



NATIONAL TEAM  
HANDBOOK

MARCH 2021



This handbook and its appendices provide key information for athletes, coaches, and support team members on the Gymnastics Canada (GYMCAN) National Team (NT) in the four Olympic disciplines (men's artistic, women's artistic, trampoline gymnastics, and rhythmic gymnastics).

It is your obligation to read, understand, and abide by any directions contained in this material. If you are unclear about any information, you should obtain clarification from the GYMCAN technical staff person responsible for your discipline. If you are still unsure, please send your inquiry to [info@GymCan.org](mailto:info@GymCan.org).

This handbook provides key information on GYMCAN, the services provided by GYMCAN, the responsibilities of the athlete, and on the additional benefits available to athletes who have been named to the National Team. It is important that you and your coach read and understand all the material.

Every effort has been made to ensure that the information contained in the Handbook is the most current. The Handbook will be updated from time to time and revised versions will be provided to NT athletes. To ensure that you continue to receive all communications from the GYMCAN office, you are responsible to keep us updated with any changes to your mailing address, email address or phone numbers.

If you have feedback or additional suggestions regarding this Handbook, we encourage you to direct them in writing to the GYMCAN staff in your discipline.

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## INTRODUCTION

As a member of the GYMCAN National Team (NT), you have an extraordinary opportunity to represent Canada at the highest levels of sport. You are an ambassador for Canada, for GYMCAN, for your club, and the sport of gymnastics. With this comes the responsibility of top performances in training and competition, with the ultimate goal of podium and a top-8 international ranking. As a NT member, you are a role model for the next generation of Canadian athletes and your profile may become highly visible to the media and public.

We have developed this handbook and appendices to provide you with an overview of your responsibilities, and of the many services and benefits that are available to you. NT members are responsible for reading and understanding the material in this handbook. The handbook is electronic/mobile friendly with direct links to sources for more information on many of the services and organizations mentioned. If you are not clear on any aspect, please contact GYMCAN national office staff for further explanation.

### 1.0 ABOUT GYMNASTICS CANADA

The GYMCAN office hours are from 8:30 AM to 4:30 PM (Eastern Time Zone) from Monday to Friday. The office is closed on weekends and on the following holidays:

January	New Year's Day (1)	August	Civic holiday
February	Family Day	September	Labour Day
March/April	Good Friday, Easter Monday	October	Thanksgiving
May	Victoria Day	November	Remembrance Day (11)
July	Canada Day (1)	December	Christmas (24-1)

GYMCAN is the national governing body for the sport of gymnastics in Canada. First established in 1969, GYMCAN works closely with the Provincial and Territorial Organizations (PTOs) and over 700 member clubs to provide a broad range of programs and services to meet the needs of all participants. GYMCAN is a member of the International Gymnastics Federation (FIG), which governs all aspects of international gymnastics activities and competitions.

GYMCAN sets the operating standards and practices for gymnastics in Canada, from athlete development and coaching education to judging certification. Our mandate is to ensure that everyone can enjoy the sport in a positive and safe manner.

GYMCAN uses social media to post content that shines the spotlight on the sport of gymnastics, and on the athletes representing Canada at national and international competitions. Many stories will be shared through social media throughout the year, and in particular during major competitions like the Pan Am Games, Commonwealth Games, Olympic Games, and World Championships, so be sure to connect with us. You can share the content found on our social platforms at:



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	Facebook	GymCan1	<a href="https://www.facebook.com/GymCan1">https://www.facebook.com/GymCan1</a>
	Instagram	@GymCan1	<a href="https://www.instagram.com/GymCan1/">https://www.instagram.com/GymCan1/</a>
	Twitter	@GymCan1	<a href="https://twitter.com/GymCan1">https://twitter.com/GymCan1</a>
	Youtube	Gymnastics Canada	<a href="https://www.youtube.com/user/gymnasticscanada">https://www.youtube.com/user/gymnasticscanada</a>

## 2.0 GYMCAN STAFF

As a member of the GYMCAN NT, your main point of contact will be with the Program Lead for your discipline. However, all of our staff are here to provide support, and the complete list of GYMCAN staff contacts may be found on the GYMCAN website at <http://GymCan.org/gymnastics-canada/staff>

## 3.0 GENERAL INFORMATION AND REQUIREMENTS FOR NATIONAL TEAM MEMBERS

### 3.1 LINES OF COMMUNICATION

For NT assignments and NT activities, GYMCAN program staff will communicate with the personal coach or club of a NT athlete. Technical information is distributed to coaches and clubs, as well as to the Provincial/Territorial Office (PTO). Technical information that is for, and distributed to the program at large, will be posted on the GYMCAN website in the appropriate program section.

At the Senior level, NT athletes will often be copied on information that is distributed to their coach(es) and are expected to take responsibility for communications with GYMCAN and its partners including:

- reading emails and documents
- responding promptly and completely to requests for information
- returning completed forms within timelines
- submitting whereabouts by deadline

### 3.2 NT AGREEMENTS

Every NT athlete, named NT coach, and their club, must sign a NT agreement. Senior NT athletes and coaches in some disciplines must also sign a Performance Agreement. These agreements are not only important for establishing the responsibilities of GYMCAN, of the athletes, coaches, judges, support staff, and IST members, but they are also required by Sport Canada before any Athlete Assistance Program (AAP) carding funds are released. The NT Agreement is consistent across all disciplines. Agreements are distributed to NT members each year at the time the new NT is named in each discipline.

Athletes aged 18 OR OVER are considered adults and do not require a parent/guardian signature on their agreement.



Athletes aged 17 OR UNDER must also have a parent/guardian signature on their agreement.

Coaches must sign the Athlete Agreement for their designated athlete to confirm the Athlete's statement of commitment and training status. Several attachments, including passport photographs, passport scans, and other information may be required with the NT agreement. The athlete/coach is responsible for the costs of these items and for forwarding them to GYMCAN with the completed agreement.

NT services (including funding and event assignments) do not commence until the completed, signed NT Agreement and all required attachments are received by your discipline lead.

### **3.3 GYMCAN POLICIES AND PROCEDURES**

The complete GYMCAN Policies and Procedures are available on [GymCan's website](#):

- a) GYMCAN National Safe Sport Policy;
- b) GYMCAN Code of Ethics and Conduct Policy;
- c) GYMCAN Abuse, Maltreatment, and Discrimination Policy;
- d) GYMCAN Complaints and Discipline Policy and Procedures;
- e) GYMCAN Travel Policy;
- f) GYMCAN Operational Policies (Appeal Form and Process).

All NT members, coaches, judges, and managers should be familiar with these documents and with the consequences for not adhering to the Code. Note that these documents will be applied during all NT activities, whether in Canada or not.

