



BC WHEELCHAIR SPORTS ASSOCIATION
2016-17 ATHLETE ASSISTANCE PROGRAM

HANDBOOK



*Ministry of Community, Sport
and Cultural Development*

*BC Wheelchair Sports Association
780 SW Marine Drive, Vancouver, BC V6P 5Y7
Ph 604-333-3520 Fax 604-326-1229
Toll Free 1 877 737-3090
info@bcwheelchairsports.com
www.bcwheelchairsports.com*

2014-15 ATHLETE ASSISTANCE PROGRAM

What is the AAP?

The Athlete Assistance Program or 'AAP' is a program funded by the Provincial Government, which provides a system of recognition and financial support for BC's high performance athletes. The intent of the program is to "*recognize high performance athletes who are participating in programs offered through a provincial sport organization and competing in recognized national or international competitions to relieve some of the pressures associated with training and competition needs*"

How does it work?

Each year, the Ministry of Community, Sport and Cultural Development (Provincial Government) allocates a certain amount of AAP funding to each Provincial Sport Organization (PSO). Along with the funding are guidelines regarding minimum funding criteria that the PSO must follow when allocating funds to the athletes. These are including on the following pages.

In addition to these guidelines, the PSO (BC Wheelchair Sports) is responsible for forming a Selection Committee that establishes criteria to further select athletes for the program. The current Selection Committee is comprised of Provincial Team Coaches from a number of BCWSA Sports as well as Senior Technical Staff.

How much funding is available?

The provincial government determines the amount each organization receives for the Athlete Assistance Program on an annual basis. The total amount of funding received by BC Wheelchair Sports for the 2016-17 Athlete Assistance Program is **\$18,800**. The government recommends that the minimum grant per athlete be no less than \$500.00, and therefore the number of athletes funded will be dependent upon the total grant received each year, and the number of qualified applicants at each level of the Long Term Athlete Development Model.

BC Wheelchair Sports recognizes the importance of reverse integration and values the participation of able-bodied athletes from the grassroots to Provincial Team and Canada Games team levels. Able-bodied athletes who are members of BCWSA Provincial Teams are eligible for funding in the Athlete Assistance Program, and will be evaluated equitably by the Selection Committee based on their application.

How will the committee decide who receives funding?

An application form will be sent to all athletes who meet the minimum funding criteria set out by the provincial government and BC Wheelchair Sports. Along with the form will be a questionnaire that the athlete must complete and submit for review by the committee.

Athletes must fill in the questionnaire as fully as possible – the selection committee will not search for additional information when such information is missing.

Each question is evaluated on a numerical scale as to how well the athlete meets an 'ideal'. The questions are weighted differently so that key factors such as performance/results and potential are rated higher than some of the other criteria. Athletes may not meet the 'ideal' in each criterion, but their total points across all of the questions will rank them fairly with other athletes.

This system will not only identify the appropriate athletes for funding, but also give athletes goals to strive for.

What are the selection criteria?

In addition to government guidelines, BC Wheelchair Sports has set the following criteria for selection to the AAP:

Minimum Eligibility Criteria

At a minimum, the athlete must:

- Participate in a recognized BC Wheelchair Sport Association Sport, or Canadian Wheelchair Sport Association Sport, and be a current member of BCWSA*
- Be a Provincial Team Member or Canada Games training pool athlete in his/her sport*
- Not already be receiving Sr. National Level carding funds (Yr 2 or more) or provincial AAP funding through college or university affiliation*
- Be a Canadian citizen or have landed immigrant status, and have resided in British Columbia for the past 12 months*
- Participate in BCWSA or BC Wheelchair Basketball (BCWBS) programs, clinics & training camps*

** For information regarding whether or not an athlete qualifies as a 'Provincial Team Athlete' please refer to Appendix B of this handbook.*

Rated Selection Criteria

The athlete will be evaluated with regards to how well he/she meets the following criteria:

- 1. Follows a yearly training plan, regularly monitored by a coach*
- 2. Is coached by an NCCP Certified Coach*
- 3. Results from the current and previous year at the Regional, Provincial, National and International Levels*
- 4. Demonstrates dedication and commitment to his/her sport as evidenced by commitment to training & competition, lifestyle, attendance at training camps, workshops and seminars*
- 5. Has the potential to compete for British Columbia and Canada for the next 3 – 5 years*
- 6. Has shown noticeable improvement over the last year*
- 7. Frequency & quality of training, use of Sport Science and Medicine Support Services*

2014-15 BCWSA AAP Timelines

DEADLINE	ACTION
December 11 th , 2015	Distribution of Handbooks & Application Forms to athletes & coaches
January 4 th , 2016	Deadline for receipt of applications from athletes
January 18 th , 2016	AAP athletes selected & list 'published'
February 1 st , 2016	Deadline for receipt of athlete appeals
February 19 th , 2016	Final AAP List Confirmed (following any appeals)
March 7 th , 2016	Funds distributed to athletes

