



Athlete Handbook

Quick View Contacts

Bobsleigh Canada Skeleton Office
329-151 Canada Olympic Road SW
Calgary, AB T3B 6B7
F: 403.202.6561
E: info@bobsleigh.ca
W: www.bobsleighcanadaskelton.ca

Organization	Website
International Olympic Committee	www.olympic.org
Federation International de Bobsleigh & Tobogganing (FIBT)	www.FIBT.com
World Anti-Doping Agency (WADA)	www.wada-ama.org
Canadian Olympic Committee	www.olympic.ca
Sport Canada	www.pch.gc.ca
Canadian Sport Centre	www.canadiansportcentre.com
Canadian Centre for Ethics in Sport	www.cces.ca
Canadian Athlete Insurance Program	www.armstrongmccready.ca
AthletesCAN	www.athletescan.com
Canadian Association for the Advancement of Women in Sport and Physical Activity	www.caaws.ca

For a full list and details on Bobsleigh Canada Skeleton athlete policies, visit the BCS website at www.bobsleighcanadaskelton.ca/policiesandprocedures.

Adopt A Slider Program /Pamphlet	Appeals Policy
Athlete Agreement	Brand Policy
CCES Anti-Doping Rules & Regulations (effective January 1 st , 2009)	Code of Conduct
Confidentiality Agreement	Concussion Management Protocol
Discrimination & Harassment Policy	Dispute Policy
Donation Policy	Driving Policy
Drug Education Policy	Equipment Policy
Medication & Supplement Policy	Privacy Policy
Sponsorship Properties Document	Travel Policy

Table of Contents

WELCOME TO THE TEAM	7
HANDBOOK & COMMUNICATION POLICY	8
• Change to Contact Details	8
BOBSLEIGH CANADA SKELETON TRADEMARK	8
• Trademark Responsibility	8
• Mission, Vision & Values	8
• Non-Negotiable Behavior for BCS Team Members	9
• Counter Productive Behavior for BCS Team Members	9
ATHLETE PARTICIPATION	9
• Team Selection	10
• Athlete Agreement	10
• FIBT Licenses	10
• Sponsorship Properties	11
ACCOMMODATION & MEALS GUIDELINES	12
• Accommodation	12
• Room/Excess Charges	12
• Laundry	13
• Meals	13
• Meal Times	13
TRAVEL	13
• Overseas Travel	13
• Luggage Requirements & Excess Luggage Policy	14
• Passports & Visas	14
• Seating & Booking	14
• Changes to Return Flight	14
NEW AVIATION SECURITY MEASURES FOR CARRY-ON LUGGAGE AT INTERNATIONAL AIRPORTS	15
DRESS CODE	15
• Team Issue	15
GROUND TRANSPORT	15
• Authorized Drivers	15
• Personal Vehicle Use	16
• Fines & Parking Tickets	16
ATHLETE INSURANCE	16
• Insured Personal Effects	17
DRUG IN SPORT REQUIREMENTS	17
• Canadian Centre for Ethics in Sport	17
• Current Status	17
• Whereabouts	18
• Drugs & Medicine	18
• FIBT Requirements	19
SPORT MEDICINE	19
• BCS Sport Medicine Plan	19
• BCS Sport Psych Plan	21
• The Athlete's Obligations - Illness & Injury	22
• The Coach's Obligations - Illness & Injury	22
• Massage Therapy	22
FEEDBACK	23

BCS CODE OF CONDUCT	23
• Team Management	24
• Team Accommodation	24
• Sportsmanship	24
• Alcohol	25
• Public Behavior	25
• Uniforms	25
• Damage to Property	25
• Police	25
MEDIA GUIDELINES	25
• 6 Steps to a Good Interview	26
• Media Releases	26
DIRECT ATHLETE SUPPORT	26
• Sport Canada Athlete Assistance Program (AAP)	26
FAMILY & SUPPORTERS	27
• Guidelines	27

WELCOME TO THE TEAM

Congratulations on your selection to the Canadian Bobsleigh and Skeleton Team. Whether to the World, Intercontinental, Europa Cup or Americas Cup team, you have been selected because of your ability to perform on the world stage. It is an enormous achievement and honor to represent your country.

It is very exciting to be part of one of the most successful Bobsleigh and Skeleton teams in the world and as one of its members you have a number of obligations and responsibilities. It is important that you understand these obligations and take responsibility for ensuring that you have met all the requirements of being a team member.

This Handbook is comprised of various key documents and information for you and your teammates. I hope you will find the Handbook useful and that you will use it as a first stop when you have any questions about your role in the team.

I hope you will enjoy your time with the team and I wish you every success with your endeavors.

Sarah Storey
President
Bobsleigh Canada Skeleton

Don S. Wilson
Chief Executive Officer
Bobsleigh Canada Skeleton

BOBSLEIGH CANADA SKELETON OLYMPIC HONOR ROLL

YEAR	SPORT	ATHLETE	MEDAL
2014	2-Man Bobsleigh	Kaillie Humphries/Heather Moyse	Gold
2010	Skeleton	Jon Montgomery	Gold
2010	2-Man Bobsleigh	Kaillie Humphries/Heather Moyse	Gold
2010	2-Man Bobsleigh	Helen Upperton/Shelley-Ann Brown	Silver
2010	4-Man Bobsleigh	Lyndon Rush/Lascalles Brown/Chris LeBihan/David Bissett	Bronze
2006	Skeleton	Duff Gibson	Gold
2006	Skeleton	Jeff Pain	Silver
2006	Skeleton	Mellisa Hollingsworth	Bronze
2006	2-Man Bobsleigh	Pierre Lueders/Lascalles Brown	Silver
1998	2-Man Bobsleigh	Pierre Lueders/David McEachern	Gold
1964	4-Man Bobsleigh	Vic Emery, John Emery, Peter Kirby and Doug Anakin	Gold

HANDBOOK & COMMUNICATION POLICY

- This handbook provides you with policy, guidelines and general information that are relevant to you as a member of the Canadian Bobsleigh and Skeleton Team. It should be your first stop for any questions relating to team management and policies.
- The information contained in this booklet remains reasonably consistent from year to year. BCS will issue a new handbook to team members at the start of each Olympiad and to new members who join the team from year to year during that Olympiad. Major updates in policy or position during that time will be provided via the BCS website with notification via email. If you cannot find the information that you are searching for in the handbook, please contact your program manager, team manager, coach, or relevant staff at Bobsleigh Canada Skeleton.
- Program Managers and the Team Manager will issue information bulletins from time to time. These bulletins contain specific details of each tour that will be conducted each year. These will be available through the Bobsleigh Canada Skeleton website and/or emailed to you via your nominated email address.

