




# HIGH PERFORMANCE OPERATIONS MANUAL 2020

Bowling Federation of Canada  
Canadian Tenpin Federation



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## High Performance Committee (HPC) – Duties and Responsibilities

- A. Objective
- B. Composition
- C. Committee Responsibilities
- D. Individual responsibilities
  - I. Executive Director
  - II. High Performance Director
  - III. Coach Member
  - IV. Athlete Member

### Objective

The objectives of the High Performance committee are to raise the performance of Canadian tenpin bowling athletes in international competition; to assist Canadian tenpin bowling athletes to reach their maximum potential in international competitions, and to raise the caliber of national and provincial level competition in Canada.

### Composition

The High Performance Committee will be comprised of:

- Director of High Performance
- Executive Director
- Coaches' representative or one alternate
- National Teams Athletes representative or one alternate

### Committee Responsibilities

- (i) Report to the Canadian Tenpin Federation (CTF) Board of Directors & Executive Committee
- (ii) Provide an overall direction on the implementation of the national team programs (including but not limited to: recommendation for appointment;, supervision and evaluation of traveling coaches; selection of National Team athletes; and traveling teams)
- (iii) Recommend policy and guidelines for all areas of the national teams program and to assist in the writing of and updating of these policies and guidelines
- (iv) Educate CTF players regarding the scope and importance of the national team program
- (v) Keep accurate and detailed records of all work and proceedings
- (vi) Establish a yearly plan and budget with measurable goals for approval by the CTF Board of Directors

### Individual Responsibilities

- (i) Executive Director (ED)

1. HP Representative on the BFC Board
  2. Prepares budget and funding applications tenpin for Sport Canada
  3. COC Session Member
  4. Delegate Representative for World Bowling and Pan Am Bowling Federations
  5. Represents Tenpin at all International Federations
  6. Member of Selection Committees
- (ii) High Performance Director (HPD)
1. Chair all HPC meetings
  2. Act as the voice of CTF Board of Directors
  3. Distribute minutes of HPC meetings to members
  4. Prepare annual National Teams Coach (NTC) Honorarium Claim form, providing copies to all coaches prior to Canadian Team Trials, each year
  5. Reports to the Executive Director
- (iii) Coach Member
1. Attend all HPC meetings; in the event attendance is not possible, ensure that the alternate coach is available and current on the topics to be addressed
  2. Act as the voice of the NTC staff, to communicate their opinions as a collective to the HPC
  3. Share documentations produced by HPD with the Coaching staff and solicit feedback from them in a timely manner. If this position is vacant, the HPD will assume this responsibility.
  4. Distribute minutes and materials from all HPC meetings to the coaches once approved by HPC. If this position is vacant, the HPD will assume this responsibility.
- (iv) Athlete Member
1. To attend all HPC meetings; in the event attendance is not possible ensure that the alternate athlete is available and current on the topics to be addressed
  2. To act as the voice of all National Team athletes and to communicate their opinions as a collective to the HPC
  3. To share all documentation produced by HPC with all athletes and solicit feedback from the athletes in a timely manner
  4. To distribute the minutes and materials from all HPC meetings to the athletes once approved by HPC

### Target Dates

Throughout the year, there are several dates of importance to the HPC. These include posting of data to the website, Submissions to Sport Canada (SC), athlete and coach contracts, and events.

Date	Item	Submitted from:	Submitted to:
Daily	Training Logs	Athletes	HPD/ED through AMP
Jan 15	Coaching Contracts	HPD and ED	All NTC Assistant coaches
Jan 15	Athlete Contracts	HPD	Adult and Youth National Team Members
Jan 15	Yearly Training Plan template	HPD or ED	Coaches of all National Team athletes.
Jan 15	Selection of the Coach Selection Committee members for all upcoming International events	HPD	ED
Feb 1	First meeting of Coach Selection Committee	HPD	ED
Feb 15	Announcement of Travel Coaches for all upcoming International Events	HPD	ED
Feb 28	Events Consultation Documents	DHP/ED	CCES
Mar 15	Announce Team Trials Venue/Dates – Post Rules/Entry Online		
Mar 31	Prepare funding application for Sport Canada	ED	BFC
June 1	Prepare Budget for Coaches and Review/Finalize Budget for Next Fiscal	HPD / ED	CTF Board of Approval
Sept 12	First meeting of Athlete Selection Committee		

Oct 1	Selection of National Team Athletes		
Oct 15	Announcement of National Team Selections		
Nov 1 (Every even year, 2020, 2022, etc)	Call for coaches – update coach selection criteria – post according to events	HPC in conjunction with ED and CTF Executive	Webmaster
Dec 1	Upcoming year events, athlete bios	HPC	Webmaster

## Coaching

The Team Canada coaching staff will be selected every 2 years, following a call for coaches, interview and selection process. Responsibilities include planning, attending and delivering training camps, assigning work outs to athletes, feedback to HPC when requested, athlete debriefs, coaching at events, and others that are detailed in the coach contract. Contracts, responsibilities and selection criteria are reviewed and updated by HPC, with approval from the HPD and ED.

### Selection Criteria for National Team Coaches

With the assistance of HPC, the selection criteria for roster selection will be reviewed in the third quarter of every second year, prior to the call for coaches. Event selection criteria will be reviewed annually in the fourth quarter for the following year's teams and competition dates.

The criteria on which the travel team coaches are selected will be posted 6 to 10 months in advance of an event.

### Coach Selection Committee

The selection committee should be in place prior to the submission deadline of the coach selection posting and will consist of 3 to 5 members including the HPD and CTF Executive Director.

### Committee Member Qualifications

Knowledge of:

- High performance coaching
- Sport psychology
- Team building and team culture
- International travel and events

When available, a former national team member may be asked to be part of the selection committee. Any former national team athlete must not be competing for the senior team to be eligible to be on the coach selection committee.

Names of the coach selection committee will remain confidential and not shared with applicants or other members of CTF.

### Coaching Contracts

NTC contracts will be reviewed bi-annually for content and to ensure they meet the needs of the association. In the event HPC does not receive a signed NTC contract by the deadline, then they will notify the HPD and ED.

NTC contracts will be signed and submitted to the National Office 7 days after receiving notification. All coaches must be a member in good standing with CTF.

### National Team Athletes

Team Canada will consist of an adult, youth, senior and super senior team in the men's and women's divisions, per the age eligibility requirement set out by World Bowling and Pan Am Bowling.

### Selection Criteria for National Team Athletes

With the assistance of HPC, the selection criteria for roster and event selection will be reviewed annually in the fourth quarter of the year for the following year's teams and competition dates.

### National Team Roster Selection

National Adult Team selection is comprised of a qualification process and a selection process. Each year's national team will consist of athletes who finished in the top 6 at the Canadian Team Trials and 2 athletes selected at large by the selection committee for the following calendar year. These selections will occur no later than the end of October and criteria will be posted to the CTF web site.