Athlete Rights & Responsibilities

- BCWSA athletes are responsible for submitting their AAP Application forms (type written) and questionnaire by the established deadline. Applications received after the deadline *will not be considered*.
- Athletes receiving AAP Funding must sign the BCWSA Athlete Agreement & Code of Conduct and submit it along with their application. (If applying through Basketball please utilize their Code of Conduct)
- If selected, Athletes receiving AAP Funding must sign the AAP Letter of Agreement prior to receiving funding. This agreement includes permission to allow photo or video images of the athlete to be used by BC Wheelchair Sports for promotion and awareness purposes.
- Athletes have the right to appeal decisions made by the Selection Committee if he/she feels they fit the established criteria and were ranked incorrectly.
Appeals must be received in writing by the deadline indicated and will be addressed within 7 days. Written appeals should include the reasons why an athlete feels he/she has been incorrectly ranked and evidence thereof. Appeals will be processed in accordance with established BCWSA AAP Appeal policy & procedures.
- As required by the provincial government **"Any athlete receiving financial assistance from the Province of British Columbia must be available for provincial team selections and if selected, commit to train and represent the Province and the Sport in the applicable competition. Athletes receiving financial assistance will be expected to make themselves available to contribute to athlete development & coaching development programs run by their Provincial Sport Organization"** (BCWSA).
- Athletes will be asked to submit a summary of their sport expenditures for the previous season along with their application. This information will not be used to evaluate the application, or rank the athlete, but it will be used by the committee to consider future changes to the Athlete Assistance Program based on the information received across all BCWSA Sports.

Appendix A: Sample Forms

AAP Questionnaire, Athlete Agreement & Code of Conduct:

**2016-17 ATHLETE ASSISTANCE PROGRAM (AAP)
ATHLETE QUESTIONNAIRE**

NAME:	
ADDRESS:	
CITY:	POSTAL CODE:
PHONE:	CELL:
EMAIL:	
SPORT (S):	
DO YOU RECEIVE SPORT CANADA CARDING? Y/N If so, what level?	
DATE OF BIRTH: YYYY/MM/DD	
LEVEL OF COMPETITION TO DATE: <input type="checkbox"/> Canada or Western Canada Games Team <input type="checkbox"/> Provincial Team <input type="checkbox"/> National Junior Team <input type="checkbox"/> National Team Pool <input type="checkbox"/> Senior National Team Member	

In support of your application for Athlete Assistance Program funding, please complete the following questionnaire. Please type into the space after each question, using as many lines as you require.

This information will be used to assist the AAP Selection Committee in their deliberations, so the more information you are able to provide, the more informed the committee will be. The committee will not seek out additional information that you fail to provide.

1. Do you follow a yearly training plan; regularly monitored by a coach? (Contact your coach to determine whether a plan is in place and ensure that a copy has been submitted on your behalf).
2. Describe your training program (consideration should be given to number of training hours, type of training, degree of involvement of the coach, sport science/medicine services accessed, etc.). This information will be verified with your coach when evaluating your application.
3. Are you coached by an NCCP Certified Coach? What is his/her name and level of certification? *
'Coached' = minimum one day per week

4. Please list all your results from regional, provincial, national, and international level competitions/tournaments in 2016, and any awards or recognition you received? (Wheelchair tennis athletes to include most recent national & international rankings in singles and doubles; wheelchair athletics athletes include your classification, event times and personal bests).
5. In what ways do you demonstrate a dedication and commitment to your sport? (i.e., *commitment to training & competition, lifestyle choices, attendance at training camps, workshops and seminars*). Please list all camps, events, workshops, etc. attended over the past year
6. Do you feel you have the potential to compete for British Columbia and/or Canada for the next 3 - 5 years? What are your short/long-term goals? What are you doing to reach these goals?
7. In what ways have you improved over the last year? **Improvement refers to the technical, physical, and psychological aspects of performance. Can be evidenced by statistics, ranking, anecdotal information, etc.*
8. If you are awarded AAP Funding this year, what would you use the funding towards (i.e., Equipment, Coaching, Training Expenses, Travel to Competitions, Sport Science & Medicine Services).

*** In order to assist the Selection Committee with making decisions regarding Selection Criteria and funding principles in the future, please submit a general **Summary of Expenditures** related to your sport participation for one season. This could include equipment, training, assessment fees, competition, travel, coaching, facility costs (ie. court fees), sport science and medicine support (including Strength Training, Mental Training, Physio & Massage Therapy, Nutrition, etc.). This information will not be used in the evaluation of your application, but will be summarized along with information received from athletes across all BCWSA sports.*

Your complete AAP Application must include the following:

1. Completed AAP Athlete Questionnaire (above)
2. Signed BCWSA or BCWBS Code of Conduct (both if the applicant is a multi-sport athlete)
3. Up to date BCWSA or BCWBS Membership (includes BCWSA Membership)
4. Summary of Expenditures

