with their club coach to discuss whether registration in the PDP is appropriate. Further information can be obtained through discussion with the CCSAM Executive Director or other members of the PDP Committee.
- Athletes must register online via the Zone4 web link provided on the CCSAM website and Zone4.ca.
- All athletes must be registered members in good standing of a registered CCSAM club.
- All athletes competing in the U16 through Senior categories and planning to race in nationally sanctioned (NC Tier 1 or Tier 2) events, such as Nationals, Westerns, Easterns, some Divisional Cup events, need to purchase (and annually renew) a Nordiq Canada race license here: <https://nordiqcanada.ca/races/racing-license/> **NC LICENSES EXPIRE JULY 1<sup>ST</sup>. DO NOT PURCHASE OR RENEW BEFORE THIS DATE.** A FIS license for U18 and older athletes may be needed for earning points to attend international races. See Team Trip Expenses below.
- Athletes must read, understand and agree to the PDP Athlete Code of Conduct.
- There is no deadline for registration; however, please note that the ski season begins with dryland training in the spring. For planning, logistics & communications reasons athletes should register by **May 1<sup>st</sup>** each year.

## PROGRAM GOALS

- To encourage collaboration between Division ski clubs and coaches to facilitate the sharing of knowledge between coaches and programs.

- To build a strong ski community by bringing together skiers from different clubs within the division for team building, training and racing opportunities.
- To provide opportunities for competitive athletes, club coaches, and wax technicians to compete and gain valuable experiences at major events.
- To prepare athletes to be competitive at regional and National Championships each year, and at the Canada Winter Games every 4 years.

## 2025-2026 RACE CATEGORIES

Race Category	Year of Birth (YOB)
U14 Girls/Boys	2013 & 2012 (12 & 13)
U16 Girls/Boys	2011 & 2010 (14 & 15)
U18 Girls/Boys	2009 & 2008 (16 & 17)
U20 Women/Men	2007 & 2006 (18 & 19)
U23 Women/Men	2005 – 2003 (20 to 22)
Senior Women/Men	2002 – 1996 (23 to 29)

## TEAM TRIP EXPENSES & FUNDING

CCSAM will support Team Trips for PDP registered athletes as funding allows.

The annual PDP Team Trip schedule typically begins with an early snow/race training camp followed by a large regional event (e.g. Eastern/Western Champs, Canada Cup, USSSA race) and ending with the Canadian National Championships.

## CCSAM COVERED EXPENSES

(no cost to athletes)

1. Coaches & support staff salaries, per diems & expenses
2. Wax supplies and tech support
3. Rental vehicle insurance
4. Race entry fee\* – **reimbursed** (see below)
5. Race banquet fee\* (if appl.) – **reimbursed** (see below)
6. NC & FIS race license(s)\* – **reimbursed** (see below)

\*Excluding taxes and online processing fees

## ATHLETE EXPENSES

(coordinated by CCSAM and invoiced post trip)

1. Airfare
2. Ground transport (usually rental vans) & fuel

3. Accommodations
4. Meals
5. Waxing surcharge – \$30 per race

All travel & accommodation arrangements is coordinated by CCSAM / PDP Committee member. As much as possible, all travel arrangements prioritize affordability without sacrificing individual comfort/safety. Meal arrangements and scheduling during the Team Trip are managed by the Team Trip staff.

Athletes will receive a post trip invoice for the above expenses less any CCSAM covered expenses incurred such as entry fees/banquet expenses & race license(s) (when applicable).

Expenses not eligible for CCSAM reimbursement are equipment, clothing, food not shared by the group, and sundry items.

### IMPORTANT

1. **NC Race License** Athletes are responsible for acquiring or renewing their NC license at the beginning of the season. Renew AFTER July 1<sup>st</sup>.
2. **FIS Race License** - Athletes 16 years and older should talk to their coach about whether purchasing a FIS (or CXC for US races) license(s) is necessary. CCSAM cannot reimburse cost for optional licenses.
3. **Race Entry** – Athletes are responsible for entering themselves into races prior to the posted deadlines and making event banquet arrangements if applicable. CCSAM will reimburse the “early bird” entry fee amount only, if applicable. Late entry fees, provincial taxes and online processing fees are not reimbursed.
4. **Property Insurance** – CCSAM does not carry property loss insurance for athletes, coaches, volunteers, or support staff. CCSAM, it's staff and volunteers, are not responsible for any personal items, including ski equipment, that may be lost, stolen, or damaged during Team Trip travel.
5. **Travel / Sport Accident Insurance:** CCSAM does not carry sport accident insurance coverage for coaches or athletes. Please contact your personal insurance provider for information related to travel insurance, including sport accident coverage prior to travelling
6. **Parent letter** is required for minors who are traveling across the US border for races.