### **3.4 GYMCAN MEMBER IN GOOD STANDING STATUS**

To receive NT services and to be permitted to participate at GYMCAN events and activities, all participants must be members in good standing of GYMCAN. This means that the member is registered with his provincial or territorial organization (PTO), that all documentation is complete and up to date, that all requirements for certification, membership, or other special qualifications are complete, and that the individual does not have any outstanding (over 60 days) invoices with GYMCAN. Breaches of the GYMCAN Code of Ethics and Conduct may also result in withdrawal of member in good standing status and national team status.

Participants who do not meet the requirements for a member in good standing will not be permitted to participate in any GYMCAN events (camps, international or domestic competitions) or receive NT servicing until they have fulfilled all requirements. In the case of outstanding invoices, GYMCAN staff will contact individuals who are in this situation to arrange for payment. However, the responsibility for payment of all invoices rests with the individual. Where an arrangement for an established regular payment plan is disrupted, due to no fault of GYMCAN, the individual will revert to "not in good standing" status until such time as the situation is corrected and payment is received at GYMCAN.

GYMCAN will notify the respective PT office and our funding partners when a participant is no longer considered to be a member in good standing.



### 3.5 REQUIREMENTS FOR NT COACHES AND SUPPORT TEAM MEMBERS

All named NT coaches and support team personnel, including any personnel who attend GYM CAN domestic events (Canadian Championships, Elite Canada, training camps) or who travel with athletes to domestic or international competitions, will be required to complete the following and provide proof of completion to GYM CAN, prior to being approved or funded to attend any activities.

Requirement	Link to Access
Police Check (renewed yearly)	<a href="https://pages.sterlingbackcheck.ca/landing-pages/c/cac_ace/">https://pages.sterlingbackcheck.ca/landing-pages/c/cac_ace/</a>
CAC <i>Making Headway</i> Concussion e-learning course (free)	<a href="http://www.coach.ca/concussion">http://www.coach.ca/concussion</a>
Respect in Sport online course	<a href="https://gymnasticscanada.respectgroupinc.com/">https://gymnasticscanada.respectgroupinc.com/</a>
True Sport Clean101 UNTRACKED e-learning course (free)	<a href="http://cces.ca/truesportclean101untracked">http://cces.ca/truesportclean101untracked</a>
<u>For NT Coaches and GymCan IST Team</u> CCES Athlete Support Personnel Courses	Link & Information to be sent by GymCan

These requirements are in accordance with GYM CAN policy and are in addition to the existing requirements for NCCP certification. Any costs associated with fulfilling these requirements are the responsibility of the individual.

### 3.6 PASSPORTS

All NT members must possess a valid Canadian passport and a copy of this must be provided to GYM CAN. Individuals who have dual citizenship (Canada and another country) must provide GYM CAN with colour scans of all their passports. If a non-Canadian passport is used during travel (e.g. to facilitate non-visa entry into certain countries), GYM CAN should be notified at the time of booking travel.

When passport renewal is required, it is recommended to renew to a 10-year passport (16 years and older). All NT members should ensure that their passport is kept up-to-date and ready for international travel. Upon receiving a new passport, NT members should send GYM CAN a good quality colour scan of the passport right away, so that the GYM CAN files are current for upcoming international assignments.

Be aware that a passport must be valid for at least 6 months beyond the date you expect to leave the country where you are travelling to. All countries have their own entry requirements. Consult the travel advisories at <http://travel.gc.ca> to view the entry/exit requirements of each country. Since



these requirements can change, you may also check with the Government of Canada office of the country you intend to visit. For this reason, passport renewals should not be left to the last minute.

Be aware that if a visa is required to travel to certain countries, the passport will need to be submitted with the visa application. This is usually done well in advance of the actual travel date and must be done using the same passport being used to travel with. Any costs associated with the visa request are the responsibility of the individual. Applying for a NEXUS card is an option that is also recommended for all NT members. NEXUS is designed to speed up border crossings for low-risk, pre-approved travellers into Canada and the United States.

### **3.7 FIG LICENCES**

GYMCAN will assume the cost of providing and renewing a FIG licence for all NT athletes. GYMCAN will cover this cost ONCE during a two-year period, as the licence is valid for two years. If a new or renewed FIG licence is required, the athlete should contact the GYMCAN Program lead for their discipline a minimum of two months before the expiry date on the card. If the athlete loses or damages the licence card, the athlete must contact GYMCAN immediately to replace the card and is responsible for the cost of replacement. Note, the physical card is not replaced at renewal, only the expiry date is extended.

The athlete is responsible for providing all required information to GYMCAN and for ensuring that the licence form is correct and completed with all required signatures. GYMCAN will sign and submit all licence applications and renewals to the FIG.

NT athletes should keep their licence in a safe place, bring it to all FIG competitions and be prepared to show it as proof of identity during the accreditation process. If GYMCAN incurs a penalty fee for an athlete who has not brought his/her FIG licence to a competition, payment of that fee will be the responsibility of the athlete.

### **3.8 UNIFORM PROTOCOL**

#### **1) NON-COMPETITIVE UNIFORM**

GYMCAN will provide a uniform package to NT athletes, one named coach of NT athletes, and designated support team members who represent the country at international competitions. This uniform is generally provided in advance of the competition or activity. Coaches who are assigned to represent Canada at international competitions must wear the GYMCAN NT uniform. Only current, named coaches of named National Team athletes are entitled to wear the current GYMCAN NT uniform at competitions or activities. If an athlete changes club/coaches after they received their NT Uniform, the new club/coach will be responsible to purchase their uniform. Additional listed, active coaches for an athlete may have the option to purchase a NT uniform if approved by GYMCAN.

The contents of the uniform package will depend on the level of NT member, and on the role (e.g. athlete, coach, or support team member). Generally, a new NT uniform package will be issued only once every two years, unless there are changes to the clothing items. NT coaches will receive one uniform kit regardless of the number and levels of their athletes named to the NT. The coach will receive the kit corresponding to the highest level of athlete they have on the NT.



The official supplier of GYMCAN NT uniforms is Limelight Teamwear. Athletes representing GYMCAN are expected to wear team-supplied clothing for all team-related training and competitive functions, including, but not limited to: training, competition, podium training, competition day warm-up, opening and closing ceremonies, receiving awards, travel, media events, and other times when identified as a member of GYMCAN NT. GYMCAN will issue guidelines (in the Memorandum sent prior to competition) that define ‘what to wear and when’ which are event and discipline specific.

Unless the NT members are part of a Major Games where a Canadian team uniform is supplied, the wearing of branded clothing from companies other than the official GYMCAN suppliers/sponsors or of other international and/or domestic teams (gymnastics or other sports/organizations, including COC) at any time while representing the GYMCAN NT is prohibited.

Additional t-shirts and supplementary NT clothing items and/or discipline-specific items (e.g. grips, competition shoes) may be provided by GYMCAN for members of teams to specific events, such as World Championships or special training camps.

