



**ORIENTEERING**  
**C A N A D A**

**Canadian Orienteering Federation  
High Performance Program**

**Athlete Handbook**

**2011**

**Talent + Dedication + Support → Performance + Growth**

## **1. INTRODUCTION**

The HPP is intended to include athletes who have the talent and the potential to represent Team Canada at future WOC, JWOC, World Games, WUOC, and World Cup events and who are committed to the necessary training to achieve this goal.

The COF High Performance Program (HPP) provides support to help Canadian orienteers achieve international excellence.

This handbook together with the Athlete's Agreement provides key information to HPP members and National Team athletes and officials, including National Team selection criteria for the upcoming year, list of training camps and priority races, uniform information, communication plan, code of conduct and sponsorship procedures. This document is updated each November to serve next year's season.

The HPP is governed by the COF's High Performance Committee (HPC). This committee's terms of reference are available on-line at [www.orienteering.ca/COFCommittees.htm](http://www.orienteering.ca/COFCommittees.htm). It explains how the committee is structured and how members are appointed.

Committee members for the 2011 season:

- Brent Langbakk – **Chair** – Athletes' Representative (up for election in 2011) – [brent.langbakk@gmail.com](mailto:brent.langbakk@gmail.com)
- Magnus Johansson – **Secretary** – National Team Coach – [magjoh@gmail.com](mailto:magjoh@gmail.com)
- Nevin French – Communications – [skiocanada@yahoo.ca](mailto:skiocanada@yahoo.ca)
- Patrick Goeres – Current WOC athlete – [goeresp@gmail.com](mailto:goeresp@gmail.com)
- Eric Kemp – Current HPP athlete – [eric.nobody@gmail.com](mailto:eric.nobody@gmail.com)
- Adrian Zissos – IOF Event Advisor, former WOC team leader – [adrian@barebones.ca](mailto:adrian@barebones.ca)
- Charlotte MacNaughton – Former WOC athlete & team leader – COF Executive Director – [charlotte@barebones.ca](mailto:charlotte@barebones.ca)

## **2. HPP MEMBERSHIP AND BENEFITS**

All athletes with a strong desire to improve their abilities with a long or short term goal of representing Canada to the best of their abilities are encouraged to apply to the HPP. Membership lasts until November of the following year. It should be noted that the HPP is intended to include a larger talent pool of athletes than just those on the current year's WOC and JWOC teams. Athletes who are committed to excellence and willing to work hard will be supported by the HPP with several benefits.

### **Benefits to member athletes of the HPP include:**

- Athletes must be HPP members to attend: Junior World Championships, World University Championships, World Games. Note: HPP membership is not required to be selected to represent Canada at WOC or in World Cup events (but it is strongly encouraged).
- Eligible to apply for the Rising Stars Award
- Eligible to attend National Team training camps
- Eligible to receive subsidized entry fees for Canadian events, where available
- Eligible to purchase Team Canada uniforms
- Eligible to receive sponsorship equipment, if available
- Access to coaching by the National Team Coach
- User account on the HPP Digital Orienteering Map Archive (DOMA)
- Added to Athletes Can database, receive Athletes Can newsletter etc.

## **Application to join the HPP**

### **Step 1: Application – December 31, 2010**

Athletes wanting to become a member of the HPP for the following year must send an email to the National Team Coach including the following:

- A cover letter explaining why they wish to be included in the HPP squad
- Links to on-line results and splits for their four best race results of 2010
- Goals for orienteering abilities and performances, both short term and long term
  - It may be helpful to use the SMART format, i.e. Specific, Measurable, Attainable, Realistic, Timely.
- Their training plan for the period December 31, 2010 to November 30, 2011. The following are items that should be addressed by the training plan:
  - Estimated number of hours of training per week
  - Methods of training
    - Running (road, trail, xc, track), skiing, biking etc.
    - Mental training: map reading/analysis, Catching Features etc
    - Alternative training: strength, flexibility etc
  - Orienteering competition schedule for spring 2011

### **Step 2: Interim Acceptance - January 15, 2011**

Athletes will be notified by the National Team coach whether their application was successful or not.

### **Step 3: Confirmation - January 31, 2011**

Once accepted to the HPP, the athlete must confirm their membership by providing:

- A signed copy of the current Athlete Agreement
- Text and two photos (one head shot and one action shot) for an athlete profile for the COF website.
- A link to their on-line training log (preferred, e.g. Attackpoint). Alternatively the athlete may email their training log to the National Team Coach at the end of each month for the period of the training plan.

### **Step 4: Ongoing Membership**

As a member of the HPP, the athlete:

- Must join the osquad email list. To subscribe, send an email to: [osquad-subscribe@yahoogroups.com](mailto:osquad-subscribe@yahoogroups.com)
- Must contribute in a timely manner with the implementation of the HPP communication plan
- Maintain high level of commitment to training and competition
- Contribute to HPP fund raising events, e.g. silent auction, fund raising races etc.
- Respond in a timely matter to any correspondence from the HPC and/or the COF.

## **3. HPP COMMUNICATION PLAN**

Communication is important to raise the profile of Canadian elite orienteering and of the National Team within the orienteering community and with the general public. It is every HPP member's duty to help!

HPP members are expected to:

- Contribute to the National Team blog about training, goals, upcoming events, competition results etc.
- Write newsletter articles and web site content as requested
- Communicate with their local media to highlight their accomplishments
- Give presentations about JWOC and WOC at training camps and other events
- Provide an athlete's profile for the COF website

#### **4. TRAINING CAMPS, SPRING AND SUMMER 2011**

The following is a list of training camp opportunities. It will be updated as new information becomes available.