### CHAMPIONSHIP PODIUM BONUS

If an athlete earns a medal in a Regional or Canadian Championship event, they are eligible for a bonus for offsetting travel related expenses:

Medal	Westerns / Easterns	Nationals
Gold	\$325	\$750
Silver	\$250	\$500
Bronze	\$175	\$250

To be eligible for the Easterns / Westerns bonus funding, there must be at least 10 athletes in the race with representation from at least 4 Provinces / Territories.

To be eligible for the Nationals bonus funding, there must be at least 15 athletes in the race with representation from at least 5 Provinces / Territories.

For **Para athletes** to be eligible for the bonus travel funding, there must be at least 5 athletes in the race with representation from at least 3 Provinces / Territories.

An athlete may only earn one medal bonus per Championship event.

## OUT OF PROVINCE / POST SECONDARY ATHLETE SUPPORT

CCSAM is committed to supporting our Manitoba Division athletes throughout their competitive skiing careers wherever they may reside or attend school. This support may continue as long as an athlete maintains a current membership with a CCSAM Member Club. In most cases, an athlete may be a team member on a National Development Centre (or equivalent) as well as a club member in their home club. Athletes are responsible to confirm with their non-Manitoba ski team if Manitoba club membership is allowed.

CCSAM financial support for an out-of-province athlete may continue provided the athlete continues to perform at a nationally competitive level.

Athletes must be registered and appear in race results as a member of their Manitoba club (as well as their current ski team).

Out of Province athletes are eligible for Bonus Travel Funding so long as the above conditions are met (registered in the PDP and a current member of a CCSAM club).

Out of Province athletes must submit an EOI, on the established deadline, for races where support is requested. Typically, support is in the form of:

- Race license fee reimbursement – please email proof of payment to CCSAM office
- Race fees reimbursed – unless these fees are covered by their ski team. The maximum number of races eligible for entry fee reimbursement is equal to the number of team trips identified in this document (typically 3 per season). Only NC Tier 1 or 2 races or their equivalent as determined by the PDPC are eligible for reimbursement.
- Waxing support, shared accommodations and/or transportation – for a fee and only if race schedules allow and only when the athletes' ski team is not providing support during the competition.

Out of province athletes who submit an EOI and receive CCSAM team support are considered CCSAM team members despite their status as living/training/competing “out-of-province”. In other words, the inclusion of out-of-province athlete in a CCSAM team trip is not viewed as “taking a spot away from” another CCSAM athlete (where selection decisions apply).

Please contact the PDPC for more information and direction.

## ATHLETE TESTING

Athletes placing in the top 10 at Nationals in their birth year, either in individual races or in aggregate placing for birth year, may be funded for 3 testing sessions per year. This testing may include V02 max and/or lactate testing.

## TEAM TRIPS 2025 – 2026

*Expression of Interest (EOI) deadline for all team trips: October 15, 2025*

### EARLY SNOW CAMP / CANADA CUP SOVEREIGN LAKE

**Venue:** Sovereign Lake Nordic Centre, Vernon, BC

**Travel:** November 22 – December 1, 2025

**Competition:** Nov 28 – 30, 2025

**Expected team size:** up to 12 athletes, minimum 5 athletes (dependent on staff availability), up to 4 support staff (dependent on team size)

**Objective:** To provide athletes, who already have an adequate off-season/dryland training base, with a high-volume on-snow technique training camp and an opportunity for an early season race experience.

**Non-medical cancellation deadline:** November 10, 2025

#### Athlete Selection Criteria

- Preference is given to athletes who were selected to a team trip in the previous season.
- Performance results as published in the [% of winner online spreadsheet](#)
- The PDPC reserves the right to select athletes based on proven past performances and to use past race results, CPL ranking and other means of past performance analysis (e.g. review of the athletes training log, if applicable)
- Athlete maturity and perceived/proven race readiness will also be considered.
- The PDPC reserves the right to select less than the expected number of athletes stated above using these criteria.
- Refer to [Athlete Selection](#) area for more information.