In the event of a resignation, suspension or other means where a roster spot becomes available, it will be filled by an additional selection at large from the pool of applicants in the original selection process.

National Youth team selection is the top 4 age-eligible athletes in the Youth Boys' and Girls' Divisions at CTT, for the following calendar year. In the event of a resignation, suspension or other means where a roster spot becomes available, it will be filled by the 5<sup>th</sup> place finisher at CTT, and so on.

National senior team selection is the top 4 age-eligible athletes in the Senior Men's and Ladies Divisions at CTT, starting June 1 of the same year. In the event of a resignation, suspension or other means where a roster spot becomes available, it will be filled by the 5<sup>th</sup> place finisher at CTT, and so on. In the event there are not enough competitors at CTT to fill each team's roster requirements, the roster positions will be filled by an at-large selection by the HPC.

National Super Senior team selection will consist of an at large age-eligible selection of 2 men and 2 women to be selected after the completion of CTT, for the year starting June 1 of the same year. The deadline for applications in this division is the final day of CTT, each year if selection is needed.

### Travel Team Selection for International Events

Selection for travel teams will be done following criteria set out by the HPC and with input from the coaching staff when needed. Criteria will be posted to the CTF website.

For World competitions, selection for events will be done following the announcement of the pattern bank, approximately 90 days prior to the tournament. For Pan American bowling events, selections will take place approximately 60 days prior to the tournament when the patterns are announced.

Athletes will be advised privately, and this information will be kept confidential until the public announcement is made by CTF.

The schedule for the next quadrennial is as follows:

	2020	2021	2022	2023
<b>Adult Team</b>				
Pan Am Bowling Championship-Men	X			X
Pan Am Bowling Championship-Women	X		X	
Pan Am Games-Must Qualify				X
Pan Am Champion of Champions	X			
World Championship-Men			X	
World Championship-Women				X
World Championship-Combined-Must Qualify		X		
World Games-Must Qualify		X		
World Singles-Previously World Cup	X	X	X	X
<b>Youth Team</b>				
Pan Am Bowling-Youth-U21		X		X
Pan Am Bowling-Youth-U23				
Pan Am Games-Youth-U23	X	X		
World Bowling Youth Championship-U21	X		X	
World Bowling Junior Championship-U18		X		X

**Commented [C11]:** Can we say that a quadrennial schedule will be on the website or we edit this to be a list of Federation Events we attend (depending on Funding) I am concerned as this is already outdated. If we List (please check my years I am guessing)  
 Pan Am Bowling Men - every odd year  
 Pan Am Bowling Woman - every event year  
 Pan Am Bowling - every odd year  
 Pan Am Bowling Senior - every even year  
 Pan Am Bowling Combined - every 4<sup>th</sup> Quarter (must Qualify)  
 Pan Am Bowling Youth Games  
 Pan Am Bowling Adult Games  
 Pan Am Bowling Champion of Champions  
 World Bowling Men  
 World Bowling Woman  
 World Bowling Youth  
 World Bowling Seniors  
 World Bowling Singles (formerly World Cup)  
 World Bowling Combined (Must Qualify)

**Commented [C12R1]:** Whatever is easier

**Commented [TR3R1]:** Looks good to me.



<b>Senior and Super Senior Team</b>				
Pan Am Bowling Championship	X		X	
World Bowling Championship		X		X

Youth, Senior and Super Senior roster selections based on travel team requirements, and therefore do not need a separate selection process for events.

#### Athlete Agreement Contracts

Adult and Youth Team athlete agreement contracts will be signed and submitted to HPD or HPC by February 15<sup>th</sup> annually.

Senior and Super Senior Team Code of Conduct will be signed and submitted to HPD or HPC by June 15<sup>th</sup> annually.

Athlete contracts will be reviewed bi-annually to ensure that they meet the needs of the association and that they reflect the current requirements of the association and or Sport Canada. All athletes are required to meet all training and contract requirements established HPC and approved by the CTF Board, in order to maintain eligibility for event selection.

#### Annual Training Plans

Annual training plans will be developed for Adult and Youth National Team members. They will be developed in conjunction with the athlete, their National Team Coach(es). Annual plans will be prepared by the coach and submitted to the HPD for final approval.

Annual Plan development will start in the fourth quarter of each year, in preparation for the following calendar and competition year.

Training plans will include, but are not limited to:

- i. Athlete and NTC name
- ii. Goals for the upcoming season
- iii. Projected events
- iv. Training Periods, Phases, mesocycles, microcycles
- v. Training hours, volume and intensity
- vi. Fitness Testing (initial and periodic testing throughout the year)
- vii. Video (technical) review (initial and periodic)
- viii. Athletic Ability development
- ix. Nutrition
- x. Technical Skills
- xi. Mental Skills

Junior National Team members' Yearly Training Plans will align with the appropriate stages of LTAD when applicable.

#### Monitoring of Annual Plans

National team coaching staff will schedule training sessions for athletes according to their yearly planning instrument (YPI) through the online athlete platform. Athletes will log these training sessions through the same platform. In addition:

- HPC members or NTC's may be asked to observe a practice session or attend an athlete's scheduled practice session to ensure compliance.
- One of the HPC members will submit a monthly training report on the progress of each athlete, providing adherence to the training plans submitted, and achievements of benchmarks to the HPD.
- Athletes/Coaches may be requested to supply further documentation if it is determined that the training plans are not being adhered to.
- Baseline testing should be undertaken in the first quarter of each year with follow up testing occurring quarterly (depending on event scheduling). Testing results will be submitted to CTF to be held for submission to Sport Canada at their request only.
- The HPC can request videos of the athletes in competition. The HPD or ED may also occasionally request video footage of the athlete training.

#### Annual Review

Athlete reviews are to be done annually with a member of the coaching staff or directly with an HPC member. The review will consist of the following:

- 1) An annual review document to be completed by the athlete and their coach in the fourth quarter of each year.
- 2) The document will review the goals and objectives for the athlete, the outcomes achieved, any gaps and what assistance CTF can provide for them in the upcoming year.
- 3) The annual review document will be submitted to the HPD or ED, who will keep this information confidential and supply it to Sport Canada when requested.

#### Athlete Support

An athlete support guide will be available on the CTF web site and will be updated annually or as changes are made to the policies of the High-Performance program. It will contain the following information:

- What is the CTF Board of Directors and what is its function?
- Summary of the High-Performance program,
- Who are the HPC members, their functions and any alternates
- Selection policy and criteria for events and teams
- Travel and expense policies of CTF
- Additional policies important policies: social media, anti-doping, appeals, etc.

- Additional agencies such as CCES, SDRCC, AthletesCAN

#### [Injury Notification – Who do I tell when I am hurt?](#)

National Team members who are injured and cannot attend a Training Camp, Event, or other required function should advise their coach by providing a written note from a treating medical professional. The coach will advise the HPD or ED by providing the completed exemption form.