**Applications are due by Nov. 1st, 2016
Late applications will not be considered for funding.**

**BC WHEELCHAIR SPORTS ASSOCIATION
ATHLETE AGREEMENT & CODE OF CONDUCT**



- 1.0 Athletes are ambassadors of BC Wheelchair Sports and shall maintain high standards of moral and ethical conduct, which includes self-control and responsible behaviour, and consideration for others' physical and emotional well being.
- 2.0 Athletes shall treat others with respect and expect to be treated with respect in return.
- 3.0 Athletes must uphold the standards of Fairplay, and exhibit a high level of sportsmanship and team spirit.
- 4.0 Athletes shall refrain from the use of profane, insulting, harassing or otherwise offensive language
- 5.0 Athletes shall abide by the Policies and Procedures of the BC Wheelchair Sports Association as presented in the association's policy and procedure manual.
- 6.0 Athletes shall dress in the appropriate attire at all times, as directed by the Team Manager, and in keeping with the policies of BC Wheelchair Sports. Athletes shall maintain high personal hygiene standards.
- 7.0 Athletes are required to abide by curfew set by management staff and/or host organizing committee.
- 8.0 Any Athlete committing an act, which is considered an offence under the law, will be dealt with by the appropriate authorities.
- 9.0 All athletes shall agree that:
 - 9.1 They shall not possess or use any illegal drugs, excluding prescribed medical drugs, which shall be registered with the appropriate official prior to the event. The use of performance enhancing drugs is strictly banned.
 - 9.2 Athletes under the age of 19 will not possess or use alcohol or tobacco in any form during the event or at any social activities connected with the event.
 - 9.3 Athletes 19 years and over will not possess or use alcohol in any form within the immediate area of an event, or competition site, and not in excess in the residence. Athletes will not supply alcohol to minors.
 - 9.4 Tobacco smoking for athletes over the age of 19 is strongly discouraged, and will only be allowed in designated smoking areas.
 - 9.5 Any wilful damage to hotel rooms or other property shall be assessed to the account of the athlete(s) involved.
 - 9.6 All team members must recognize that the Team Manager is responsible for the Team and its actions, and they must adhere to guidelines set down by the Team Manager.

A breach of any part of this code of conduct is sufficient grounds for an athlete to be withdrawn from an event and to be sent home at his/her own expense, and/or result in removal from the Financial Assistance Program. Athletes are subject to the disciplinary policies and procedures of the BC Wheelchair Sports Association as presented the association's Policy and Procedures Manual.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the *Athlete Agreement and Code of Conduct*.

Athlete's Signature

Date

Parent/Guardian (if under the age of 19 yrs)

Date

APPENDIX B: Provincial Team Programs

Sport Specific Provincial Team Selection Criteria

Athletes, who are uncertain as to whether or not they are designated as Provincial Team members in their sport, should refer to the criteria listed below.

BCWSA 2016/2017 Provincial Team Selection Criteria	
<i>Athletics Road Racing</i>	Any athlete achieving a top 3 ranking in their category among BC Athletes for the 10K or Marathon event, and having participated in at least one or more events in the WC Race Series in the past year.
<i>Athletics Track and Field</i>	Any athlete achieving an Athletics Canada Development Standard time or distance according to their classification level in one or more events, and/or, Any athlete in the current Western Canada Summer Games, or Canada Games pool.
<i>Target Sports</i>	Any athlete representing British Columbia at a National Championships, or representing Canada in an international Qualifying, World or Paralympic competition in the previous year. Any athlete in the National Team Pool, not currently receiving Sport Canada Senior Carding (Yr 2 and above).
<i>Tennis</i>	Any athlete named to the BC Provincial Team Pool, Western Canada Games Team or Tennis Canada National Development Team by the Provincial and/or National Team Coach and who is not receiving Sport Canada Sr. Carding (Yr 2 and above).
<i>Rugby</i>	Any athlete named to the Provincial Team Pool for Wheelchair Rugby, representing BC at the National Championships, as named by the provincial team coach.
<i>Basketball</i>	The Senior, and Junior Provincial Teams representing BC at the National Championships/CWBL Championships, and Provincial Development Team members (Be Squad) and Canada Games Pool athletes as named by the designated team coach(es).

**Criteria are subject to change on a yearly basis, as each sport grows and develops. Criteria will be established in consultation with the Provincial Coach of each sport and be published and available at the BCWSA office at the beginning of each sport's season.*

** Please note that these are minimum eligibility criteria that allow an athlete to apply for funding. Athletes are then ranked and selected according to the questionnaire and documentation submitted.*

*If you have questions regarding the **Athlete Assistance Program**, please contact Kevin Bowie, BCWSA Program Manager at:*

BC Wheelchair Sports Association
 780 SW Marine Drive, Vancouver, B.C., V6P 5Y7
 Phone 604-333-3520 ext. 205 Fax 604-326-1229 Toll Free 1 877 737-3090
 Email kevin@bcwheelchairsports.com
 www.bcwheelchairsports.com