### NORDIQ CANADA WORLD JR/U23 SELECTION TRIALS and WESTERN CHAMPIONSHIPS

**Venue:** Canmore Nordic Centre, AB

**Travel:** Jan 27 – Feb 2, 2026

**Competition:** Jan 29 – Feb 1, 2026

**Expected team size:** up to 15 athletes, minimum 5 athletes (dependent on staff availability), up to 5 support staff (dependent on team size)

**Objective:** To provide a competitive race opportunity for our performance athletes (Selection Trials) and a development opportunity (Westerns) for athletes ready to race at an event outside of home province.

**Non-medical cancellation deadline:** November 21, 2025

#### Selection Criteria:

- Performance results as published in the [% of winner online spreadsheet](#) .
- The PDPC reserves the right to select athletes based on proven past performances and to use past race results, CPL ranking and other means of past performance analysis (e.g. review of the athletes training log, if applicable).
- Athlete maturity and perceived/proven race readiness will also be considered.
- The PDPC reserves the right to select less or more than the expected number of athletes stated above using these criteria.
- Refer to [Athlete Selection](#) area for more information.

## CANADIAN NATIONAL CHAMPIONSHIPS

**Venue:** Mont-Sainte-Anne, QC

**Travel:** March 7 – 15, 2026

**Competition:** March 9 – 14, 2026

**Expected team size:** up to 10 athletes and 4 support staff

**Objective:** To send our strongest, performance-focused athletes with previous team trip experience who have demonstrated above average fitness and technical ability and can reasonably be expected to perform competitively with provincial team athletes from across the country.

**Non-medical cancellation deadline:** February 5, 2026

### Selection Criteria:

- **U18 Athletes and older only. Minimum age 16 years.**
- Performance results as published in the [% of winner online spreadsheet](#).
- Percent of winner results of >80% is typically considered a minimum performance threshold for selection.
- Athletes must have >0 points in the Canadian Points List (CPL) to be eligible to race Nationals (exemptions may be granted upon written request to Nordiq Canada).
- The PDPC reserves the right to select athletes based on proven past performances and to use past race results, CPL ranking and other means of past performance analysis (e.g. review of the athletes training log, if applicable).
- Athlete maturity and perceived/proven race readiness will also be considered.
- The PDPC reserves the right to select less or more than the expected number of athletes stated above using these criteria.
- Refer to [Athlete Selection](#) area for more information.

**FAQ:** *Can anyone compete at these events, or must athletes be selected by their Division?*

Most events sanctioned by Nordiq Canada are open to any member of a registered ski club.

Clubs & coaches are encouraged to consider organizing club trips for developing athletes and PDP athletes not selected for PDP Team Trips.

CCSAM understands the financial constraints and logistic complexity involved and encourages clubs to communicate with us to explore club fundraising options and coach development planning. The Club Coach Travel Grant is available for financial assistance.

### TRIP CANCELLATION POLICY

- Athletes applying for selection on a team trip must complete and submit the EOI (Expression of Interest) to CCSAM by the required deadline.
- Once notified, selected athletes must reply to the CCSAM Office with their acceptance of their spot on the team and thereby indicating their commitment to proposed travel and full participation in the training and race activities planned.
- At the time of acceptance, athletes will confirm they have read and are in agreement with this trip cancellation policy.
- A deposit is due at the time of acceptance, payable within 5 days; Payment of remainder of trip fees are invoiced by CCSAM and due at time of receipt.
- All athlete cancellations must be received in writing (email) to CCSAM Executive Director.
- Athlete cancellations are treated as:
  1. Medical cancellations:



- a. Full reimbursement of deposit for cancellations due to medical reasons. Physician note required.
2. Non-medical cancellations:
  - a. Deadlines for non-medical cancellations will vary with each trip and are at the discretion of the PDPC.
    - i. If an athlete cancellation is received prior to the deadline, the full deposit is refunded.
    - ii. If a cancellation is requested after the deadline, the deposit is not refunded, and the entire cost of trip will be due *unless* a suitable Alternate athlete is able to travel as determined by the Selection Committee in which case \$200 from the deposit will be retained and the remainder refunded.

## TEAM HEALTH PRECAUTIONS

- We encourage and recommend all athletes and coaches be fully vaccinated against Covid-19 and seasonal influenza, as well as other common communicable diseases (e.g. Measles).
- We will continue to exercise stringent hygiene protocols when travelling and living communally on all Team Trips. These protocols will be enforced by the Support Staff and will include frequent hand washing, mask use when required or recommended, isolation from others when feeling unwell, and other methods of keeping everyone healthy and safe. In all cases, the team will adhere to the public health guidelines in the jurisdiction where the team is skiing.