This will be taken into consideration if submitted before the selection process for an upcoming event. If selections for tournaments have already been made, and the injury or illness limits the athlete's ability to prepare for the event, the selection committee may decide to replace that athlete for the affected event.

Failure to report injury can result in suspension from current or future team eligibility, depending on the severity of the offense and impact on team performance.

#### [Request for Exemptions – What do I need to do?](#)

For exemptions other than an injury, all pertinent information should be forwarded to the HPD and ED. This may include medical confirmation in the event of illness or injury of a family member, copies of email communications with third parties that support the request for an exemption. The HPC may request from the individual other materials or ask questions and these must be provided or responded to within 3 days of the request or show that the requested materials are being sought and the delay is not due to the athlete.

## Appendices

Note that the following appendices include policies that may be updated on an individual basis, and implemented prior to being updated in this document. In the case of a discrepancy between an individual policy document, and this Manual, the individual policy will take precedence.

### Appendix 1 – Membership Harassment, Bullying and Discrimination Policy

#### **Purpose**

Canadian Tenpin Federation is committed to providing a bowling environment in which all individuals are treated with respect and dignity. Everyone has the right to participate in a respectful environment free from bullying, harassment and discrimination.

#### **Discrimination**

Every CTF Member is entitled to participate free from discrimination. CTF strictly prohibits unlawful discrimination, including discrimination based on race, color, national place of origin, ancestry, sex (including pregnancy), religious beliefs, age, physical or mental disability, sexual orientation, gender identity or expression, family or marital status, or any other ground or characteristic protected under applicable provincial human rights legislation (“Protected Characteristics”).

This policy addresses discrimination as contemplated by the applicable provincial human rights legislation. Under this policy, “discrimination” is differential treatment based on Protected Characteristics. Discrimination may also be found where a requirement, qualification or factor exists that is not discriminatory on its face but results in the exclusion, restriction or preference of a group of persons who are identified by a prohibited ground of discrimination and cannot be demonstrated to be reasonable and justified in the circumstances.

#### **Bullying and Harassment**

Harassment may relate to a form of discrimination set out in human rights legislation, but it does not have to. Discriminatory harassment includes harassment related to race, sex, religious creed, color, national origin, ancestry, disability or medical condition or age.

Bullying and harassment are any behavior that demeans, embarrasses, humiliates, or verbally abuses a person and that is known or would be expected to be known to be unwelcome.

Prohibited conduct includes but is not limited to the following behaviors:

- a) written or verbal abuse or threats, including swearing;
- b) intimidating conduct or gestures;
- c) unwelcome remarks, jokes, taunts;
- d) unwelcome physical contact;
- e) physical or sexual assault;

- f) vandalism of personal property;
- g) abuse of authority which undermines performance or threatens an individual's career;
- h) racial, religious or ethnic slurs;
- i) practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- j) unwelcome sexual flirtations, advances, requests for sexual favors, or invitations, whether indirect or explicit;
- k) unwelcome comments, innuendo, taunting, or questions about a person's looks, body, attire, age, race, religion, sex, sexual orientation, or sex life;
- l) displays of pornographic, racist or other offensive or derogatory material;
- m) leering, whistling, or other suggestive or obscene gestures;
- n) condescending, paternalistic or patronizing behavior which undermines self-esteem, diminishes performance, or adversely affects the skating environment

Sexual harassment may be directed at members of the same sex or the opposite sex. This repetitive improper behavior is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behavior does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

#### **Application of this Policy**

This policy applies to all members of Canadian Tenpin Federation, including officials, coaches, athletes, volunteers, National Board of Directors, Provincial Board of Directors, and the Local Board of Directors. Canadian Tenpin Federation encourages the reporting of all incidents of harassment, regardless of who the offender may be.

This policy applies to discrimination, bullying and harassment which may occur at or during any CTF business or bowling activity or event (including business or bowling activities or events of member organizations). It also applies to prohibited conduct occurring outside of those situations, when the harassment or bullying is occurring between persons covered by this policy, and the conduct adversely affects the Canadian Tenpin Federation bowling environment. Every member of Canadian Tenpin Federation has a responsibility to play a part in ensuring that Canadian Tenpin Federation bowling environment is respectful and free from discrimination, bullying and harassment. This means not engaging in, allowing, condoning, or ignoring behavior which is contrary to this policy. In addition, any member of Canadian Tenpin Federation who believes that a fellow member of Canadian Tenpin Federation has experienced or is experiencing harassment is encouraged to notify Canadian Tenpin Federation.

#### **Complaints**

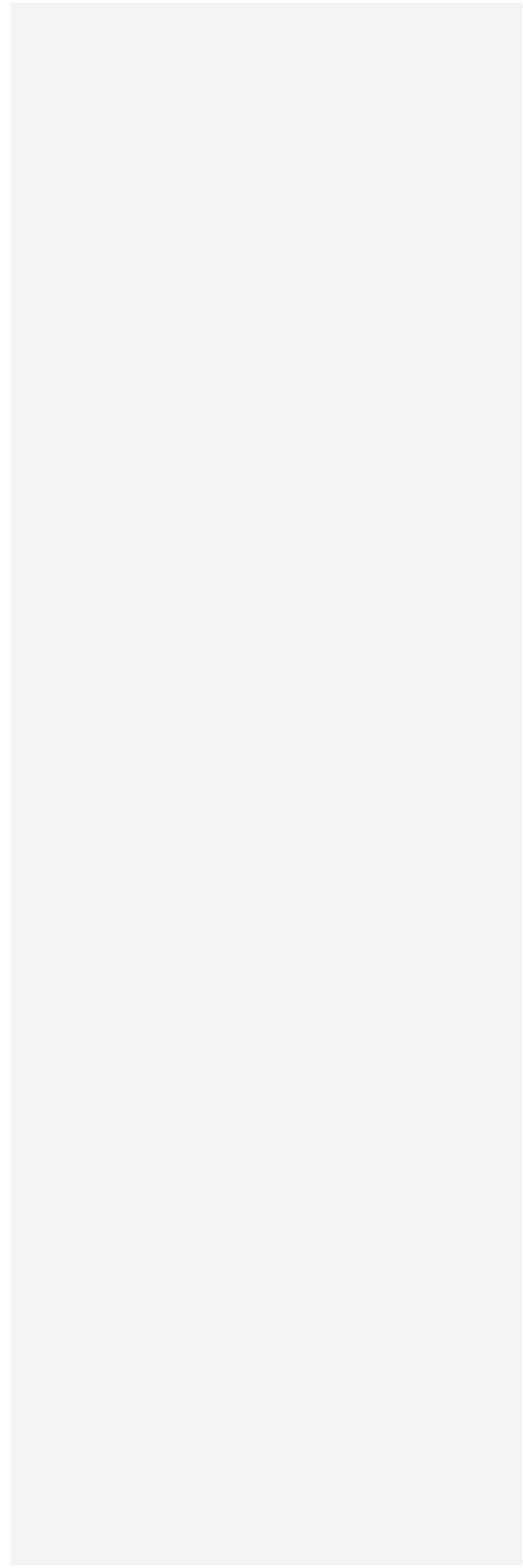
An individual who believes he or she has been harassed has the right:

- a) to file a complaint under Canadian Tenpin Federation Membership Complaints, without fear of embarrassment or retaliation; and
- b) to contact the appropriate provincial human rights commission directly, if desired.