Change to your Contact Details

- If any of your contact details change, please email BCS at info@bobsleigh.ca.
- Keeping your contact details current with BCS ensures that you receive all the information you need.

BOBSLEIGH CANADA SKELETON TRADEMARK

- A TRADEMARK is defined as a distinctive characteristic that is associated with a particular person, team or object.
- The Bobsleigh Canada Skeleton Trademark is an expression, form or trait, which defines who you are, how you perform and how you behave as a member of the Canadian Team. The Bobsleigh Canada Skeleton Trademark covers all members, including athletes, coaches, managers, doctors, physiotherapists, massage therapists and staff.

Trademark Responsibility

- Being a member of the Canadian Bobsleigh or Skeleton team means you are part of one of the most successful sport teams in the world. To be the most successful team in the world, each member of the team will:
 - Enjoy being part of a SUCCESSFUL team;
 - Work, support and challenge each other to be the best UNITED team possible;
 - Seek EXCELLENCE in all things we do;
 - Be GENUINE – the real deal;
 - Be PROFESSIONAL so that everything else is a hobby.

Mission, Vision & Values

MISSION STATEMENT: **Bobsleigh Canada Skeleton develops Olympic and World Champions.**

- Our mission is simple. BCS exists to create, nurture and support World and Olympic champions, period! That said, BCS believes strongly in leading by example in the important values that underscore any sustainable community: INSPIRE Integrity, National Pride, Sportsmanship, Professional, Innovation, Respect Excellence. In addition, it is clearly recognized that although the pursuit of excellence is characterized by incredible challenges and adversity, the environment in which the community is immersed must be saturated with enjoyment and fun!

VISION STATEMENT: To be the leading bobsleigh and skeleton nation in the World

- Our vision is clear. BCS will lead our entire Canadian community in the pursuit of becoming and sustaining the mantle of the leading bobsleigh and skeleton nation in the world. BCS directly will endeavor to do this by focusing on four critical areas; **programs, process, people and planning**. These four areas will provide the cornerstones to all strategic directions and initiatives. A hallmark of the BCS future is that it will be recognized as a **performance-based culture**, with a supporting performance management mindset.

VALUES: INSPIRE

- **Integrity:** We value and believe in being ethical, direct, honest and trustworthy.
- **National Pride:** We are proud to wear the Maple Leaf and represent Canada with pride and passion to win at the World level
- **Sportsmanship:** We will play fair and stand for the pursuit of excellence using every means possible in a legal and ethical way to compete against the best in the World
- **Professional:** We will act and present to ourselves and the outside World in a professional manner that speaks to our unquestionable character
- **Innovation:** We believe in producing opportunities for people to be innovative and creative
- **Respect:** We value and believe in free and open communication and respect the views, roles and contributions of all.
- **Excellence:** We value and believe in the preparation for and pursuit of achievement at all levels.

Non-Negotiable Behavior for Bobsleigh & Skeleton Team Members

1. Supportive:
 - United and encouraging
 - Acknowledging others efforts and success
 - Share and promote the philosophy
2. Honest:
 - To yourself
 - Develop trust in each other
 - Commit to open communication
3. Take responsibility for everything you do
4. Be accountable as a professional
5. Unity in thoughts, actions and having a common goal
6. Respect all and every team member

Counter-Productive Behavior for Bobsleigh & Skeleton Team Members

1. Poor communication including:
 - Poor coach/slider and slider/coach communication
 - Exchanging confusing information

- Withholding information
 - Not having clear communication goals
 - Creating factions
 - Making assumptions
2. Selfish behavior including:
 - Putting self before team
 3. Disrespectful behavior including:
 - Taking criticism personally
 - Not treating everyone as an equal
 4. Displaying inflexibility
 - Not adapting to benefit the team
 5. Negativity
 - Criticizing or demeaning other team and crew members
 - Phrasing feedback personally
 - Losing focus

ATHLETE PARTICIPATION

- In order to participate in any on-ice (Ice House or Olympic track) activities at Canada Olympic Park, you must have completed the following:
 - Be a member of either a recognized affiliated club or provincial association (see membership contact information below).
 - If you reside in a province or territory that does not have a Bobsleigh or Skeleton Club or Association, you must become a direct member of Bobsleigh Canada Skeleton. Please contact the office for a membership application form.
 - Complete a waiver form at the Ice House. This must be done on a yearly basis and is usually done when you pay your membership fee. This must be done prior to any on-ice training.
 - Pay required fee to Winsport

Alberta Bobsleigh Association W: www.albertabobsleigh.com	Alberta Skeleton Association W: www.albertaskelton.ca
Ontario Bobsleigh Skeleton Association W: www.ontariobobsleighskelton.ca	British Columbia Bobsleigh & Skeleton Association W: www.slidebc.ca
Bobsleigh Skeleton Quebec W: www.marquisebrisebois.com	Foothills Bobsleigh Club W: www.foothillsbobsleigh.com

Team Selection

- It is Bobsleigh Canada Skeleton's mandate to field internationally competitive teams to represent Canada at the respective international events. On an annual basis, our respective coaching staff will select the National Team members based on criteria set and detailed in the BCS Team Selection Criteria. A copy of this document can be found on the BCS website at www.bobsleighcanadaskelton.ca.

Athlete Agreement

- Each season all athletes are required to complete an Athlete Agreement with BCS. This agreement outlines your obligations and responsibilities to the Association as well as the Associations obligations to you as an athlete. A copy of this document is included near the

end of this manual for your reference as well as on the BCS website at www.bobsleighcanadaskelton.ca. The Athlete Agreement will be provided to each athlete prior to the start of each season.