## “RACING UP”

Many younger athletes will “race up” at Canada Winter Games, for example, because there is only one age group at the Games (U20) and all athletes, regardless of age, race together (separated by gender only).

In all other events, an athlete may choose to “race up” (in an older age category) for competitive reasons. From the Nordiq Canada Competition Model (at the time of this publishing), racing up provides “...the opportunity for younger athletes to score more realistic CPL points at the start of the year. This applies particularly to youth and juvenile athletes not carrying any points or quite low points at the start of a new racing season. The progression of such young athletes throughout the dryland season is usually quite significant but will only translate into better CPL points if they race against older and better athletes who will provide a point of comparison to reflect their progression since the previous season.”

The Competition Model also states, “There may be circumstances when it is justified for more advanced athletes to “race up” in an older category. The decision of racing up or not will be left to the discretion of the athlete’s coach, with input from parents and other persons involved in the athlete’s development.”

It is important to note that often at large races (Nationals or similar), there may be a U14 race category which is primarily offered to allow young *local* skiers to participate. This allowance should not be interpreted as an age-appropriate travelling race opportunity for the majority of U14 athletes across the country.

## UNIFORM

All selected athletes must wear the race suit of their CCSAM club, or their University Team or NTDC team during competition.

## TEAM SELECTION

The PDPC maintains a spreadsheet of registered athletes' race performances measured as [Percent \(%\) of Winner](#). This document is used by the PDPC and the Selection Committee to rank athletes' performance. Anyone with the link can view the spreadsheet. The link is posted on the CCSAM website.

Percent of winner results of >80% is typically considered a minimum performance threshold for most team trips where selection is necessary or when athlete performance at a competition is prioritized over the opportunity for athlete development. See each team trip objective for reference.

When selecting for teams where athlete performance is prioritized over athlete development opportunity, "National" race results (in the % of winner spreadsheet) will have higher standing than "Manitoba" results.

*Athletes who cannot compete in a selection race or participate in a mandatory camp must explain their absence in writing (email) to the CCSAM Executive Director [info@ccsam.ca](mailto:info@ccsam.ca).*

Out of Province athletes may substitute local/regional race(s) in lieu of the above. Eligible substitution races must be at least NC Tier 2 &/or competitively comparable to a CCSAM Provincial Championship/MB Cup race. Please contact the Executive Director or a member of the Provincial Development Program Committee for substitution permission.

Typically, Sprint races are not used as performance indicators. However, in the event a Sprint result is used, it is the athlete's Qualification time that will be assessed.

In the event a Provincial Championship race or other race identified for team selection purposes is not held as scheduled, the PDPC may identify other races (current &/or prior season) to be used for team selection &/or consider the most current Canada Points List (CPL) ranking of athletes.

## TEAM ELIGIBILITY & ATHLETE EXPECTATIONS

Athletes must:

- Be members in good standing with a CCSAM Member Club,
- Agree to adhere to CCSAM Policies including Safe Sport policies, and Athlete Agreement & Code of Conduct (signed when registering annually in the PDP via Zone4),
- Compete in all CCSAM Provincial Championship races and participate in all Provincial Development Program coordinated training camps wherever possible,
- Compete in at least one full season of local races (consisting of at least 3 weekend events throughout the province or equivalent) before submitting an EOI for Team Trips,
- Submit an EOI for team trip(s) prior to 11:59 PM on the date of the published submission deadline,
- If selected, accept their team position and forward a trip deposit prior to the communicated deadline,
- Read and understand the Trip Cancellation Policy prior to submitting an EOI,

- NOT submit any EOI for trips they cannot accept a team position,
- Commit to the entire length of a team trip's travel and competition dates. Athletes wanting to attend only part of a competition must travel independently and plan their own travel arrangements,
- Once selected for a Team Trip/Event athletes are expected to continue training towards and meet the physical standards expected by the Team Trip/Event. Athletes are also expected to maintain focus on their physical performance and recovery and respect this requirement for other athletes during the entire trip (trips are not vacations).