#### **Confidentiality**

Canadian Tenpin Federation understands that it can be extremely difficult to come forward with a complaint of discrimination, bullying or harassment, and that it can be devastating to be wrongly accused of such conduct. Canadian Tenpin Federation recognizes the interests of both the complainant and the respondent in maintaining confidentiality.

Canadian Tenpin Federation shall maintain all records in a confidential manner, except to the extent that disclosure of any of this information is necessary for the purposes of investigating the complaint or taking disciplinary and corrective action in relation to the complaint or is required by law.



## Appendix 2 – Shoe Policy

### **Purpose**

Clearly define/describe the Team Shoe Policy for the external policy manual. This policy encompasses the rules and guidelines regarding the provision of bowling shoes from our sponsors.

### **Schedule**

The HPD and CTF ED will rotate the bowling shoes received from Sponsors through the teams on an annual cycle.

2020 – Adult Men’s and Women’s Teams

2021 – Youth Boys’ and Girls Teams and New Members to the Adult Men’s and Women’s Teams

2022 – Adult Men’s and Women’s Teams

2023 – Senior Men’s and Women’s Teams, Pan Am Team and up to 4 pairs for new Adult Team Members.

2024 – Youth Boys and Girls Teams and New Members to the Adult Men’s and Women’s Teams

This policy is to be revised and update on a quadrennial basis or when the sponsorship agreement changes to increase or decrease the number of shoes. It is the responsibility of the HPD to ensure that the HPC follows this policy and revises it when necessary.

## Appendix 3 – Social Media Policy

### Purpose

Social media has become an integral part of our daily routine by allowing users to communicate with each other on multiple platforms such as Facebook, Twitter and Instagram. Most people's primary use of social media is to connect with family and friends, and therefore they share posts that are relevant on a personal level.

However, it is important to note that your profiles serve not only to represent who you are, but they represent *who* and *what* you are affiliated with. In this case, CTF, The Bowling Federation of Canada, Sport Canada, the coaches, volunteers, and sponsors affiliated with Team Canada can be affected by the content that you post, like or share online. This can be both disadvantageous and advantageous, depending on the information that is shared. You must keep in mind that everything that you post on social media is affiliated with CTF and Team Canada in the public's eyes.

In accordance with the Athlete's Agreement, photos, posts and any behaviour deemed inappropriate or abusive by CTF can be subject to fines, suspensions and other sanctions. In order to avoid potential conflict, it's always better to think before you post.

### Guidelines

The following guidelines will serve to clarify what is acceptable to post on social media, what can be posted to have a positive effect on you as a bowler and CTF, and how to avoid social media backlash or controversy.

- Disclose who you are. It is important to be transparent and truthful when using social media. This enables other users to easily find and communicate with you. People will identify with you and look up to you in your role on Team Canada. They will use your profiles to follow your success, and too much misleading information will prevent them from doing so.
- Post about what you know. This will provide consistent content on your page, but it will also be accurate in terms of what is going on in regards with Team Canada and CTF. ***If you are uncertain about a topic, do not post about it.*** If you are asked a question and do not know how to give a proper answer, speak with a coach or manager to formulate a proper response before engaging in any public forum. An inappropriate or inaccurate post/response could have a lot of backlash.
- Respect internal information. It is encouraged to talk about your role on Team Canada and about CTF in a positive way, but you must be aware to not post any confidential information regarding CTF and Team Canada. If you are unsure whether or not you can post certain information and share it with the public, it is better to verify first than to post it questionably.



- Be respectful to others. If negative comments such as racial or ethnic slurs, insults or profanity are used, even jokingly, a negative light is shed on everyone. Be courteous. If someone provokes you, or you lose in a heated match, do not take to social media to post about these issues. These posts can easily be saved by the public, and can cause problems moving forward.
- Fix your mistakes immediately. If you happen to post anything that is compromising or questionable, it is advisable to remove the post rather than to keep it public. As well, take ownership of your post. If it was inaccurate, correct your mistake. If it was mean or degrading, apologize to those who were hurt. This will help maintain your image as an athlete, as well as the image of those associated with you.
- Use hashtags, particularly those associated with your team or event. Hashtags are applicable to every social media platform and are an effective way of associating yourself with similar content. If there is a major tournament going on, posting with a hashtag will enable other users to find similar posts, and therefore have an easier access to all of the information pertaining to the event.

#### **Facebook**

- Know who you are friends with. This is important as it gives you the ability to control who can see all of your information, but being friends with the wrong people can be detrimental. Association to people who have a bad reputation may have other user's and potential supporters and sponsors question your character.
- Pay attention to the groups you join and pages you like. This information is available to all of your friends as well. People will question your intentions if you constantly "like" compromising pages. Conversely, it is recommended to like pages and join groups that are relevant to bowling and Canadian Sport. This promotes your role as a member of Team Canada, and includes you in the fabric of the sporting community at large.
- Share relevant information. As an athlete, you should support your fellow athletes. If Canada is competing in an event, post about it or share the posts other users have made. This shows that you support bowling, as well as other sports. It also promotes the sport and broadens the reach of the events that are going on.
- Check your spelling and grammar. You do not want other users to misinterpret what you're posting. If your post contains an excessive amount of spelling or grammatical errors, your message may become unclear, and you will be seen to have an unprofessional image.
- If you are tagged in a photo or post that could be controversial, simply remove the tag to avoid further association with it.

### Twitter

- Keep the conversation under control. Even if you are replying to one person, your tweet is viewable to anyone with access to the internet. They can see how you responded, and they will make a note of it. We also recommend not using twitter instead of personal messaging. You do not want your profile to be flooded with conversations, making it impossible for your followers to find relevant information.
- Avoid following potentially controversial accounts. Other users can see who you are following, and may become skeptical if you are following inappropriate accounts. It is possible to still keep tabs on these particular accounts without following them, therefore eliminating your affiliation with questionable content.
- Acknowledge your fellow athletes. 280 characters is a very efficient way to recognize someone else's accomplishment. By simply making one tweet to recognize someone, you have just told a large amount of people about their accomplishment, as well as making the information easy to share.
- Retweet. Similarly to sharing posts on Facebook, retweeting allows all of your followers to see the information others have posted that you wish also wish to have on your profile. This can be used to show your support for team members or fellow athletes, but can also be harmful if you retweet inappropriate content.