FIBT Licenses

- Before you are able to participate in an FIBT sanctioned competition, you must be registered by BCS for an FIBT eLicense. To be registered you must first complete a physical examination by a medical doctor (any cost incurred is the responsibility of the athlete). BCS has the contact information for a team doctor should you need.
- If this is your first time license, you are required to submit to your Team Manager a completed contact information form and an electronic headshot photo, saved in JPEG format (no larger than 300KB in size).

Sponsorship Properties

The regulations of this policy applies to all clothing & equipment worn during all the competitions throughout the season, as well as travelling to and from those competitions, and for training activities as part of the team training.

Commercial markings constitute the name or logo of any commercial enterprise, products or service. Markings such as the Canadian flag and the word “Canada” are not considered to be commercial markings.

Bobsleigh Canada Skeleton retains the right to determine all commercial, training, travel and official clothing and equipment. BCS will determine the placing of the markings on a yearly basis. The athlete may find sponsors for the locations outlined below.

- For a complete list of properties visit the BCS website at www.bobsleighcanadaskelton.ca.
- It is the responsibility of BCS to provide athletes with the correctly logoed clothing. If there are issues, it should be reported immediately to the Team Manager or Chris Wilson
- It is the responsibility of the athlete to treat clothing with care.
- Athletes who own their own sleds/equipment are responsible for ensuring that the equipment is properly logoed and that sponsor marks are appropriately maintained.
- For more information on BCS Sponsorship Properties please contact Chris Wilson at cs.wilson@shaw.ca

ACCOMMODATION & MEALS GUIDELINES

Accommodation

- Generally two athletes will share a room on a twin room basis. When this is not possible athletes may be require to room with 3 or 4 other athletes (condo style living).
- Team members will be provided with a key to their rooms. Team members will be responsible for the replacement of lost keys.
- Coaches and support staff will often be placed in a single room to provide privacy and space for treatments, meetings or discussions.
- When required, a quarantine room will be provided if it is necessary to isolate a sick or infected athlete.

- Single rooms will be considered upon request provided the request is made prior to rooms being reserved and/or given that it is logistically feasible upon check in. Any additional cost associated will be the responsibility of the athlete.

Room/Excess Charges

- Athletes will be responsible for payment of the following items while staying in team accommodations:
 - Meals and beverages outside set dining
 - Room Service
 - Mini Bar
 - Laundry/dry cleaning
 - Personal phone calls from land lines
 - In house pay per view movies
 - Newspapers or magazines
 - Business services (i.e. Internet, printing, faxing)
 - Damages

Laundry

- Athletes are responsible for the cleaning and laundry of their clothes and training uniform.
- Where possible, team management will seek cost effective facilities and services for athletes to use. The location for these services will be addressed in a team meeting setting while on tour.

Meals

- Breakfast, lunch and dinner will be provided at all hotels. During competition and some training venues.
- On occasion, lunches and dinner will be on your own. An allowance will be paid to each team member to purchase his or her own meals. Allowances will be allocated in the amount of \$15.00 CDN per meal or as determined by team management.
- Team meals and Team functions (unless stipulated) are for team members only.

Meal Times

- The meal times will vary from location to location. Athletes will be advised by team management of mealtime changes. This information will be addressed in a team meeting setting while on tour.
- It is not uncommon for unplanned events to interfere with you making meals. For example, you are receiving treatment that runs over the time allocated which causes you to be late or miss a meal. Team management will make alternative arrangements if this occurs. If you are unable to make a meal, please notify the team manager as soon as possible.

TRAVEL

Overseas Travel

- BCS will pay for athletes and sleds to and from World Cup competition/training destinations. All other races will be approved by Coaching staff and Management on a race-by-race basis.
- All changes to flights must be submitted in writing to your Program Managers PRIOR to the ticket being booked. The coach and management must approve the changes in writing. The athlete will pay any extra cost.
- All North America and European air and ground transportation shall be booked through the following BCS partner:

Incredible Journeys Travel Inc.

Contact number: 403.571.8690 OR Toll Free N.A: 1.866.571.8690

If you are calling internationally, you may call collect.

Contact names: Sherry Semrau or Reid Morrison

Email: Sherry@incredibletravel.ca or Reid@incredibletravel.ca

- Domestic travel may occur on either Air Canada or WestJet and will be based upon availability and the best fare option.

Luggage Requirements & Excess Luggage Policy

- Each athlete travelling on a BCS provided international flight is allowed two pieces of luggage at 23KG each. BCS provided domestic flights have an allowance of one piece at 20KG.
- For more information visit www.catsa-actsa.gc.ca.
- Athletes are responsible for any costs or changes incurred for excess luggage. The carrier charges excess luggage at the time of check in. Other costs could include mailing and packaging costs of selected items to be mailed to a home address.

Passports & VISA's

- All team members will require a passport that is valid for at least six months after the last event or for the duration of the season. Additionally, athletes should ensure that several pages are available within the passport for immigration stamps.
- Passport applications, renewals and costs are the responsibility of the individual.
- Any visa requirements for holders of Canadian passports will be the responsibility of the individual. However, BCS will ascertain and advise team members of any visa requirements for countries that the team may be visiting.
- Holders of passports other than Canadian must notify the Team Manager so visa requirements can be determined. Any required visas will be the responsibility of the individual.

Seating & Booking

- Athletes should inform their Program Manager and Team Manager of any special travel needs or requests as soon as possible after selection. This includes, seating location and/or meals needs.

Changes to Flights

- The default locations for departure and return are Calgary and Toronto. If an athlete wishes to depart from or return to an alternate location, a written request must be submitted to the Program Manager 30 days prior the flight.