## TEAM SELECTION PROCESS

- Athlete submits an Expression of Interest (EOI) to the CSSAM office before the published deadline.
- EOIs are designed to inform the PDPC and the Selection Committee on why the athlete wants to travel and to identify the athlete goals for the race/camp/event as well as their over-all training/competition goals for the season.
- **ONLY ATHLETES WHO CAN ACCEPT SELECTION TO A TEAM TRIP SHOULD SUBMIT AN EOI.** If an athlete cannot accept a team trip position, they must not apply for that team trip.
- If the number of EOIs submitted for a team trip is less than the maximum team size, including Alternates, then a 2<sup>nd</sup> call for EOIs will be made.
- If the number of EOIs submitted for a team trip exceeds the maximum team size, and/or the EOI's received lack eligibility requirements, then a Team Selection process will be necessary.
- If applicable, the PDPC will appoint an ad hoc Selection Committee. The Selection Committee may consist of the Executive Director plus up to three other people from our ski community, who are deemed free from conflict of interest related to team selection decisions.
- The Selection Committee will review the EOIs and evaluate the athletes based on the team trip objectives and selection criteria. This process should take no more than 5 weekdays.
- The Selection Committee may consult with and seek recommendations from club coaches during the selection process.
- The Selection Committee will choose a team of athletes and may also identify a ranked list of "Alternate" athletes (at least 1 of each gender) should a selected team member decline their team position.
- The Selection Committee will endeavor to select athletes across a broad range of race categories starting with 2<sup>nd</sup> year U14 (unless otherwise stated).
- U14 aged athletes may apply; however, the PDPC & Selection Committees recognize the LTAD recommendation that U14 aged athletes should limit extensive travel to competitions.
- The PDPC, after approving the selection decisions, will inform the athletes, parents & personal coaches. Ideally, this will occur 10 – 14 days prior to team departure. With >14 days being ideal and 10 days considered a minimum.
- If any selected athletes decline their team position (due to UNFORESEEN circumstances), athletes on the Alternate list will be offered that position, in the order of their ranked position.
- Gender quota is not a factor in team selection; however, the Selection Committee cannot select a team that consists of less than 2 athletes of a single gender, i.e. a minimum of 2 female + 2 male athletes must be selected to each team.
- Selected athletes must confirm their team spot and forward a trip deposit (not applicable to Alternates), prior to the cancellation deadline. See Athlete Trip Cancellation policy.

- Trip deposit amount is typically the cost of airfare and/or accommodations which may need to be reserved well in advance to ensure availability. The amount of deposit required will be communicated to selected athletes/parents.
- **PDPC SELECTION DECISIONS ARE FINAL AND CANNOT BE APPEALED.** Refer to the CCSAM Dispute Resolution & Appeal Policy for more information.

**Force Majeure:** special consideration may be given to an athlete whose race performance has been affected by short term injury or illness or other circumstances beyond their control. The athlete must notify the Executive Director or a Chair or Co-Chair of the Provincial Development Program Committee to request consideration under this clause.

## ATHLETE MATURITY AND RACE READINESS

Athletes who are "ready" to race out of province have developed a foundation in the following skill-set through racing in local, in-province races. These skills will continue to be developed as skiers gain racing experience each season:

- Understand and be able to set personal race goals, learning not to rely solely on results to assess personal performance, and are not overwhelmed by competition.
- Able to race the distances and terrain involved – refer to Athlete Development Matrix for developmental ages and appropriate race distances (see [Nordic Canada Competition Model Review](#)).
- Demonstrate dedication to an annual training and competition plan including reliable attendance at club or team training sessions and consistent participation at local or regional competitions.

What is "Athlete maturity"?

- "Maturity" in terms of race readiness includes behaviour expected of an independent traveler, such as the ability to manage gear, organize self to be ready, punctually, for training and race departures, understanding what is required for a proper warm-up, wax testing, and to get oneself to the start area on time.
- Athletes travelling as part of a PDP team trip need to be able to function as part of a team and live in a group setting.
- Being able to interact with team-mates and respect personal boundaries.
- Able to contribute to group chores as needed, like loading/unloading gear van, helping to prepare group meals and helping to clean up in the kitchen.
- Self-discipline includes understanding the importance of sleep and rest while on training and competition trips.
- Athletes, their parents, and their coaches should consider the following when assessing maturity and race readiness:
  - When an athlete finishes last or close to last in a race this experience can be valuable for their development and lead to unexpected personal growth such as becoming highly motivated to improve performance in the future. However, the potential drawbacks of sending "unready" athletes to an event are performance anxiety, negative feelings of not being "good enough" and becoming discouraged from racing again. These are factors that must be decided by the athlete with guidance and support from their parents and their coach who know them best.