### Instagram

- Pay attention to what you like. If someone follows you, posts that you like can show up in their "Recommended for you" or "Activity" feeds. Therefore, they can see if you like any content that is questionable or inappropriate. However, if you still wish to have this content, it is recommended to screenshot on your device rather than liking it.
- Post photos that promote a positive image of you as an athlete, your team, and your sport. Existing and current sponsors wish to be affiliated with positive images. Images in poor taste will reflect negatively on CTF and all groups associated with you.
- If you're tagged in another person's photo that could be controversial, simply remove the tag or hide it from your profile so that it is not visible to those following you.

Athlete Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 4 – Athlete Travel Expense Policy

### **Purpose**

This policy covers all athletes attending events on behalf of the Canadian Tenpin Federation. All expenses covered in this policy will be approved when an expense report is returned to the head office or HPD within 30 days after the event. All expenses that are not covered in this policy must have prior approval from The High Performance Director in advance or reimbursement may not occur.

This Policy will supersede and amend related articles as per their content in previous documents including the “Athlete’s Agreement.”

This includes and is not limited to our Youth, Adult or Senior team(s).

### **Travel Commitment Form (TCF):**

Each individual, including coaches, managers, and athlete will assume any financial responsibility. Individuals failing to attend a scheduled event, and have signed or completed the TCF and fail to attend will be requested to pay CTF all expenses incurred including but not limited to training camps, competitions and other events.

Failure on behalf of the individual to return this form as requested by the High Performance Staff within the proper time frame may result in dismissal from the scheduled event or Team Canada.

Each situation will be evaluated as we realize that sickness and injuries are of course subject to cancelation.

Failure by the said athlete to abide by these conditions will forfeit any portion requested by the athlete as per the Athlete’s Agreement either specified or inserted to the Policy Revisions.

### **Per Diems**

There are no per diems available for Athletes. Athletes will be responsible for all expenses incurred for meals. A tax receipt will be issued for the amount of \$50 per day less any meals included with accommodations and banquet meal.

### **Baggage Fees**

There will be no reimbursement for baggage fees. Receipts may be sent in to Administrative Assistant within 21 days of the event on a tax receipt form. A tax receipt will be granted by head office if this expense is approved by High Performance Director.

### **Travel Expenses**

Travel expenses for travelling to training camps or Team Canada events are covered based on the most cost effective option of the following:

- 1) Airfare to the destination and return to the airport closest to the person's home city; if the person is not returning to or leaving from the home city. The airfare will be the lesser cost to or from the home city or to or from the actual alternate city.
- 2) Mileage of \$0.20 per kilometre round trip. Mileage cannot exceed the cost of airfare. If the mileage charge is more than the airfare then only the airfare amount will be paid.
- 3) Ground transportation to or from the person's home to the airport and to and from the hotel.

Travel arrangements can only be made by the athlete if this has been preauthorized by the High Performance Director and CTF Executive Director. Team members will travel with the team or meet up on route. Some team members upon approval may travel alone due to cost and departing locations.

#### **Hotel Expenses**

CTF will pay the full amount of the announced host hotel nightly rate for shared accommodations as required by the CTF policy and the Athletes Agreement. All athletes will be expected to share a room when necessary. If a person does not share a room then he/she must pay the additional half of the room rate.

For circumstances where CTF would normally pay for single occupancy and a guest is attending, then he/she must pay for the additional expense for double occupancy, where applicable.

**Guests are only permitted to share a room if granted by the High Performance Manager.**

If through no fault of the individual there is no other person available to share the accommodations, the room will be paid for in full.

All persons covered by this policy must pay for any additional nights that they stay before or after the approved event time frame. At no time is CTF responsible for any charges such as food, internet laundry services, movies, etc. Any and all unauthorized charges must be paid for in full, prior to checking out. Team members and personnel will stay in the hotel provided by CTF.

#### **Other Expenses**

Other expenses that arise from CTF business that are not covered in the above policies may have a charitable tax receipt issued. It is advisable to contact Team Manager to ensure that the item is permissible.

For Example: Team members that must join a health club as instructed by their coaches will be issued a tax receipt for this. To be issued the tax receipt the correct form must be properly completed, filled out and presented to the High Performance Manager, along with any documentation that may be required.

#### **Tax Receipts**

Tax receipts will only be provided to team members if the individual was granted authorization, is in good standing, completes appropriate paperwork, supplies receipts, and is within the 30 day delay. All forms must be submitted to the Team Manager who will then submit to High Performance Manager for approval before processing. Tax receipts will only be written for approved expenses within the current tax year, receipts cannot be backdated. No claims will be received later than December 31<sup>st</sup>, of the year that the expense is being claimed for.

**Tax Receipt and Expense Receipt Form**

There are two forms for submitting expenses, one being a tax receipt form and the other expense report form. Please ensure you are filling out the correct form.

**Senior Teams**

Senior team events are only partially funded. The minimum that CTF will pay for are entry fees and uniforms. Any additional funds to be allocated towards travel and hotel expenses will be reviewed, published and announced before the beginning of the qualifying tournament (Team Trials).

Funding will be based on entries, fundraising, and Sport Canada funding. Per Diems will be paid based on prior approval for the amount of \$50 per day in the form of a tax receipt, less any meals included with accommodations and banquet meal. Please refer to the tax receipt provision detailing items you can claim for a tax receipt.

## Appendix 5 – Coach/Manager Travel Expense Policy

### **Purpose**

This policy covers all coaches and managers attending events on behalf of the Canadian Tenpin Federation. All expenses covered in this policy will be approved when an expense report is returned to High Performance Coordinator, and or High Performance Director 30 days after the event. All expenses that are not covered in this policy must have prior approval from The High Performance Director in advance or reimbursement may not occur.

This includes and is not limited to all coaches and managers travelling with our teams to international and national events.

### **Travel Commitment Form (TCF)**

Each individual including coaches, managers, and athlete will assume any financial responsibility. Individuals failing to attend a scheduled event, and have signed or completed the TCF and fail to attend will be requested to pay CTF all expenses incurred including a scheduled travel camp.

Failure on behalf of the individual to return this form as requested by the High Performance Staff within the proper time frame may result in dismissal from the scheduled event or Team Canada.

Each situation will be evaluated as we realize that sickness and injuries are of course subject to cancelation.

### **Per Diems**

Per Diems will be paid based on prior approval for the amount of \$60 per day, less any meals included with the accomodations and banquet. No receipts are necessary.

### **Baggage Fees**

There will be no reimbursement for baggage fees unless arrangements have been made for medical supplies or other supplies as approved. Receipts may be sent in to High Performance coordinator or High Performance Director within 30 days of the event on a tax receipt form. A tax receipt will be granted by head office if this expense is approved by High Performance Manager.

### **Travel Expenses**

Travel Expenses for travelling to training camps or Team Canada events are covered based on the most cost effective option of the following:

- 1) Mileage of \$0.40 per kilometre round trip. Mileage cannot exceed the cost of airfare. If the mileage charge is more than the airfare then only the airfare amount will be paid.