Additional NT clothing can also be purchased once per year via GYMCAN, or can be purchased via the GYMCAN Store (non-NT clothing).

Slides/flipflops are provided by Limelight and can be worn by athletes only in the sporting venue. All coaches and support team personnel must wear appropriate indoor athletic footwear (running shoes) for all official GYMCAN and FIG athletic events. Shoes must be clean, either white or black in colour, and in good condition.

All clothing should be worn in a professional, clean, and responsible manner, and should be in good repair at all times. Alterations to clothing can only be made in cases of sizing considerations, and only following discussion with GYMCAN staff. Newly received items that need to be exchanged for a different size must be unworn, unwashed, and still have the tags attached. If an item is outgrown before a new kit is distributed, contact GYMCAN for replacement. Charges for the replacement such as delivery fees may apply.

GYMCAN controls all commercial rights related to NT clothing. You may not add labels, patches, or any items promoting causes, companies, or organizations to your NT Uniform.

Replacement of lost, damaged, or soiled items is the responsibility of the athlete, and should be arranged with GYMCAN as soon as the problem occurs with the item. Be prepared to return damaged or soiled items to GYMCAN before a replacement is issued. The cost of replacement is the responsibility of the individual and not of GYMCAN.

Members of major games’ teams will receive a separate Games team kit from the Canadian organization with overall responsibility for team logistics – COC, CGC, or CIS. GYMCAN NT uniforms are not worn during major games.

## **II) COMPETITION ATTIRE**

The official sponsor for competition attire for NT WAG and TG - women is GK Elite Sportswear. The official sponsor for competition wear for NT MAG and TG - men is TURN Gymnastics



Apparel. Athletes will be issued competition and training attire by GYMCAN, and these items are to be worn as specified by GYMCAN at all NT events. As with the National Team Uniform, athletes will receive guidelines that define what to wear and when for the competition and training attire as applicable.

The official sponsor for training attire for NT RG athletes is Venturelli.

Newly received items that need to be exchanged for a different size must be unworn, unwashed, and still have the tags attached. If an item is outgrown before a new kit is distributed, contact GYMCAN for replacement. Charges may apply if this is in the same year the clothing was sent.

Due to the highly individual nature of RG and Acro competition clothing, GYMCAN does not have an official NT supplier for either Individual or Group NT athletes in these disciplines. GYMCAN will source suppliers on an annual basis for the competition bodysuits for the Senior National Team GYMCAN RG Group. GYMCAN will provide the designated Group athletes with 2 bodysuits and this clothing remains the property of GYMCAN. Athletes who do not return Group bodysuits to the GYMCAN NTHC/NTD will be invoiced for the original purchase cost of the suit.

### 3.9 NT SELECTION FOR INTERNATIONAL COMPETITIONS

National Team athletes may have the opportunity to compete at various international competitions throughout the year. In most cases, team competitions such as World Championships, Pan Am Games, and Commonwealth Games will follow specific selection criteria in order to select the best possible team for each competition.

Individual competitions such as World Cups, World Challenge Cups, and Grand Prix's are considered high profile competitions. Selection to these competitions will be solely at the discretion of the NTHC/NTD.

NT athletes and coaches may request assignments to other international competitions such as U.S. Invitationals, NCAA competitions, and international "Cup" competitions. The NTHC/NTD always maintains the right to accept or refuse requested assignments.

### 3.10 TRAVEL PROTOCOL

#### 1) TRAVEL BOOKING PROCEDURES

GYMCAN's mandate is to book travel based on the competition directives for every domestic or international event that GYMCAN assigns participants to attend.

##### **General Booking Guidelines**

Once assigned to a competition, all participants have 72 hours (three business days) to provide written notice to GYMCAN requesting deviation from the travel dates and times outlined in the competition directives. GymCan will try to accommodate deviations from the delegation travel but reserves the right to decline special requests for any reason. Deviations will not be allowed for the outbound portion of a flight. Any additional fees associated with deviations will be at the cost of the participant. The amount billed back to the participant will be the difference between the original flight cost and the new flight cost.



- If events have 10 or more delegation members travelling, GymCan will be booking group flights whenever possible and deviations will not be allowed, regardless of participant funding.
  - o Participants can choose not to return on the group flight booked for them and book their own travel home, HOWEVER, self-funded or cost-shared participants will still be charged for their original group ticket and their own ticket home. Fully funded participants will be responsible for paying for their own ticket home and GymCan will pay the original group ticket.
- GymCan will not reimburse travelers for any airport accommodation, regardless of the departure time of a given flight or the distance from the traveler's home to the airport.
- Once participants have received their flight itineraries, they have 24 hours to review the ticket to verify airport, times, dates, and names on the ticket and report any errors to GymCan. If errors that require a change are found after this time, any changes that need to be made will be at the expense of the participant.
- Baggage fees will be at the cost of the participant regardless of funding.
- GymCan will provide the travel agent with Aeroplan information if supplied, but participants are responsible for monitoring whether or not it is added to their booking and following up with Aeroplan directly if necessary. It is not the responsibility of GymCan to check that Aeroplan numbers have been added to flights.

#### **Booking Requirements for Fully Funded Participants**

- For fully funded participants, flight options will not be sent to participants to confirm, unless a deviation has been approved based on the guidelines above. GymCan will book flights based on the best travel times and cost.

#### **Booking Requirements for Self-Funded/Cost-Shared Participants**

- In instances where a group flight is not possible self-funded/cost-shared participants travelling to events can choose to book their own travel within the guidelines provided by GymCan for that specific event.
- If self-funded or partially funded participants, would like GymCan to book their travel, GymCan will ask for final confirmation before proceeding to book any travel. Participants will have 24 hours to respond. If feedback is not received within the 24-hour time frame GymCan will move forward with booking the most time and cost-efficient option.
- Travel insurance is not purchased for flights for self-funded or cost-shared participants unless requested by the individual.

#### **Cancellations / Changes**

- After flights have been booked, and the 24-hour review window has passed, any changes or cancellations at the request of the participant will be self-funded.
- If the flight is booked by GymCan, Changes and cancellations can only be made by GymCan.
- If the participants travel was booked by GymCan and the flight is cancelled, delayed, or a missed connection, please contact Boulevard Travel immediately before contacting GymCan at the following number 1-888-530-8277. If participants booked their own travel, please call the airline directly before calling GymCan.

#### **Airline preferences**

- GymCan does not book travel based on airline preference, bookings will be based on the most direct and cost-efficient form of travel.



### **Fare Levels**

- GymCan will only book economy standard fares. Any upgrades are at the cost of the participant.
- GymCan will cover standard seat selection on flights only. Participants are required to check in 24 hours before their flight and select their seat.