- Athletes who alter their return flight dates are advised to plan their return flights so that they return to Canada prior to the advertised return to training deadline. All athletes are expected to return to training after a transition period.
- Athletes wishing to make changes to their travel itinerary shall complete a BCS Change to Travel Request form and submit it to your Program Manager for approval. You will then be required to directly contact Incredible Journeys Travel Inc. to make the changes. The BCS Change to Travel Request Form can be found at www.bobsleighcanadaskelton.ca.
- All costs associated with changes are the responsibility of the athlete and must be paid at the time of change, unless the Program Manager provides prior approval, in writing.
- Written confirmation of changes must be forwarded to your Program Manager and Team Leader.

NEW AVIATION SECURITY MEASURES FOR CARRY-ON LUGGAGE AT INTERNATIONAL AIRPORTS

- To increase your safety, there are new rules for taking liquids, aerosols and gels on flights into and out of Canada. These new rules are needed to protect you from the threat of liquid explosives. There are in effect from March 31st, 2007.
- Each container of liquids, aerosols or gels in your carry-on baggage must be 100 milliners or less. All containers must be sealed in a transparent, one-liter plastic bag. You are only allowed one plastic bag. Any resealable bag of one liter capacity or less is allowed.
- You may still carry on board prescription medicines. Non-prescription medicines that you need for the flight are also allowed. Proof of need may be required.
- When you get to the screening point, you will have to surrender any liquids, aerosols or gels greater than 100ml that you still have with you, including duty free. The new rules also introduce random frisk searches as part of the screening process.
- Note that you can still fly internationally with items shown in the right hand column of the table if:
 - They are carried in containers smaller than 100ml and they fit comfortably into a resealable, one liter plastic bag, or
 - You pack them into your check-in baggage
- For more information visit www.catsa-actsa.gc.ca.

DRESS CODE

- While on tour, the overriding principle in regards to the Dress Code is that you are representing yourself, then BCS and finally your country; we ask that you dress accordingly.
 - Maintain a high level of hygiene and cleanliness;
 - Ensure clothing is kept in clean and respectable condition;
 - Refrain from wearing clothing that is in direct conflict with BCS official supplier;
 - At competition sites BCS team gear to be worn; preferably of the current season.

Team Issue

- Each Team (WC, EC, IC, AC) will receive a different level of support from major sponsors. Items will be allocated to athletes at the beginning of each season based on the team to which you were selected.

GROUND TRANSPORT

Authorized Drivers

- Every driver must complete the Driver's Policy Form at the end of this handbook as well as on the BCS website at www.bobsleighcanadaskelton.ca.
- BCS will use rental vehicles to transport the team between competitions and to and from the accommodation during training and competition.
- When required, specific athletes will be selected to drive the rental vehicles.
- Only athletes with a valid drivers licenses and who meet the age criteria (at the time of rental) will be selected to drive.
- For insurance purposes, all potential drivers are required to register for an Emerald Club Card with National Rental Car at www.nationalcar.ca.
- Fuel will be paid for by BCS. Your Program Managers or Team Manager will be provided to you in cash. A receipt must be obtained and submitted for all purchases.
- If an athlete is driving a vehicle that is not an allocated driver, and the vehicle is damaged, then the driver has the responsibility and liability for the damages.
- If a vehicle is damaged and the allocated driver is deemed to have been negligent, then the driver will be responsible and liable for any costs associated with damages.

Personal Vehicle Use

- If an Athlete is required to use their own vehicle, they must have a personal auto insurance policy containing a minimum of one million dollars Personal Liability & Public Damage (PLPD).
- BCS will in no way accept responsibility for any damage, motor vehicle offences or maintenance required on an athlete's personal vehicle.
- BCS may provide financial assistance, to be determined prior to departure, as confirmed by the Program Manager or Team Manager.

Fines & Parking Tickets

- BCS will not be liable for any parking/speeding fines imposed on drivers when using rental vehicles. Any traffic infringements are the responsibility of the driver at the time of the incident. The Team Manager will maintain a register of which coaches and athletes have been allocated vehicles.

ATHLETE INSURANCE

- Athlete Insurance will be purchased for all National Team athletes through the Canadian Athlete Insurance Program (CAIP).
 - All athletes are covered at the Bronze level. If you so chose to increase you amount of coverage to Silver or Gold you must contact Finance Manager to make the necessary administrative and financial arrangements.
- Out of country coverage will be purchased for all athletes who are travelling to sanctioned competition and activities.
- To ensure you are always in touch with the most current insurance policies and procedures, please review and familiarize yourself with CAIP at http://www.armstrongmccready.ca/CAIP2_ver_2.htm
- Forms must be completed by the medical contact that worked on you (i.e. physiotherapist, massage therapist, etc.), including all pertinent information relating to your injury. A

member of the BCS Administrative Staff must then sign your form before it can be sent to the following address:

**The/La Citadel
2020 University, bureau 700
Montreal, Quebec H3A 2A5
POLICY #: 9207251**

- Specific questions and assistance with claim submissions can be directed to Shaulyn King, Office Coordinator.
- Please note BCS purchased coverage is only in effect during sanctioned travel and activities. Personal travel and medical insurance is the responsibility of the athlete and should be secured prior to departure.

Insured Personal Effects

- Athletes are encouraged to have their personal items (i.e. laptops, cameras, mobile phones, music players, etc) insured for incidents such as theft and/or destruction while on tour. This additional coverage is the responsibility of the athlete.

DRUGS IN SPORT REQUIREMENTS

- The information below is provided as an overview only. For detailed information on all aspects of Drugs in sport athlete should review the Canadian Centre for Ethics in Sport website at www.cces.ca.
- You are also responsible to be familiar with the BCS Drug Policy posted at www.bobsleighcanadaskelton.ca.