- 2) Airfare to the destination and return to the airport closest to the person's home city; if the person is not returning to or leaving from the home city. The airfare will be the lesser cost to or from the home city or to or from the actual alternate city.
- 3) Ground transportation to or from the person's home to the airport and to and from the hotel.

Travel arrangements can only be made by the coach or manager if this has been preauthorized by the High Performance Manager and CTF National Office. Coaches will travel with the Team or meet up on route.

#### **Hotel Expenses**

CTF will pay the full amount of the announced host hotel nightly rate for shared accommodations as required by the CTF policy and the Athletes Agreement. All staff will be expected to share a room when necessary. If a person does not share a room then he/she must pay the additional half of the room rate.

For circumstances where CTF would normally pay for single occupancy and a guest is attending, then he/she must pay for the additional expense for double occupancy, where applicable.

**Guests are only permitted to share a room if granted by the High Performance Director.** If through no fault of the individual there is no other person available to share the accommodations, the room will be paid for in full.

All persons covered by this policy must pay for any additional nights that they stay before or after the approved event time frame. At no time is CTF responsible for any charges such as food, internet laundry services, movies, etc. Any and all unauthorized charges must be paid for in full, prior to checking out. Team members and personnel will stay in the hotel provided by CTF.

#### **Other Expenses**

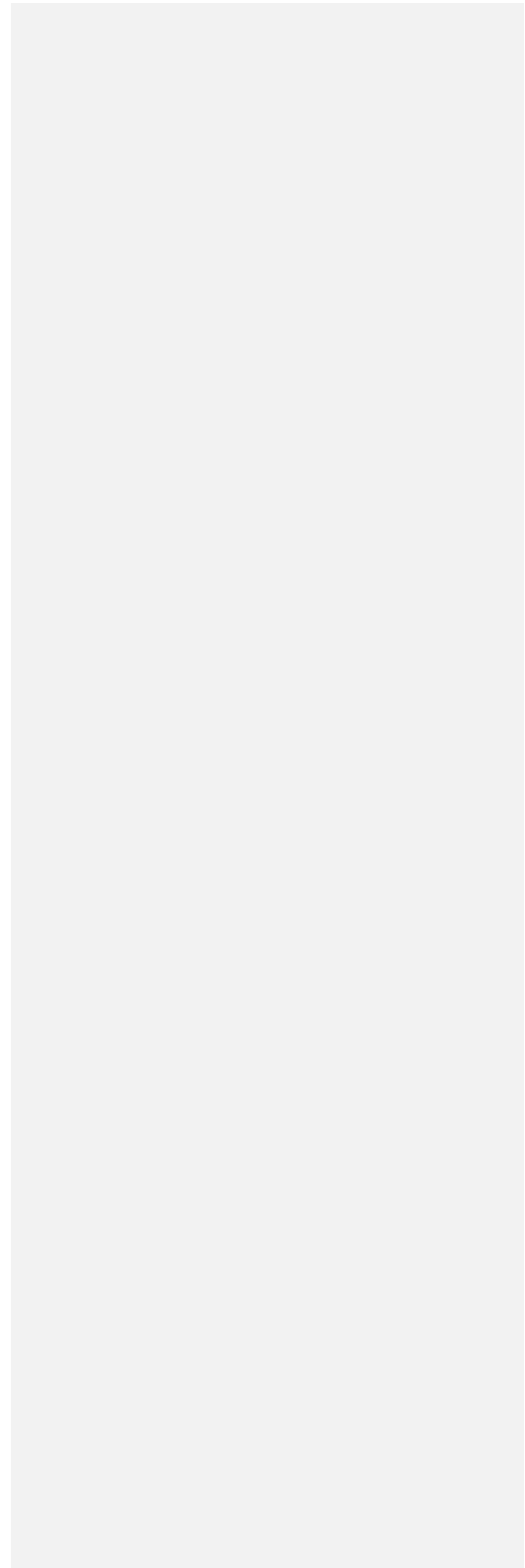
Other expenses that arise from CTF business that are not covered in the above policies may have a charitable tax receipt issued. It is advisable to contact Team Manager to ensure that the item is permissible. For Example: Coaches that must bring extra supplies and incur baggage fees. To be issued the tax receipt the correct form must be properly completed, filled out and presented to the High Performance Manager, along with any documentation that may be required.

#### **Tax Receipts**

Tax receipts will only be provided to team members if the individual was granted authorization, is in good standing, completes appropriate paperwork, supplies receipts, and is within the 30 days of event. All forms must be submitted to the Team Manager who will then submit to High Performance Manager for approval before processing. Tax receipts will only be written for approved expenses within the current tax year, receipts cannot be backdated. No claims will be received later than December 31<sup>st</sup>, of the year that the expense is being claimed for.

**Tax Receipt and Expense Receipt Form**

There are two forms for submitting expenses, one being a tax receipt form and the other expense report form. Please ensure you are filling out the correct form.





## Appendix 6 – Senior Teams Code of Conduct

Membership on Team Canada is an honor, a distinction few achieve, and an accomplishment universally recognized. The responsibilities are many and include obligations to do my best for the Canadian Tenpin Federation (CTF), the Team and myself.

To this end, I pledge to uphold the spirit of this Code of Conduct, which offers a general guide to my conduct as a member of a Canadian Team. I recognize that this Code cannot establish a complete set of rules, which prescribes every aspect of appropriate behavior. I further recognize that I may be required to abide by the provisions of other authorities (example: Sport Canada, COC, Pan Am Games,), in which case the stricter provisions shall apply.

By signing this document, I agree to abide by this Code of Conduct and the Appeals and Grievance Procedures, which will be used to resolve any alleged violations. I further acknowledge that the Code of Conduct and the Appeals and Grievance Procedures apply immediately upon my selection or qualification to be on the Team and they shall remain in force for as long as I am a member of the Team.

I have familiarized myself with the Code, and understand that acceptance of its provisions as written (in unaltered form) is a condition of my membership on the Team.