### **II) BAGGAGE FEES**

It is the individual NT member's responsibility to be familiar with applicable airline baggage restrictions and to take all reasonable steps to minimize luggage. Unless clearly specified by GYM CAN in the comprehensive event memo, all charges for excess baggage are the responsibility of the individual.

### **III) ACCOMMODATIONS**

For all NT events, rooming lists will be organized by GYM CAN staff and all team members are expected to stay in the accommodations arranged for the duration of the NT activity. Where host hotels are identified by an organizing committee, GYM CAN will generally select the best option within the budget allocated for the event in order to provide the best conditions possible for the delegation members. Generally, this will be a mid-range hotel, as this has proven in the past to be the most reasonable level of accommodation with some quality assurances.

Athletes will room with athletes of the same gender and support team members, including coaches, will room with other support team members of the same gender. Athletes who are minors will not be allowed to room with athletes over the age of 18. Team members are expected to show respect for their assigned roommates and ensure that the room is kept tidy and left at checkout in the same state in which it was found.

The individual is responsible for any charges incurred against the room. This includes but is not limited to phone calls, internet access, meals, or snack fees.

Any damage charges at hotels will be invoiced back to the individual(s) assigned to the room. This includes charges for smoking in designated non-smoking rooms, damages to hotel property, and/or missing items.

Family and friends who choose to travel to watch competitions are not permitted to stay in the same hotel as the team and must source out their own travel and accommodation requirements.

People not part of the GYM CAN NT program are not allowed access to team hotel accommodations unless organized and approved in advance by GYM CAN. This includes family, friends, and members of teams from other countries.

### **IV) ACCREDITATIONS AND MEAL TICKETS**

Each individual is responsible for maintaining their accreditation tags and meal tickets for the duration of the event. Lost accreditations and meal tickets must be replaced and any resulting costs are the responsibility of the individual. Under no circumstances will team members share, trade, lend, or borrow accreditations with another person.



Team members are expected to dine together at events whenever possible and to follow nutritional guidelines for healthy eating which support optimal performance.

#### V) CURFEWS

Team curfews are established to ensure that all team members are well-rested and capable of optimal performance, regardless of their role in the team. Curfews also serve an important function in supporting the ongoing health, safety, and security of team members. The precise curfew for team members will be set by the head of delegation or head coach of the event, in accordance with the applicable training and competition schedule.

#### VI) ATHLETE SUPERVISION

Athletes aged 15 to 17 years who have provided written permission from a parent/guardian, will be permitted to travel alone on *domestic* flights. Athletes aged 14 and under are not permitted to travel alone at any time and must be accompanied by a responsible adult.

Generally, athletes aged 17 and under will not be permitted to travel alone on international flights, even if parent/guardian permission is given. During international flights, athletes aged 17 and under must be accompanied by a responsible adult in a support team role, with reasonable ratios of athlete/adult.

Upon arrival on-site, there must be a minimum of 1 coach assigned to the team for every 4 athletes aged 17 or under, in addition to any judges, IST members, or GYMCAN staff. GYMCAN is not obligated to assign a personal coach for each athlete, provided that the minimum supervision requirements are met.

Any coach and/or support team member who has been funded or approved (self-funded) to attend an event by GYMCAN is expected to remain on-site with the athletes throughout the event, regardless of the age of the athletes, and is responsible for overall team supervision for the duration of the event. When several coaches and/or support team members are present at an event, at least one must be readily available at all times. This may be either in-person or by phone/text, as long as they are able to meet and support the athlete(s) *in-person* within a few minutes of receiving notification.

The location and nature of each event will determine the required levels of security and supervision. Athletes aged 18 or over may obtain permission from the NTHC/NTD or Team Manager for short local outings without a coach/support team member, provided that there is a group of at least two athletes together, and the supervising support team member is informed of their schedule and plans.

#### VII) REGISTRATION WITH CANADIANS ABROAD

Registration of Canadians Abroad is a free service that allows the Government of Canada to notify you in case of an emergency abroad or a personal emergency at home. The service also enables you to receive important information before or during a natural disaster or civil unrest.



We encourage any athlete or coach to register when the travel plans have been arranged. Gymnastics Canada staff may do this on behalf of the delegation which will be communicated to all at that time. <https://travel.gc.ca/travelling/registration>

#### VIII) SOCIAL AND EXTRA-CURRICULAR ACTIVITIES DURING NT ASSIGNMENTS OR EVENTS

Where schedules permit, team activities may be scheduled by GYM CAN support team members to offer tourism opportunities or recovery/relaxation time. These activities are team activities and all team members are encouraged to participate. Athletes must be accompanied by a GYM CAN support team member during these activities.

Activities that may be perceived to involve risk, which have not been officially approved by the NTHC/NTD or Team Manager, and/or which are not related to training or performance needs are not insured under the GYM CAN insurance plan and should be avoided.

#### IX) VACCINES

Be sure that your routine vaccines, as per your province or territory, are up-to-date regardless of your travel destination. When travelling outside Canada, you may be at risk for a number of vaccine preventable illnesses. You should consult a health care provider or visit a travel health clinic preferably six weeks before you travel. This is an opportunity to:

- review your immunization history
- make sure your provincial/territorial vaccination schedule is up-to-date
- discuss any trip-related health concerns you may have
- assess your needs based on where you plan to travel and what you plan to do

You may need additional vaccinations depending on your age, planned travel activities, and local conditions. Preventing disease through vaccination is a lifelong process.

Use the reference to determine which vaccinations may be recommended or required for your destination (<https://travel.gc.ca/travelling/health-safety/vaccines>).

#### X) RESPONSIBILITIES MANUAL

This manual describes the overall and specific responsibilities of NT and assigned members for domestic or international activities. Please read carefully and refer to it for any question.

## 4.0 ATHLETE HEALTH SUPPORT

### 4.1 GYM CAN INTEGRATED SUPPORT TEAM

The programs of Gymnastics Canada have established a core of Integrated Support Team (IST) members who provide medical and technical support during NT assignments or events. Most disciplines have identified IST leads who are responsible for coordinating the activities of IST members as well as monitoring the ongoing health status of NT athletes. GYM CAN and the IST Lead will work with the individual athletes' sport medicine and sport science practitioners such as therapists, chiropractors, nutritionists, biomechanists, and mental performance consultants. When



training at home, athletes continue to work with their personal practitioners for therapy or other services.

The contact point for the IST Lead is through the program staff in each discipline. The IST Lead will assist athletes in coordinating services and care in the event that they become injured or ill.

## 4.2 ILLNESSES OR INJURIES

The National Team Athlete Agreement describes the process that must be followed when an athlete is ill or injured to the extent that training or competition participation is compromised in any way. It is expected that all NT coaches and athletes will follow the process. It is not acceptable for any athlete to arrive at a camp or competition with an unreported injury, regardless of when the injury occurred. Failure to immediately report injuries or significant illnesses to GYMCAN may result in NT status being withdrawn.