Canadian Centre for Ethics in Sport

- The mission of the Canadian Centre for Ethics in Sport is to foster ethical sport for all Canadians. The CCES achieves this mission through research, promotion and education relevant to ethics in sport, including fair play and drug-free sport.
- The CCES administers Canada's domestic anti-doping program, while at the same time exercising international leadership in advancing a doping-free, fair and ethical environment for sport worldwide.
- All elite athletes preparing for national and international competition have a number of obligations and responsibilities. These can be collected under one of three categories.
 - Current Status
 - Whereabouts
 - Drugs and Medicines

Current Status

- As a recognized high performance athlete, BCS has a responsibility to recommend you name to be placed in the Canadian Centre for Ethics in Sport "Registered Testing Pool" (RTP) or "Domestic Testing Pool" (DTP).
- RTP athletes are required to maintain their contact details and submit their Athlete Whereabouts information directly to the CCES. The minimum criteria for inclusion on the CCES RTP is as follows:
 - Member of the Senior National Bobsleigh & Skeleton Team.
 - Athletes who are serving suspensions due to anti-doping rule violations.

- CCES has the authority to include or remove athletes from the RTP.
- If you have been included on the RTP, CCES will contact you by mail to notify you of inclusion. The correspondence will also outline your legal obligations and responsibilities.
- DTP athletes are required to maintain accurate personal and contact details with BCS, as BCS is required to provide this information to CCES on request.
- If an athlete retires from competition, they will be removed from the RTP. This is done by submitting an “Athlete Retirement Notice”. This form is available at www.cces.ca. Until this form is complete, you have all the responsibilities and obligations of an elite athlete in the testing pool.
- If an athlete desires to return to competition after an official retirement, they must first be re-added to the Testing Pool. BCS will notify CCES in the first instance and CCES will contact you directly to confirm your reinstatement. This is also achieved by submitting an “Athlete Reinstatement Notice” as found at www.cces.ca.

Whereabouts

- Complying with CCES Whereabouts requirements is an athlete’s responsibility.
- As an athlete in the RTP you are required to inform the CCES of your whereabouts at all times. This is necessary for CCES testing personnel to conduct random, on the spot testing.
- In 2006, CCES commissioned the online whereabouts portal. The online system allows you to log on and register your whereabouts (Domestic and International) for each quarter of the year from anywhere in the world.
- Key benefits of the online system include:
 - The ability to duplicate data, thus saving time in entering and submitting information.
 - The ability to update information by midnight the day before so accurate information is provided to CCES.
 - Notifications that tell the athletes the status of their whereabouts information and help them meet all requirements.
 - Notifications sent to athletes via SMS or email to remind them of upcoming due dates or other important messages.
 - The ability for athletes to authorize a third party representative to enter and update their whereabouts information.
 - The ability for National Sporting Organizations (NSO) to submit training camp or competition details which athletes can select when entering whereabouts information.

Doping Control: Consequences of non-compliance with Athlete Whereabouts Information requirements.

- If an athlete fails to meet CCES Athlete Whereabouts Information requirements, they may receive written notice from CCES that they have either failed to comply with a request to inform CCES of their location (also known as Failure to Provide Information) or failed to be located for a sample after being requested to provide their location (also know as Missed Test).
- If an athlete receives three (3) notices in an eighteen month period (starting from the date of the first notice) for either:
 - Failing to comply with a request to inform CCES of their location; or
 - Failing to be located for a sample after being requested to provide their location; or
 - A combination of (1) and (2) above totaling three notices.
- CCES may determine that an Anti-Doping Rule Violation (ADRV) has occurred, and the athlete’s name and relevant details will be entered on its Register of Findings and the athlete’s NSO will be informed. The sanction from the CCES could range from a minimum of three months up to two years.

Drugs & Medicine

- CCES has a list of medicines and drugs that are permitted and a list that is not permitted. Drugs that are not permitted are referred to as “BANNED”. This list is available on the BCS website and the CCES website. This list includes prescribed, non-prescribed and recreational drugs and supplements.
- There are a number of instances where you may need to take a prescribed drug that is on the banned list for therapeutic reasons (i.e. asthma inhalers).
- As an athlete, you are required to notify BCS and CCES in the case that you are taking a prescribed medicine for therapeutic reasons.
- You must follow one of the two processes below in notifying BCS and CCES that you are taking a banned medicine. Which process you are required to undertake depends on the medicine prescribed to you by your doctor.
- You may wish to email the CCES at tue-aut@cces.ca to find out which form is required to be completed and returned for the medication you have been prescribed.

Processes for Notifying BCS and CCES of Prescribed Medicines

Therapeutic Use Exemption Form (TUE)

- Check status of the medication you intend to use on the BCS or CCES website.
- You are advised the substance is prohibited and that you need to complete a TUE form.
- Talk to your doctor and see if there is an alternate, permitted medication you can use.
- If there is no alternate permitted medication, you will need to fill out a TUE form.
- Download the FIBT TUE and the CCES TUE form from the relevant organizations website.
- Complete and submit your form with the assistance of your doctor. Completed forms should be submitted to:

FIBT Anti Doping
Maison du Sport
Avenue de Rhodanmie, 54
Lausanne, CH, 1007
E: antidoping@fibt.com

Canadian Centre for Ethics in Sport
350, 955 Green Valley Crescent
Ottawa, ON K2C 3V4
E: info@cces.ca

FIBT Requirements

- All athletes participating in FIBT events must accept the FIBT Anti-Doping Regulations as a condition of participation. A copy of these regulations can be obtained from the BCS Office or found on the FIBT website at www.fibt.com.
- To remain an Olympic sport the FIBT has to meet the demands of the World Anti-Doping Association (WADA). To that end, all athletes participating in FIBT events are also required to submit whereabouts information at minimal in paper format. The FIBT Whereabouts Forms can be found at www.bobsleighcanadaskelton.com.
- The Top 12 athletes of each discipline will be selected to the FIBT RTP. If you are a member of the FIBT RTP you have the following obligations:
 - You must complete the Athlete Consent Document by August 31st.
 - You must register your Athlete Whereabouts using the online ADAMS system. To obtain a username and password please contact the CCES at whereabouts@cces.ca or the FIBT at antidoping@fibt.com.

SPORT MEDICINE

- As a member of the Canadian Bobsleigh & Skeleton Team, it is critical that the health and physical condition of all athletes is monitored. It is in the best interest of the athletes and the team that athletes arrive at the competition in the best physical condition possible.
- BCS has created a process of managing an athlete's medical information that aims to best serve both the athlete and the sport. At all times the athlete's well being is of utmost importance and the principle of confidentiality of medical information remains paramount.