As a Member of the Team, I pledge to:

- Act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;
- Maintain a level of fitness and competitive readiness which will permit my performance to be at a maximum level of my abilities;
- Avoid criminal behavior and acts including the mischievous damaging and vandalizing of personal, private and public facilities or property on and away from the venue;
- Not commit a doping violation as defined by the World Anti-Doping Agency (WADA), the Canadian Anti-Doping Agency (CADA), the Pan American Sport Organization (PASO), the COC, Sport Canada;
- Refrain from exhibiting drunkenness and from using recreational drugs;
- Refrain from conduct detracting from my ability or that of my teammates to attain peak performance;

- Refrain from purchasing or providing alcoholic beverages to persons under the age of 21, while at or traveling to/from Team sponsored events, including all hours between scheduled event activities; or anytime
- Refrain from loaning my identification credentials to any athlete
- Respect the members of my Team, other teams, spectators and officials, and engage in no form of verbal, physical or sexual harassment or abuse;
- Use my best efforts to assist other members of my Team, the Team Manager(s), Team Coaches and Team Staff Members in achieving the goals and objectives of the Team
- Follow my individual Sport Discipline Team rules, including by way of example: those specified in the Team Agreement, Code of Conduct, rules regarding curfew or attendance at Team meetings or functions as may be specified in writing or by the Team Manager, Team Coach, Team Staff Member or their designee
- Act in a way that will bring respect and honor to my Team, CTF Bowling, the sport and myself and remember that I am an ambassador for my sport and my country.
- Uniforms and clothing provided by CTF will only display CTF National Approved Sponsors. **INDIVIDUAL SPONSORS OF THE ATHLETE WILL NOT APPEAR ON THE UNIFORM.**
- Team Canada members shall not sell any portion of their uniform. Trading of team jacket shall not be permitted without the approval of the High-Performance Director or Executive Director. Team Canada members can trade 1 shirt away that CTF will replace if they are on the next team. Anything above 1 shirt it will be the responsibility of the Team Canada member to replace. It is the players' responsibility to order additional or replacement items through High Performance Director, with sufficient time for them to be provided prior to their next event. Since each item is produced on order, lead times can be as much as 10 weeks.
- **Senior Athletes** must not use/consume Alcohol or be under the influence of alcohol during the entire block of games. Athletes may not consume alcohol while wearing the uniform of their National Federation or any clothing with the National Federation logo on it in the bowling center, restaurants during the period commencing with the start of Official Practice through the completion of the master's competition. Athletes may not consume any alcohol while wearing anything with the National Federation Logo on it or our Federation Sponsors.
- **Senior Athletes** must not use/consume Alcohol during training camp or unofficial practice.

- **Senior Athletes** must not use tobacco products or any kind of synthetic or e-cigarette during the entire block of games. Athletes may not use tobacco products or any kind of synthetic or e-cigarette while wearing the uniform of their National Federation or any clothing with the National Federation logo on it in the bowling center, restaurants during the period commencing with the start of Official Practice through the completion of the master's competition. Athletes may not use tobacco products or any kind of synthetic or e-cigarette while wearing anything with the National Federation Logo on it or our Federation Sponsors.
- Notifying CTF in writing, as soon as it is reasonably possible, of any injury, significant illness, or other reason that would limit your participation in any National Team Event. If you cannot participate in an event due to an injury or illness, a note from a medical doctor must be accompanied with a written note from the Athlete in order to be considered for dismissal from an event. In some cases, World Bowling may require a special form to be submitted if an Athlete will not be participating in an event.

In consideration of the above, the following list illustrates conduct which is inconsistent with Team Canada Bowling values, and the responsibilities associated with being affiliated with the Team. This list does not establish a complete set of rules prescribing every aspect of inappropriate behavior and is intended to illustrate a sampling of unacceptable behaviors, their relative level of severity, examples of possible penalties/repercussions of such behavior, and the specific individuals or organization with authority to impose said penalties. Team Canada Bowling shall provide individuals with the right to a hearing before being denied the opportunity to participate in accordance with Team Canada Bowling, Article X (Grievance and Due Process Procedures).

#### **LEVEL 1 INFRACTIONS**

- Verbally abusive, disrespectful, offensive, racist or sexist behavior.
- Being late for curfew or being late or absent from an official event activity (camp, seminar, meeting, competition).
- Unsportsmanlike conduct.
- Public disturbance or nuisance
- Posting anything negative about CTF, Team Canada, COC or World Bowling, PABCON on any social media outlet
- Failure to follow the dress code as designated by the High-Performance Director, at an official event or activity.

#### **Authority and Penalties/Repercussions**

Following a majority vote of the Executive Director of CTF, High Performance Director, Team Coach, the following penalties may be imposed for a Level 1 infraction.

- Earlier curfew

- Verbal or written reprimand
- Performance of specified task(s), such as formal written and/or verbal apology or restitution.
- Denial of the privilege to participate in any or all remaining team activity(s) at the event.
- Confinement to room or controlled area(s)

#### **LEVEL 2 INFRACTIONS**

- Second offense of Level 1 Infraction
- Drunkenness (if 21 or over)
- Fighting
- Pranks, jokes, or other activities, which endanger the safety of others.

#### **Authority and Penalties/Repercussions**

Following a majority vote of the Executive Director of CTF, High Performance Director, Team Coach, and the following penalties may be imposed for a Level 2 infraction.

- Any of the penalties described under Level 1 infractions.
- Being sent back to travel point of origin or home base
- Revoking of uniform or other team supplied items
- Probation for one (1) year
- Suspension of all Team Canada Bowing (trials, training camps, etc.) for one (1) year
- Withholding of COC and CTF funding for one (1) year

#### **ZERO TOLERANCE INFRACTIONS**

- Second offence of Level 2 Infraction
- Using recreational drugs
- Using performance enhancing substances
- Vandalizing public or private property
- Theft of Property
- Breaking the law
- Purchasing, possessing or drinking alcoholic beverages from Official Practice until the end of Master's and if you are under the age of 21
- Drunkenness at an official competition, event or activity
- Possession of/or taking /using illegal, banned drugs or controlled substances (includes performance enhancing substances)
- Purchasing or providing alcoholic beverages to persons under the age of 21 years
- Sexual Harassment

#### **Authority and Penalties/Repercussions**

Following a majority vote of the Executive Director of CTF, High Performance Director, Team Coach, and the following penalties may be imposed for a Zero Tolerance infraction.

Prevented from competing or participating in an official competition, event or activity