Should a team member become ill, injured, or have a health concern during a NT assignment or event, it is the individual's responsibility to bring this to the immediate attention of the coaching staff and/or the designated GYMCAN IST member on-site. This can help to quickly deal with symptoms and in the case of an illness, avoid spreading this to other team members.

If a condition is pre-existing, the IST member or Head Coach for the assignment or event should be notified in advance of travelling. Athletes **SHOULD NOT** self-medicate, even for minor illnesses or pain, and should seek the advice of the team medical staff. This ensures that symptoms are recorded and helps manage the possibility of the athlete inadvertently ingesting any banned substances in over-the-counter medications.

Under no circumstances should coaches or other non-medical support team members provide any type of medication (prescription or non-prescription) to an athlete.

In the case of illness, and where feasible and necessary, the athlete will be quarantined from other team members for a specified period of time. The amount of time in quarantine will be established on the advisement of the NT physician, or a local doctor.

The decision to notify parents/guardians or family of an illness or injury to a team member will be made depending on the age of the athlete, severity of the situation, and whether there is a need to alter training, competition, or travel plans. Parents/guardians or family members will be notified any time a hospital visit is required, regardless of the age of the athlete.

Decisions to alter the trip, training, or travel plans due to illness or injury will be made by the Head of Delegation, on advisement from the IST member on-site. The NT IST has the final authority in deciding if and when an athlete can return to training, competition, and full integration with the team.

The health interests of the athlete will always take precedence over camp or competition participation. Athlete long-term health, appropriate recovery time, and optimal performance will be the primary considerations when determining when an athlete can return to training or competition.



## 5.0 BEHAVIOUR AND CONDUCT

As ambassadors for Canada and for GYMCAN, all NT members (including athletes, coaches, officials, support team, and any traveling friends/family) are expected to behave and conduct themselves in an exemplary manner while traveling or participating as part of NT competitions, training camps, or activities. All NT members should be familiar with and abide by all GYMCAN policies and procedures listed above.

Inappropriate behaviours include but are not limited to: alcohol and/or drug abuse, loud or confrontational behaviour, swearing, negative or inappropriate coaching behaviours, and inappropriate use of social media.

Please read and understand the Code of Ethics and Conduct and the Abuse, Maltreatment, and Discrimination Policy. Those documents explain the required and non-acceptable behaviours.

### 5.1 TRUE SPORT PRINCIPLES

The True Sport Principles express an approach to sport that the vast majority of Canadians already believe in and practice. Although widely embraced, these principles often go unspoken. So when they are violated — when people’s attitudes and actions threaten healthy and respectful competition — supporters of good sport can be caught off guard, unsure how to stand up for the sport they believe in.

**The True Sport Principles are a rallying point for True Sport members** — they are universal. The principles can be brought to life in any sport at any level, from playground to podium. An Olympic rowing squad can embrace these principles with the same sense of pride and purpose as an elementary school, an old-timers' league, or a community hockey arena.

For sport to be truly good and have the opportunity to make the greatest difference, all seven of these principles need to be in play at all times, working in perfect balance with one another.

- **Go for It:** Rise to the challenge - always strive for excellence. Discover how good you can be.
- **Play Fair:** Play honestly - obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.
- **Respect Others:** Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.
- **Keep it Fun:** Find the joy of sport. Keep a positive attitude both on and off the field.
- **Stay Healthy:** Place physical and mental health above all other considerations - avoid unsafe activities. Respect your body and keep in shape.
- **Include Everyone:** Share sport with others. Ensure everyone has a place to play.
- **Give Back:** Find ways to show your appreciation for the community that supports your sport and helps make it possible.

Please visit <https://truesportpur.ca> for more information.



## 6.0 CANADIAN ANTI-DOPING PROGRAM

GYMCAN has adopted the latest Canadian Anti-Doping program (CADP), which is the set of rules that govern doping control in Canada. This program is managed by the Canadian Centre for Ethics in Sport (CCES) and demonstrates Canada's commitment to clean sport. A full description of the latest CADP as well as the current World Anti-Doping Agency (WADA) prohibited list is found on the CCES website: <https://cces.ca/canadian-anti-doping-program>

In addition, the CCES website contains a great deal of information for athletes to assist them in managing medications and completing other requirements for the CADP. Refer to <http://cces.ca/athletezone> for full details.

### 6.1 MEDICAL EXEMPTIONS (OR THERAPEUTIC USE EXEMPTION - TUE)

Athletes may have illnesses or conditions that require them to take particular medications. If the required medication falls under the WADA Prohibited List, a medical exemption can give the athlete authorization to take the medication. A system for determining if an athlete needs to apply for a medical exemption for any medications that they may be using, and all details about this process, are found at: <https://cces.ca/medical-exemptions>.

### 6.2 CCES NATIONAL ATHLETE POOL (NAP)

All NT and carded athletes will be named to the CCES National Athlete Pool (NAP). Athlete contact and residence information will be provided by GYMCAN to CCES. The athlete must sign an agreement permitting unannounced anti-doping testing at any time and is also required to complete an online anti-doping awareness course.

Once an athlete's name is added to the NAP list, the name can only be removed when the athlete has formally retired from gymnastics competition. The individual athlete is responsible for officially notifying CCES in writing of their retirement, with a copy sent to GYMCAN.

### 6.3 REGISTERED TESTING POOL (RTP)

CCES identifies a small number of Senior NT athletes who are named to the Registered Testing Pool (RTP). Any World or Olympic Champion will be included, and usually a selection of the top Senior NT members as well.

Athletes included in the RTP have additional responsibilities, including submitting and updating whereabouts information to an online tracking tool known as ADAMS. Athletes in the RTP are also required to submit at any time to unannounced anti-doping testing.

If an athlete is named to the RTP, it is extremely important that they meet all quarterly deadlines for submitting their whereabouts information. Whereabouts submissions are the responsibility of the individual athlete and must be kept up-to-date whenever a schedule changes.



## 7.0 MEDIA, COMMUNICATIONS, AND SPONSORSHIP

GYMCAN regularly prepares and shares media announcements before, during, and following official training camps and competitions. These releases are distributed by the Director of Communications and Marketing to program members, online subscribers, and Canadian media outlets.

GYMCAN receives many requests for athletes to participate in interviews or other media events. Athletes may have many different opportunities to speak with the media, particularly if they have been named to the team of an important event such as a major games or World Championships. If an athlete or coach is contacted directly by someone from the media, before agreeing to participate, the first action should be to contact GYMCAN and inform us of the request. GYMCAN can assist in confirming logistics and in vetting requests that are not from mainstream or reliable media sources.