Bobsleigh Canada Skeleton Sport Medicine Plan

1. The goal of the BCS Sport Medicine Team is to pro-actively optimize the health and physical function of BCS athletes for optimal performance during training and competition.

2. Integrated Service Team – Medical

- Frank Van den Berg - Lead
- Dr. Brian Benson – Team Doctor

3. Injury Management Protocol

Acute Off-Season Injuries

- These injuries can initially be assessed by anyone of the sport medicine team, but should then be discussed with Louise Vien, Rehabilitation Coordinator. The athlete can then be directed to the appropriate sport medicine service provider for continued care. In addition, the coaching staff will be notified of the injury, the treatment plan and the effects on the athlete's training program.

Chronic Injuries

- These injuries will be assessed during the end of season medical/Physio/Chiro evaluations. Multi-disciplinary athlete treatment plans will be created.

On Tour Acute Injuries

- Injuries that are of potential life or limb threatening nature.
 - Will be managed by local medical staff;
 - Your Coach, Team Leader or an attending BCS representative will get the name and contact number of the local medical staff/facility where you are being treated;
 - Your Coach, Team Leader or an attending BCS representative will notify Dr. Brian Benson immediately of the injury and the treatment plan;
 - Your Coach, Team Leader or an attending BCS representative will obtain copies of any reports, test results or images taken during examinations.
- Injuries that are serious but NOT life or limb threatening in nature
 - Your Coach or Team Leader will contact Dr. Victor Lun PRIOR to making travel arrangements to determine if injury should be managed locally or if athlete should be transported home;
 - Your Coach, Team Leader or an attending BCS representative will get the name and contact number of the local medical staff/facility where you are being treated;
 - Your Coach, Team Leader or an attending BCS representative will obtain copies of any reports, test results or images taken during examinations;
 - These reports, test results or images will be emailed and/or couriered to Dr. Benson for review.

4. End of Season and Pre-Season Evaluations

Sport Medicine Physicians

- Twice yearly (end of season and pre-season) each athlete will have an individual physical assessment and a review of medications/supplements. In the fall, this exam will also qualify for your FIBT sliding license medical.

Physiotherapy and Chiropractic

- Based on the results of this assessment, your care will be coordinated with team physiotherapists, chiropractors and massage therapists;

- There will be an initiation of an appropriate treatment plan. This treatment plan will provide the basis for long-term off-season rehabilitation of injuries and injury prevention during the competitive season. Regular “maintenance” treatment will complement this treatment plan.

5. Neuropsychological Testing

- In the off-season and prior to any sliding, baseline web-based neuropsychological testing will be performed in order to assist in the management of concussion, should one occur during sliding. This testing will be coordinated by the Rehabilitation Coordinator and sport medicine physicians.

6. Communication between Sport Medicine Team Members

- Members of the Sport Medicine team will communicate amongst themselves in the following ways:
 - *Injury Zone/CAMP* – all members of the Sport Medicine Team will be provided access to the web-based Injury Zone/CAMP electronic medical record (EMR). It is expected that all injury/illness and treatments encounters will be documented using this system.
 - *IST Meetings* – IST will meet on a regular basis, especially during training camps, competitions and pre-season, to discuss and update each other regarding athlete status.

Bobsleigh Canada Skeleton Sport Psych Plan

Sport Psychology Team:

- Frank van den Berg

Their top priority of the Sport Psych Team is defined as:

- Optimizing psychological effects in the BCS environment to favor success for all athletes, teams and coaches in World Cup and World Championship competitions
- Clarification:
 - *Optimizing psychological effects:* range of activities, including (but not limited to) observations, assessments, interventions and evaluations, which are aimed at advantageous and purposeful collaborations, actions and attitudes.
 - *BCS Environment:* all athletes, coaches and staff who are involved in National Team Development, support and performance.
 - *Success:* accomplishment or achievement of intended purpose (to be determined by each individual/team)
- The service that they provide can be summarized by:
 - Provision of individual counseling/support to assigned athletes, also assisting other athletes as back-up resources.
 - Provision of team support and subgroup workshops (situational and/or theme based).
 - Assistance and support for coaches, IST and staff, especially with regard to their part in *optimizing psychological effects*.
 - Collaboration with IST, coordination of psychological services.
 - Attendance and service delivery during camps and competitions, in other times on a needs basis.
 - Development of psychological knowledge base.
 - Provision of evidence-based, best practice and innovative contributions towards psychological preparations and personal/team functioning before, during and after major competitions.

Themes and Options for Service Delivery

- *Optimizing Psychological Effects* involves a wide range of activities with the following potential themes and options to include in service delivery for 2008-2009:
 - THEMES FOR ATHLETES:

- 'Real Professional' & 'Real Team'
- Leadership
- Rest & Recovery
- Debriefing/Ongoing Learning
- Positive Attitude & Thinking
- Mental Toughness
- Home Advantage
- What If...
- Lifestyle
- THEMES FOR IST/COACHES/STAFF
 - 'Real Team'
 - Communication
 - Learning Styles
 - Home Advantage
 - What If...
- A selection of these themes can be addressed individually/team or in a workshop style

The Athlete's Obligations – Illness & Injury

Immediately upon becoming ill or injured, the athlete shall:

- Take all reasonable steps to minimize any further illness or injury.
- Notify their Coach and the Rehabilitation Coordinator of illness or injury and such details about the nature and prognosis as they request.
- See a medical practitioner and/or other health professional for an examination. When possible, see a medical practitioner or health professional that is a part of the IST network, unless it is an emergency.
- Follow to the best of his/her ability the recommended advice of the medical professional and/or allied health professional.
- Failure to follow these steps will jeopardize an athlete's chances of returning to competition.

The Coach's Obligations – Illness & Injury

Immediately upon becoming ill or injured, the coach shall:

- Take all reasonable steps to minimize any further illness or injury.
- Direct the athlete to see a medical practitioner and/or health professional that are part of the IST network as soon as possible.
- Reinforce to the athlete the important of attending the consultation with a CAIP Claim Form and to ensure that it is completed.
- Work with the athlete to allow them to follow to the best of his/her ability the recommended advice of the medical professional and/or health professional.