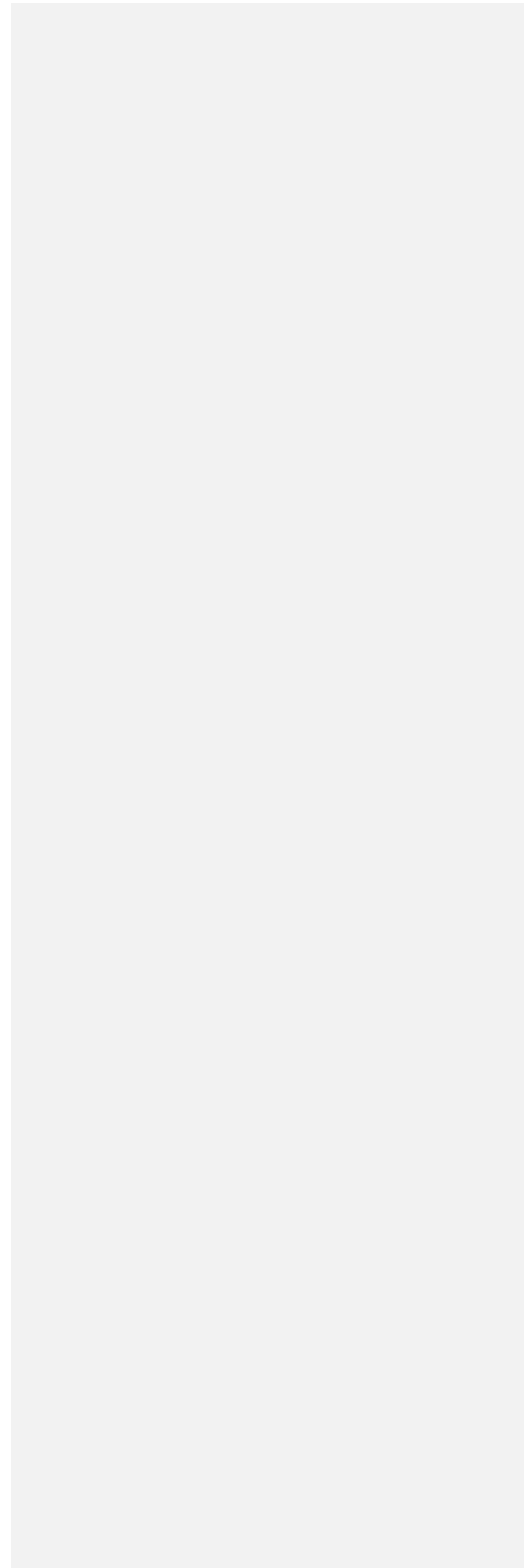
Being sent back to travel point of origin or home base. At the discretion of the person in authority, the athlete may be allowed to travel with the Team and/or remain at the official venue, if that is the most practical alternative

- If infraction occurs before departure, privileges to travel with the Team and participate in an official competition, event or activity may be revoked
- Any of the items described under Level 2 infractions.
- Revoking of uniform or other Team supplied items.
- Expulsion from the Team.
- Probation for two (2) years or more.
- Suspension from all Team Canada Bowling (trials, training camps, etc.) for a two (2) period or more.
- Any other penalty that may be deemed appropriate for the violation.

Athlete Name: \_\_\_\_\_

Athlete Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Grievance and Due Process Procedures – Protected Competitions

### Section 1. Grievances Related to Opportunities to Participate

- A grievance may be filed by any athlete, coach, trainer, manager, administrator and official regarding his/her opportunity to participate in or attempt to qualify for selection to participate in any protected competition.
- A grievance must be made in writing over the signatures of the person or persons presenting the same and must state the full name(s) and address (es) against whom the grievance is made and must with specificity a complete statement of the acts which constitute such grievance, including the requested relief sought. The individual(s) must be prepared to substantiate the grievance at a hearing if requested
- Grievances should be addressed to the CTF ED as soon as practicable following the events that are the subject of the grievance.
- Upon receipt of a grievance, the elements of due process outlined in the CTF Bylaws and National Policy Manual will be followed.
- These grievance procedures are given to athletes, coaches, trainers, manager, administrator, or other official seeking to participate in any national or international bowling competition.

### Section 2. Due Process

Due process will be provided any athlete, coach, trainer, manager, administrator or official filing a grievance regarding his/her opportunity to participate in, or attempt to qualify for selection to participate in a protected competition.

- **Deny Opportunity to Compete.** Any athlete who alleges that he/she has been denied an opportunity to compete in any national or international bowling competition shall notify the CTF ED in writing. Upon notification, procedures will be followed according to this chapter. The rights granted under this section shall equally apply to any coach, trainer, manager, administrator, or other official seeking to participate in any national or international bowling competition.
- **Athlete.** For use in this chapter an athlete will be defined as individuals who are participating in a protected competition.
- **Protected Competition.** "Protected competition" means any amateur athletic competition between any athlete or athletes officially designated by the appropriate Olympic, Pan American or Paralympic Sports Organization member as representing the Canada, either individually or as part of a team, and any athlete or athletes representing any foreign country where:
  1. The terms of such competition require that the entrants therein be teams or individuals representing the respective nations; and

2. The athlete or group of athletes representing the Canada are organized and sponsored by the appropriate Olympic, Pan American or Paralympic Sports Organization member in accordance with a defined selection or tryout procedure that is open to all and publicly announced in advance, except for domestic amateur athletic competition, which, by its terms, requires that entrants therein be expressly restricted to members of a **specific class of amateur athletes such as those referred to in Article VII, Section 4 of the COC Constitution.**

The term "protected competition" shall also include any domestic amateur athletic competition or event organized and conducted by an Olympic, Pan American or Paralympic Sports Organization member in its selection procedure and publicly announced in advance as a competition or event directly qualifying each successful competitor therein as an athlete representing the Canada in a protected competition as defined in the immediately preceding sentence of this Section.

### **Section 3. Due Process – Procedure**

When an athlete, coach, trainer, manager or administrator is charged with a violation, which does not require an immediate decision or a decision in less than twenty (20) days, the following elements of due process will be provided:

- a) The competition will provide written notice identifying the action taken and inform the individual they have the right to appeal the decision within ten (10) days of the postmarked date. The notice will be served personally to the individual or sent certified mail, return receipt requested. If an appeal is not postmarked within the time limit outlined above, the decision stands.
- b) If an appeal is filed a hearing must be conducted within thirty (30) days of the request and the following procedures must be followed:
  - a. CTF will provide written notice to the athlete(s) at their last known address of:
    - i. The date, time and place of the hearing
    - ii. Their right to attend
    - iii. Their right to have counsel and to produce witnesses in their behalf
  - b. The notice must be sent not less than ten (10) days prior to the date of the hearing, by certified mail (return receipt requested).
- c) The hearing will be conducted by a review committee appointed by the CTF ED, consisting of at least three (3) people with at least 20% athlete representation.

- d) A written decision will be sent to all concerned parties, including the complainant, within ten (10) days

#### **Section 4. Due Process – Expedited Procedure**

- When an athlete, coach, trainer, manager or administrator is charged with a violation, which requires an immediate decision or a decision in less than twenty (20) days, the following elements of due process will be provided:
- The competition will provide written notice identifying the action taken and inform the individual they have the right to appeal
- If an appeal is filed in writing a hearing must be conducted
- CTF will provide written notification to the athlete of the date, time and place of the hearing. Notice may be verbal if time constraints prohibit written notification
- A hearing will be conducted by a review committee appointed by the CTF ED consisting of at least three (3) people, with at least 20% athlete representation. The hearing will be scheduled immediately if necessary, or with as much notice, as may be reasonable given the actual circumstances.
- An immediate decision will be rendered, if necessary, or within time constraints required by the actual circumstances. At a minimum, the decision will be explained verbally to all concerned parties. A written decision will be sent to all concerned parties within ten (10) days.

#### **Section 5. Appeal**

Written notice of the appeal procedures will be included with the written decision. Appeals must be filed within ten (10) days of the written-decision date. Appeals will be heard and decided by a CTF Appeals Committee (Legal and Legislative Committee), which has at least 20% athlete representation within thirty (30) days. An athlete has further appeal rights as outlined in the CTF Constitution.