GYMCAN also works with the Canadian Olympic Committee (COC) and other partners to conduct media training activities for national team members. Group media training sessions may be held during a training camp or domestic competition and may include NT members from two or more disciplines.

Before interacting with the media, have an idea of the messages you want to convey and how you want to be perceived. GYMCAN media training will help you identify and articulate your key messages. Generally, your message should:

- Tell your story
- Educate the audience about your sport
- Keep the tone of the interview positive

It helps to practice your key messages out loud. Have a friend sit with you and do a mock interview or talk to the mirror. Like any skill, your ability to do interviews will improve with practice.

When working with the media:

- Arrive on-time for the interview and **wear the appropriate NT uniform.**
- Let your personality shine through. Smile or laugh as appropriate, be energetic and approachable.
- Try to anticipate in advance the kinds of questions you may be asked, and practice how you'll answer them
- Use short, to-the-point answers, speak in complete sentences, and stay focused in your responses, though try to avoid one word answers like yes/no.
- Try not to fidget and do your best to maintain eye contact with the camera or reporter.
- Think about the message you wish to convey and how you will convey it. Pace your responses and think before you speak.
- Avoid technical jargon, including acronyms.
- Mention something personal about yourself and your experiences.
- Enjoy your time in the spotlight.
- Tell your story for the first time - every time.



- In any emergency or crisis situation, direct the media to your media attaché or the Gymnastics Canada Communications Director and allow them to handle difficult questions.
- Don't answer a question with "no comment". It is better to re-direct the direction of the discussion into an area that is more "on-message" for you. Keep your composure at all times.
- Thank the reporter.

## 7.1 SOCIAL MEDIA

Engagement on social media on sites such as Facebook, Instagram, Twitter, Snapchat, TikTok, and YouTube is encouraged but one must post responsibly and not post text or images that are disrespectful, hateful, harmful, disparaging, insulting, or otherwise negative. All accredited persons must abide by the event's organizing and governing bodies (e.g. FIG, International Olympic Committee) on policies regarding social media, blogging, and the internet, before and during an event.

Social media has become a mainstay of our lives and has introduced new opportunities as well as challenges with respect to how the world communicates. As an elite or up-and-coming athlete, social media is a great way to connect with fans and share both professional and personal experiences, but NT members need to be mindful of what is shared and the audience that is following their posts.

The most important thing to remember as a NT member is that you are creating a personal brand that defines you. Platforms such as Facebook, Twitter, Instagram, TikTok, and Snapchat allow you to communicate your message and personal brand in creative and interactive ways, so don't be afraid to optimize these tools! Just remember that what you communicate will be what people associate with your "brand".

Social media is a fantastic tool, have fun with it while respecting that you are accountable for your actions. Know that you are a leader in sport, that you have the ability to use your voice to have a positive, inspiring impact on people, and that you need to define your personal brand in a way that reflects your best self.

The following are some strategies for engaging with the public via social media:

- *Be honest and speak with an authentic and proper voice*  
People like to know who you are outside of your sport, especially younger athletes who are aspiring to one day be like you. The best-known athletes are not only loved for what they do on the field, but also for what they do off the field. Use proper grammar, be honest, share your emotions - but have a filter and keep controversial or potentially sensitive statements to yourself.
- *Your image – how the world sees you!*  
What you post, who you follow, and who follows your postings is a direct reflection of yourself. The world will not only judge you on what you say, but also on your interactions.
- *Provide compelling and meaningful content through the use of images*



There is no better way to showcase what you do in a day than to post pictures or videos. Keep in mind that some events have restrictions about where and what you can photograph or shoot video of, and that there may be existing copyright holders for all competition images or video at major games. Keep your photographs and videos positive and professional and obtain permission from anyone who is in your content **before** you post it on social media.

- *Allow your profiles to be a source of information for people*  
Get into the habit of posting shortly after something happens, such as competition results, or a new skill, but only when it's appropriate within your competition or training schedule. Don't let social media be a distraction from what you're at a competition to do!
- *Think before you post*  
You are not only a reflection of yourself, but you're a reflection of your organization, trainers, coaches, support team, club, and your family. When in doubt, just don't post.
- *Show appreciation and gratitude to fans, organizers, sponsors, coaches, and family*  
Use event hashtags (i.e. #Tokyo2020) when possible to be part of the event conversation and tag the organizers (i.e. @gymCan1) so they can share your posts with a broader audience. Tag your sponsors when appropriate (i.e. "Thanks @GKelite for our great new team leos"), and tag your supporters (i.e. "Thanks so much to my club @halifaxalta for all of their support). Social media is about engagement, and engagement is increased by using hashtags and tagging.
- *Don't post offensive content or use inappropriate language*
- *Don't post what's on your mind after a tough day or competition*  
You have trained hard to become a champion so when you don't perform well at a competition or in training, it can be emotionally draining. Put your phone away and avoid posting when you're upset, tired, or frustrated. You will thank yourself later.
- *Respect other NT members, officials' decisions and other countries*  
Don't post anything coaches or teammates say in confidence or in private. Refrain from commenting negatively or sarcastically about results, judging, other people, other countries, and all organizations.

All major games team members (Commonwealth Games, Pan Am Games, Olympic Games, World Games, and Youth Olympic Games) must sign a team members' agreement with the lead partner (e.g. Commonwealth Games Canada or COC), which includes a section related to social media. Be sure to read these agreements carefully before you sign, so that you understand the rules, which can be quite different from lower profile events. If you have any questions, please get in touch with the Director of Communications and Marketing at Gymnastics Canada, or your media attaché for that event.

## 7.2 COMPETITION PHOTOS

Photos and video taken during a competition and on the podium by the organizing committee, media outlets, and by athletes and coaches themselves, are important for the promotion and representation of GYM CAN as an organization and Canada as a country.

Athletes and coaches should act, appear, and pose appropriately for photos and videos, to uphold the utmost professionalism, respect, and reputation. This includes media posted on personal social media accounts that are open to the public.

A good photo will show:

- Eye contact with the camera
- Natural smile
- Good posture
- Straight arm position

Appropriate and policy-abiding uniform\*



*Rosie MacLennan poses after winning Gold at the London 2012 Olympic Games (Russell, 2012).*

\*Note: Competition and podium uniforms may differ during major events (e.g. Commonwealth, Pan American, and Olympic Games) and are under the jurisdiction of the overseeing delegation organizers. Athletes will be instructed as to which uniforms to wear for each situation.

## 7.3 CONTROVERSY AND CRISIS MANAGEMENT

At some point, you may be asked to comment on an issue or conflict that may or may not concern you directly. As a professional, you should be prepared to answer questions on the topic. Often at major games, you will be provided with key messages and/or talking points that will help you address some controversial issues.