Massage Therapy

- Many athletes use massage therapy services in their regular training routine and may access this service once per week. It is strongly recommended that you continue to use the same frequency of massage therapy treatment while overseas that you have been using in your regular training routine.
- There is little evidence that increasing the frequency of treatment when overseas produces any enhanced physical benefit. Obviously during racing there is a role for massage therapy in the initial recovery phase.

- There are other modalities that have been shown to enhance recovery from training and racing, such as ice baths, hot/cold showers, stretching and nutritional strategies. All these should be emphasized in conjunction with the post race massage, rather than just relying on massage alone.
- Routine self massage is another very useful way of managing training related muscle tightness and soreness.
- If focal muscle tightness or soreness exists in a specific area, then physiotherapy can provide targeted treatment to the area, which may complement the effects of general massage.
- When on tour, massage appointments may be limited to one treatment per person week. To help cover the load during competitions, other medical providers may be able to provide massage focusing on the major muscle groups.
- If there is a need for the frequency of massage to be increased to enhance injury rehabilitation, or to continue with current management patterns, then this will be under the direction of the Head Coach and the medical staff.

FEEDBACK

- Team feedback is sought at the end of each season. This information is used by BCS to rate its performance, the services of our medical service providers, our team managers and to seek opportunities for improvement in all aspects of our business.
- All athletes are encouraged to take time at the conclusion of the season to provide feedback either in written or interview form as offered by BCS. Every attempt will be made to simplify the process.
- Confidentiality is of the upmost importance to BCS. Every attempt to allow for anonymity and honesty will be made.

ATHLETES' CODE OF CONDUCT

Athletes representing the National Bobsleigh and Skeleton Team are expected to conduct themselves in a dignified and responsible manner at all times, maintaining respect and consideration towards the public, the coaches and other athletes.

This code outlines the expectations and obligations regarding behaviour during all National Team activities. Infractions of the Athletes' Code of Conduct will result in the imposition of disciplinary sanctions that are reasonable and proportionate to the indiscretion in conduct being addressed.

Enforcement of the Athletes' Code of Conduct may be the responsibility of the National Coach or the team leader for that specific team and shall be conducted as per the BCS Dispute policy.

The following are the Base Elements of the Standard of Conduct to which team members should hold themselves to for the betterment of the team and it is expected that all team members will conduct themselves in the following manner while representing themselves and Bobsleigh CANADA Skeleton:

1. Conduct oneself in a manner which is conducive to high performance sport and the attainment of personal and team performance goals;
2. Sportsmanship and Fair Play: In all practice and competition situations, team members are expected to perform to the best of their ability, within the context of the specific rules of the sport. Sportsmanship and fair play to teammates, opponents, and officials, should be in the forefront of a team member's basic philosophy and attitude;
3. Attitude: There is an expectation that all Team members will be courteous, mature, cooperative and respectful at all times. Individuals should conduct themselves with the knowledge that they, alone, are responsible for their own actions;

4. Language: The use of profane or improper language is not acceptable. Any loss of decorum while representing the team reflects poorly on the individual as well as BCS;
5. Comply with all reasonable and proper requests from officials of BCS;
6. While in team accommodations, Team members will respect the privacy and comfort of their fellow Team members and other residents, in particular those Team members and residents still involved in competition. Team members shall comply with the directions of their Coach, Team Manager and other Team Management;
7. Team members will respect the authority of officials from the National Bobsleigh and Skeleton Team, and international competition officials, and must behave with sportsmanship, decorum and dignity;
8. When in public whilst representing the National Team, especially when dressed in elements of the Team uniform, Team members shall display politeness and general courtesy to all members of the public;

At team functions, Team members are to wear designated team uniform, unless otherwise advised. In giving pre-arranged interviews with media, Team members are required to wear team jacket, team tracksuit, or the team shirt.

The following behaviour is unacceptable and will not be tolerated. Based upon the severity and the frequency of any of the actions that contravene the Athletes' Code of Conduct, the team member will be dealt with according to the BCS Dispute Policy:

1. Any action that would impair the ability of the individual or athlete to meet the high performance sport expectations of the athlete or team;
2. Any harassment, based upon age, sex, race, colour, religion, national origin or physical condition will not be tolerated;
3. Any violation of doping regulation as defined by IOC, WADA, CCES, COC, FIBT and/or BCS;
4. The wilful abuse of any property including but not limited to vehicles, hotel rooms and team equipment. Any Team member who damages or contributes to damage of property must report this to the Team leader. Team members may be responsible for the cost of repairing damage they have caused;
5. Any action or conduct that would, unreasonably disrupt or interfere with a competition or training camp, or is detrimental to the reputation or image of BCS;
6. The breaking of curfew regulations as agreed to by the National Coach or team leader directly responsible for that team;
7. Any involvement with illegal drugs;
8. Any consumption of alcohol by underage athletes;
9. Any abusive use of alcohol consumption;
10. Any illegal activities, including committing an act that is considered an offence under any law in the jurisdiction in which the act took place;
11. Any use of illegal equipment or illegal performance enhancing activity as defined by FIBT or BCS, whether in training or competition;
12. Any divulgence of information about training techniques or technical information to any unauthorized persons.

Based upon the BCS Dispute Policy contravention of the Athletes' Code of Conduct may result in, but not limited to, any of the following disciplinary sanctions: applied singularly, in combination and in any order of sequence for the infraction:

- a. Verbal reprimand;
- b. Written reprimand to be placed in individual's file;
- c. Verbal apology;
- d. Hand delivered written apology;
- e. Team service or other voluntary contribution to BCS;

- a. Suspension from certain BCS events, which may include suspension from the current competition or from future teams or competitions;
- b. Levy of a fine up to \$1000;
- c. Suspension of all BCS or Sport Canada funding;
- d. Suspension from certain BCS activities (teams, coaching or officiating) for periods of up to three years;
- e. Suspension from all BCS activities for periods of up to three years;
- f. Expulsion from BCS;
- f. Other sanctions as may be considered appropriate for the offense.