## **INJURED & REPLACEMENT ATHLETES**

The coaches and/or the Selection Committee may apply to the PDPC to remove any athlete from any stage of the athlete selection process. Reasons for removal can include becoming no longer eligible for participation (see Eligibility & Expectations), injury, illness, or misconduct. Reasons for removal will be communicated by written letter to the athlete from the PDPC.

Alternate athletes may be selected if one or more of the originally selected athletes are dismissed prior to the Team Trip/Event.

## **DISMISSAL**

An athlete may be dismissed from a Team Trip or Event, prior to the trip or sent home at their expense during the trip, if the athlete:

- Fails to remain a member in good standing with CCSAM.
- Fails to train towards, or meet the physical standards expected by the Team Trip/Event.
- Exhibits conduct that is contrary to the Code of Conduct & Ethics or is determined to be detrimental to the image of CCSAM.
- Is unable to perform due to injury, illness, or other medical reasons as determined by a medical professional and needs

## **TEAM SUPPORT STAFF**

### **SELECTING TEAM SUPPORT STAFF**

The process:

- The PDPC will request submission of applications from our local coaching community.
- An ad hoc Team Support Staff Selection Committee will be appointed by the CCSAM Executive Director &/or the CCSAM Chairperson and will include up to 3 members from the PDPC or from the ski community. The Team Support Staff Selection Committee must be free from actual and perceived conflict of interest and, where conflict of interest may exist, Committee members must identify the conflict and excuse themselves from selection decisions where there is a conflict. Parents of athletes, or other individuals deemed by the Organization to have special interest in the selection process, are not permitted to be members of the Team Support Staff Selection Committee.
- The Team Support Staff Selection Committee reserves the right to select coaches from outside the pool of applicants.
- The Team Support Staff Selection Committee reserves the right to dismiss a support staff person for any legitimate reason, as determined by the Team Support Staff Selection Committee, the PDPC, or the CCSAM Board.

When selecting the coaches, the PDPC will consider the following:

- Previous coaching and team trip experience
- NCCP Certification level attained & workshops completed
- Attendance at CCSAM sanctioned events, level of engagement with home club and the greater ski community
- Relationship with PDP registered athletes and coaches

- Compliance with CCSAM Coaching related policies (see Safe Sport section) and Minimum Mandatory Coaching Qualifications
- Emergency or Standard First Aid certification
- Respect in Sport certification

Wherever possible, one or more Apprentice Coach positions may be offered to a developing coach that has not previously been on a CCSAM PDP team trip.

Other considerations when selecting the team support staff are:

- Gender equity
- Diversity in club/regional representation. To mitigate the threat of unfair bias, consider a balance of support staff who are from the same club, or who are parents of travelling athletes (see Pre-Trip Staff meeting agenda)
- Providing equitable opportunities for the development of inexperienced staff members through mentorship with experienced staff members.
- Ability of all staff members to supervise athletes 24/7 and provide transportation (shuttling) and waxing support when required
- Identifying alternates in case staff cannot travel last minute (illness, injury, etc)

## **CLUB COACH TRAVEL GRANT**

### **Deadline December 1<sup>st</sup> annually**

The Club Coach Travel Grant is intended to help offset travel/accommodation expenses incurred by PDP registered coaches of PDP registered athletes independently attending approved events with their athlete(s).

PDPC pre-approval is required. A written request (email) along with a proposed budget and list of athletes must be submitted to the CCSAM Office by the deadline.

Funding is based on many factors such as: budget limitations, the number of athletes planning to attend, distance to travel, etc.

Coaches may apply to receive \$125 in funding for each PDP registered athlete the coach will be supporting at the event. Maximum grant per CCSAM club per season is \$500.

The total amount available in this grant program is finite and will be awarded on a first come first served basis.

## **CCSAM NO FLUORO WAXING PROTOCOL**

CCSAM respectfully requests ALL athletes, coaches, wax technicians and parents to abide by a self-governed protocol while waxing skis for all CCSAM-sanctioned events.

This is an outright ban on fluorinated waxes.

This protocol applies to ALL local, regional and provincial events taking place in Manitoba (and in all Nordiq Canada &/or FIS sanctioned competitions when applicable).

This protocol is applicable to ALL age and race categories.

The adherence to this protocol is self-governed and is the responsibility of the athletes, coaches, parents and wax technicians.