Here are a few examples of questions that could be asked related to a crisis or controversy:

- There have been reports that a Canadian athlete recently tested positive for a banned substance. How does this reflect on the Canadian Team at these Games?
- We need more hospitals, plus money for education and health care. Why should we support funding for athletes?
- There has been a lot of talk about the Zika virus in Rio, are you afraid for your safety?

When you are asked this type of question, don't just say "no comment", rather, it can help to use a transitional phrase to re-route the conversation to one of your key messages. Here are some examples:

- An equally important concern is...
- There's another issue to consider...
- We are confident that...
- I'm not really focussing on that right now.....



## 7.4 REMEMBER YOUR AUDIENCE

Depending on the news outlet, your audience will vary greatly - especially during important competitions held outside of Canada. But no matter where you are, your audience includes children and their families as well as potential sponsors. Always be aware of your audience and choose your words carefully. Children look up to athletes as role models, so one of your key messages could focus on inspiring another generation of athletes. As a child, you were most likely motivated to participate in sport because you watched one of your heroes achieve something great. Do the same for those who come after you by encouraging them to be active.

When talking with the media, showcase what makes you unique - your personality, special talents, or interests. The media looks for personal interest stories as they are well received by audiences. Remember to bring your stories back to your key messages and to keep the information you divulge well within the boundaries of discretion and good taste.

## 7.5 SPONSORSHIP AND ENDORSEMENT SUPPORT

Sponsorship and endorsements are important for National Team athletes to support their athletic endeavours. Gymnastics Canada encourages NT athletes to reach out to companies and organizations to self-generate funds for their training and competitions. However, for athletes considering potential NCAA careers, please be sure that you understand their eligibility requirements before pursuing sponsorship opportunities.

In consultation with the Director of Communications and Marketing, and the applicable program lead, the athlete will receive advice and recommendations on how to secure agreements and the terms of any agreements.

Please note, any sponsorship or endorsement agreement must be within GYM CAN's Policies and Procedures. The arrangement must not place the image of the athlete, GYM CAN, or gymnastics in a detrimental position, nor convey any marketing rights associated with GYM CAN or the NT. GYM CAN sponsors in the same product category have the right to match the terms and conditions of any offer made by a competitor of those sponsors, and there must not be a conflict with current GYM CAN sponsorship arrangements. The athlete is not permitted to wear NT apparel or refer to membership on the NT in advertising and promotions conducted by sponsors who are not sponsors of GYM CAN.

# 8.0 ATHLETE SUPPORT AND SERVICES

## 8.1 COMPETITION PRIZE MONEY

At sanctioned competitions, athletes may be eligible to win prize money based on their performance.

Prize money earned by athletes or teams at international competitions is most often transferred to GYM CAN by FIG or the event organizing committee, after conclusion of the competition. Athletes will be contacted by the GYM CAN staff when we receive the prize money to determine the appropriate plan of action for sending it to the athlete.



In situations where cash prizes are awarded on-site, the Head of Delegation is responsible for delivering the cash to GYM CAN immediately upon returning to Canada. As above, GYM CAN will contact the athlete.

### **8.2 SPORT CANADA ATHLETE ASSISTANCE PROGRAM**

The Sport Canada Athlete Assistance Program (AAP) is a federal government grant program that provides financial assistance to specific NT athletes who have met the requirements of the GYM CAN carding selection criteria in their respective Olympic discipline, and who have been nominated by GYM CAN to AAP. This financial support is also known as “carding” funding.

Each discipline publishes annual Carding Criteria which describe the selection and nomination process. Carding Criteria are developed by GYM CAN program staff, in consultation with National Team coaches and the Program Committee and are reviewed and approved by Sport Canada. Once finalized, the criteria are distributed at large to the community and posted on the GYM CAN website.

Complete details on the Athlete Assistance Program can be found at:

<https://www.canada.ca/en/canadian-heritage/services/funding/athlete-assistance.html>.

Athletes who have been nominated to receive AAP carding are advised to read this information thoroughly.

### **8.3 NATIONAL TEAM TRAVEL AND MEDICAL INSURANCE POLICY**

When NT members participate in a competition, training camp, or activity as a part of an official GYM CAN delegation, they will be covered under GYM CAN’s travel and medical insurance policy, both internationally and domestically.

This insurance policy covers normal (travel, transportation) and sport-related activities (training, competition) that are planned related to the NT.

Any unplanned activities (e.g. extended travel, shopping, skydiving), beyond the NT schedule are not covered under the policy and will require an additional plan for NT members to be covered.

Please see below a summary chart of the activities and insurance related to them.

<b>Injury/Sickness at</b>	<b>Athlete</b>
<b>Club, Provincial Camp or Competition, National Competition, International competition not assigned by GymCan</b>	Step 1: Provincial Health Care Step 2: Parents/Personal insurance Step 3: CAIP Step 4: Provincial association insurance
<b>GymCan Camp or international assigned competition</b>	Step 1: Provincial Health Care Step 2: Parents/Personal insurance Step 3: CAIP Step 4: GymCan Insurance

## 8.4 CANADIAN ATHLETE INSURANCE PROGRAM (CAIP)

GYMCAN provides all NT members the option to enroll in the CAIP (as long as the national team agreement and all attachments have been completed in full and received by GYMCAN). Funding may be available based on ranking and IST Lead recommendation. The CAIP provides coverage when treatment is required for an injury incurred in training or competition in Canada. To be eligible, an athlete must be registered under a Canadian provincial/territorial health insurance plan.

CAIP insurance is for a period of one year, renewable each year. Athletes must request CAIP insurance with GYMCAN and pay in advance for the costs of eligible services, then submit the receipts and claim form to CAIP for reimbursement.

For further and more detailed information about CAIP, updates and claim forms, visit the website: <http://www.mkirsch.ca>.

## 8.5 CANADIAN OLYMPIC AND PARALYMPIC SPORT INSTITUTE (COPSI) NETWORK

The COPSI Network consists of four Canadian Sport Institutes (Pacific, Calgary, Ontario, Quebec) and three Canadian Sport Centres (Saskatchewan, Manitoba, Atlantic). Each location provides services that are designed to enhance the training and recovery of high-performance athletes.

Carded athletes may be entitled to certain services from the Centre or Institute in their region, although the level and type of servicing varies with each. GymCan program staff and the IST leads for each discipline will help coordinate the use of these services for NT members.

## 8.6 GAME PLAN

Game Plan is a collaboration between the Canadian Olympic Committee, Canadian Paralympic Committee, Canadian Olympic and Paralympic Sport Institute Network (COPSIN), and Sport Canada to provide the best resources this country has to offer to NT athletes.



**GAME PLAN**  
**PLAN DE MATCH**  
Powered by | Parrainé par  
**Deloitte.**

Game Plan is a holistic approach to athlete development and to total wellness throughout an athlete's high-performance sport career and beyond. For more information about Game Plan, visit the website: [www.mygameplan.ca](http://www.mygameplan.ca).