Team Management

- All athletes will comply with all reasonable and proper requests from officials of BCS.

Team Accommodation

- All Team members will respect the privacy and comfort of the fellow Team members and other residents, in particular those Team members and residents still involved in competition.
- They must comply with the directions of their Team Manager and other Team Management.

Sportsmanship

- Team members will respect the authority of officials from the National Bobsleigh & Skeleton Team and FIBT officials, and must behave with decorum and dignity. Team members will be required to display a standard of good sportsmanship when competing.

Alcohol

- Team members under the age of 18 year are not permitted to consume alcohol.
- The primary role of Team members is to perform to the best of the ability at the event for which they were selected. Consumption of alcohol must not detract from this performance and Team Managers may determine a policy to apply to their team or individual team members to this regard.
- Whilst acknowledging that Team members will want to celebrate after completing their competition(s), Team members must not allow their behavior to be adversely affected by alcohol or become unruly or cause offence to others.
- All Team members are expected to counsel and assist their fellow Team members to prevent inappropriate behavior.

Public Behavior

- When in public whilst a member of a National Team, especially when dressed in elements of the public.
- Team members should be accommodating within reason for all requests for autographs and must be especially attentive to and supportive of requests from children.

Uniforms

- At Team functions, Team members are to wear Team clothing, unless otherwise advised.
- It is the responsibility of BCS to provide athletes with the correctly logoed clothing. If there are issues, it should be reported immediately to the Team Manager or Chris Wilson
- It is the responsibility of the athlete to treat your clothing with care and ensure it meets BCS sponsorship requirements.

Damage to Property

- Any Team member who damages or contributes to damage of property must report this to the Team Manager
- Team members may be responsible for the cost of repairing damage they have caused.
- Team members are reminded that any damage to property may be the subject to litigation or criminal prosecution. Team members are personally responsible for any damage to property they may cause.

Police

- If an incident involving the Police occurs, Team members must advise their Team Manager. As soon as the Team Manager is aware of such incident, they must advise the CEO of BCS as soon as possible.

MEDIA GUIDELINES

- As a Canadian Team member you may be called upon from time to time to be a spokesperson for BCS and the Canadian Bobsleigh and Skeleton Team. This is a privilege and a responsibility.
- Dealing with the median requires planning, an agreed strategy, consistency and discipline. Above all to interact with the media regularly requires preparation.

6 Steps to a Good Interview

Prepare – What do they want to know? What do you want to say?

Set the Standards – Discipline, Demeanor, Dress.

Be Simple and Concise – Avoid jargon, nicknames and clichés.

Key Messages – Know them and repeat them.

Stay Focused – Stay in control of the interview.

Be Yourself – Show some insight. Be interesting.

- As a general rule respect the opposition and do not comment negatively.
- Speak about yourself or the team collectively and positively.
- The media is the sports greatest opportunity to talk to the Canadian and international bobsleigh and skeleton community and general public. Focus on the public and not the journalist conducting the interview.
- Issue Management – When sensitive team related issues are in the media there is to be no media communications until authorized or arranged by Team management. Team management and BCS executives will determine an agreed media position and the spokes person.
- The appointed Media Representative is to handle all media requests and activity.

- Team members must not speak with any media personnel without request from the Media Representative or authorization from Team management.

Media Releases

- The Media Representative will ensure distribution of media releases to Canadian Media Agencies. Assistance from the BCS Office will occur when requested and/or required.

DIRECT ATHLETE SUPPORT

Sport Canada Athlete Assistance Program

The Athlete Assistance Program's objectives are:

- To financially support Canadian athletes identified by their NSO using criteria established by Sport Canada as performing at or having the greatest potential to achieve top 16 results at Olympic/Paralympic Games and World Championships;
- To assist Canada's carded athletes in preparing to engage in full- or part-time career activities; and
- To enable Canada's carded athletes to participate in year-round national training and competition regimes to further their athletic goals.

To be eligible to be considered for support through the AAP, an athlete must:

- Be a Canadian citizen or a permanent resident of Canada;
- Adhere to their athlete/NSO agreement requirements (see BCS Athlete Agreement);
- Meet the eligibility requirement of the FIBT as they pertain to citizenship and residency status and be available to represent Canada at major international events, including World Championships, Olympic and Paralympic Games; and
- Meet the carding criteria developed as a member of the Canadian Team at international events or in domestic events or events sanctioned by the NSO for his/her sport.

For more information on the Sport Canada AAP, visit www.pch.gc.ca.

FAMILY & SUPPORTERS

- BCS encourages family and supporters to attend the events that athletes are competing at. Having supporters on the ground at international events provides support for the team and their performances.
- Athletes are encouraged to supply a contact email or contact address for their parents, spouse, family members or friends. These individuals can then be forwarded information such as:
 - Ticket Information
 - Supporter merchandise
 - Travel agent/Coordinators
- Family and supporters should respond as required to the contacts and information that is supplied to them. It is the responsibility of family and supporters to do so.

Guidelines

- While attendance is encouraged the following provide some guidelines for family and supporters:
 - Family and supporters must not stay at the same hotel or lodgings as the team.
 - Partners and spouses are not permitted to stay in athlete rooms. In most case athletes will be sharing with other athletes and their privacy should be respected.
 - Family and supporters are not able to dine with team members unless prior arrangements to do so are authorized by team management.
 - Athletes are not permitted to travel to and from the competition venue with family or supporters. As team members they are required to travel as a team under the supervision of coaches and team management.
 - Contact with athletes during competition is at the discretion of the Head Coach. Family and supporters should not be offended if access to family members is denied.
 - A Team function is often organized at the completion of competition. Family and supporters will be advised of the location and cost of attending the function. Where possible family and supporters will be advised by team management, however contact should be made with the Team Manager to seek information.
 - In some cases family and supporters may wish to attend venues where the teams are training (i.e. out of competition). Permission should be sought from team management prior to making arrangements to visit the training venue. The same conditions apply to athlete rooms and meals.