## 8.7 APPEAL AND RECONSIDERATION PROCESS

A NT member who is in disagreement with a decision made by Gymnastics Canada has the right to appeal the decision by following a dedicated process for resolving disputes. Section 39 of Gymnastics Canada's Organizational Policies and Procedures, describes the Appeal Policy in full detail. The policy and form are available in the Technical Documents page of each discipline on [GymCan's website](http://GymCan's website).



## SPORT DISPUTE RESOLUTION CENTRE OF CANADA

Where disagreements or disputes cannot be resolved through informal means, formal appeals, particularly those involving selection of athletes to major games teams, may be referred to the Sport Dispute Resolution Centre of Canada (SDRCC).



SDRCC's main goals are:

- To ensure access to independent, alternative dispute resolution (ADR) solutions for all participants in the Canadian sport system at the national level;
- To strengthen the transparency and accountability of the national sport system and national sports organizations by clarifying their responsibilities to athletes, coaches, and other stakeholders;
- To ensure that independent alternative dispute resolution (ADR) processes are equitable for all;
- To offer a low-cost mechanism throughout Canada in both official languages.

For more information about SDRCC, visit the website: [www.crdsc-sdrcc.ca](http://www.crdsc-sdrcc.ca).

## 9.0 PARTNER AGENCIES AND FUNDING OPPORTUNITIES

### 9.1 ATHLETESCAN

AthletesCAN is an association representing Canada's National Team athletes. They are the only fully independent and inclusive athlete organization in the country. AthletesCAN represents all athletes from all national teams including Aboriginal, Paralympic, Pan American Games, Olympic, and Commonwealth Games athletes, amongst others. Athletes who are members of a senior national team or athletes who have retired from a senior national team within the past 8 years are considered members of AthletesCAN.



AthletesCAN's mission is to work with partners in leadership, advocacy, and education to ensure a fair, responsive, and supportive sport system for high performance athletes in Canada. In fulfilling this mission, AthletesCAN is committed to the values of accountability, equity, inclusiveness, and mutual respect. For more information about AthletesCAN and their initiatives, visit the website: [www.athletescan.com](http://www.athletescan.com).

For more information about Dale Carnegie Speaker Training and to apply, visit the website: <http://www.athletescan.com/programs-services/dc-speakers-training>.

### 9.3 CANADIAN ATHLETES NOW FUND

The Canadian Athletes Now Fund is a program that aims to help national team athletes throughout the country become world class through financial support.





Any active national team member can apply to receive \$6,000 (up to \$12,000 annually) through an application process that occurs twice a year. The responsibility for application is that of the athlete, although GYM CAN may be asked to verify information from applicants.

For more information about the Canadian Athletes Now Fund and related forms, visit the website: [www.canadianathletesnow.ca](http://www.canadianathletesnow.ca).

#### 9.4 BELL ATHLETES CONNECT PROGRAM

The Bell Athletes Connect program is administered by the COC. The program is an initiative created by Bell Mobility that provides senior national team athletes with comprehensive mobile phone services. The names of eligible athletes are provided to COC by GYM CAN on a yearly basis.



For more information about the Bell Athletes Connect Program, visit the website: [www.bell.ca/Bell Athletes Connect Program](http://www.bell.ca/Bell_Athletes_Connect_Program).

#### 9.5 PETRO-CANADA FUELLING ATHLETE AND COACHING EXCELLENCE

Aspiring Olympic and Paralympic athletes (non-carded athletes) and their coaches may be eligible to receive financial assistance through the PetroCanada Fuelling Athlete and Coaching Excellence (FACE) program, which provides funding to amateur athletes hoping to one day represent Canada at the Olympic or Paralympic Games. Annually, Petro-Canada provides \$500,000 to 50 athlete and coach pairings.



FACE program funding may be used for:

- training
- equipment
- travel to competition

Athletes are nominated by Gymnastics Canada based on criteria established by Petro-Canada, the Canadian Olympic Committee, and the Canadian Paralympic Committee, and who would best benefit from funding. A committee comprised of representatives from Petro-Canada, the Canadian Olympic and Paralympic committees, and the Coaching Association of Canada work together to select the final recipients.

For more information about the Petro-Canada Fuelling Athlete and Coaching Excellence Program, visit the website: <http://retail.petro-canada.ca/en/olympics/5612.aspx>.



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## LIST OF ACRONYMS

Term	Abbrev
Athlete Assistance Program	AAP
Coaching Association of Canada	CAC
Canadian Athlete Insurance Program	CAIP
Canadian Athlete Monitoring Program	CAMP
Canadian Centre for Ethics in Sport	CCES
Canadian Olympic Committee	COC
Chartered Professional Coach	ChPC
Canadian Sport Institute	CSI
Double Mini-Trampoline gymnastics	DMT
Gymnastics Canada Gymnastique	GYMCAN
High Performance Director	HPD
International Gymnastics Federation	FIG
Integrated Support Team	IST
National Sport Institute of Quebec	INSQ
Men's Artistic Gymnastics	MAG
National Sport Organization	NSO
National Team	NT
National Team Head Coach	NTHC
National Team Director	NTD
Provincial and Territorial Organization	PTO
Rhythmic Gymnastics	RG
Sport Dispute Resolution Centre of Canada	SDRCC
Trampoline gymnastics, Double Mini-Trampoline gymnastics and Tumbling Gymnastics	TG
Women's Artistic Gymnastics	WAG
World Age Group Championships	WAGC

**EMERGENCY INFORMATION FORM**

Date:

**Personal Information- Information Personnelle**

Role with team- Rôle avec l'équipe	
First name- Prénom	
Last name- Nom de famille	
Gender- Sexe	
Name used- Nom utilisé	
Citizenship-Citoyenneté	
Home address- Adresse Maison	
City- Ville	
Province- Province	
Home phone- Téléphone Maison	
Cellular phone- Téléphone Cellulaire	
Email -Courriel	
Birthdate (MM/DD/YYYY) Date de Naissance (JR/MOIS/ANNÉE)	
Medical card # and expiry/ Numéro ass. maladie + date d'expiration	
Passport number- Numéro Passeport	
Insurance information- Information Assurance	

**Medical Information- Information Médicale**

Doctor's name- Nom Médecin	
Phone number- Numéro téléphone	
Blood type- Type Sanguin	
Medical conditions-Conditions Médicales	
Allergies- Allergies	
Current medications- Médications	

**Emergency Contact Information- Contacts en Cas d'Urgence**

Emergency contact's name- Nom	
Relationship- Relation	
Phone number(s)- Numéro téléphone	
Emergency contact's name- Nom	
Relationship- Relation	
Phone number(s)- Numéro téléphone	