- VANCOUVER SPRINT CAMP (extended weekend)  
**February 11-13**  
Location: Vancouver, BC  
Events: 1 WRE, plus 9 training sessions and races.  
Information: see GVOG web site: <http://www.orienteingbc.ca/sprint/>  
Organizer: GVOG
  
- EXCLUSIVE HPP TRAINING CAMP (extended weekend)  
**April 23-25 (Easter)**  
Location: Hamilton, ON  
Open to: HPP only  
Events: Tough training with a "tour" feel. Running and orienteering. Two trainings per day.  
Extend: Possible to extend camp and connect to West Point the weekend after.  
Maps: Dundas Valley (new maps), Mount Nemo, Rocky Ridge (WOC relevant according to TG)  
Accommodation: Preliminary plans for billeting  
Organizer: GHO and other southern Ontario clubs
  
- WHITEHORSE TRAINING CAMP (after COCs)  
**July 25 to 28**  
Location: Whitehorse, YT  
Open to: HPP members and 2011 Canadian WOC team  
Events: Training and team bonding  
Organizer: YOA
  
- YUKON TRAINING CENTRE (all summer)  
**May, June, July, August**  
Location: Whitehorse, YT  
Open to: HPP members only  
Events: WOCs and COCs, suitable to combine with JWOC and WOC

##### Benefits:

- Over 15 high quality forest maps within 15 minutes of downtown
- Competitive training group
- 4 organized sessions/week until COC and WOC
  - Monday technical on various maps
  - Wednesday local meet or physical training at Mt. Mac
  - Thursday technical training on various maps
  - Saturday physical training with some map skills
- HPP Training Camp, July 25 to 28. Directly after COCs.
- NCCP Level 3 coaches
- Same fee as Yukon Orienteering Team members (\$250) and can maintain home club affiliation
- All local meets included in fee (every second Wed)
- Westerns Canadians and Canadians July 18-24

##### Extras:

- Athletes will be responsible for their own accommodation and transportation although we will try our best to assist
- Finding a summer job is not usually that difficult provided you arrive no later than the first week of May. Wages are usually higher here than you would find in southern Canada.
- There are direct flights to Europe twice a week for those planning on going to JWOC and WOC

##### Optional Services:

- Sports psychologist (~\$300/6 sessions)

- Pilates group training – core strength and flexibility (~\$120/10 sessions)
- Season training plan, monthly progress meeting and detailed plan for each cycle (\$300)

Application:

- Need to have an idea of interest as soon as possible.
- Apply and pay by January 1, 2011
- Contact Brent at [brent.langbakk@gmail.com](mailto:brent.langbakk@gmail.com) or 867-668-7767

## **5. JWOC 2011 SELECTION**

Junior World Orienteering Championships, July 2-9, 2011 in Wejherowo-Rumia, Poland.

In order to represent Canada at JWOC 2011 athletes must be HPP members. The selection process has strong emphasis on interaction with the National Team Coach. The spirit is to have a continuous dialogue between the athletes and the coach throughout the winter and spring, leading up to the selection of the team.

### **Step 1. Application – January 15, 2011**

Athletes wanting to become a member of the 2011 JWOC team must send an email to the National Team Coach including the following:

- An HPP application, as outlined in section 2 of this handbook
- A detailed races analysis of the four best races from 2010. The analysis should be posted under the Team Canada discussion group on Attackpoint. It should include an electronic copy of the map with the route drawn, preferably posted on the new HPP Digital Orienteering Map Archive, or a link to the same information on RouteGadget, if available. Results from major meets such as Provincial Champs, COC's, NAOC's, JWOC are preferred. Technical details on how to post on Attackpoint can be provided by the National Team Coach.

### **Step 2. Final Selection – March 15, 2011**

The Selection Committee will make a final selection of the JWOC 2011 Team by March 15, 2011. The team will consist of a team leader and up to 6 male and 6 female athletes plus 2 alternates for each group. *Note that the Selection Committee will take into account the activity in the applicant's training log between Dec 1, 2010 and Mar 15, 2011.* Alternates may replace any runner who fails to maintain appropriate training levels, as determined by the National Team Coach, or who otherwise becomes unable to represent Canada at JWOC 2011. Selection information will be announced through the osquad email list, as well as on the COF website.

### **Selection Committee**

The selection committee for JWOC 2011 will be Magnus Johansson, Brian May and Katarina Smith.

### **Junior Race Category**

This is a special note regarding which category HPP Juniors should run. *At the NAOC and the COC, HPP Juniors should **register** in their age category.* In the event of a very poor competitive field (3 or less participants), the National Team Coach may decide to move juniors up to M/W21E. In all other events it is the individual's decision to "run up" in M/W21E for training purposes and for a stronger competitive field.

## 6. WOC 2011 SELECTION

World Orienteering Championships, August 13-20, 2011 in Savoie, France.

This year's selection process will be the same as in 2010, a strong emphasis on discretion and interaction with the National Team Coach. The spirit is to have a continuous dialogue between the athletes and the coach throughout the winter and spring, leading up to the selection of the team.

### Selection Process

Note that it is not necessary to be a member of the HPP to be selected to the Canadian WOC team, but it is encouraged.

#### **Step 1. Application – deadline December 31, 2010.**

- The athlete is to send an email to the National Team Coach declaring their preliminary intent to try out for Team Canada for WOC 2011.

#### **Step 2. Confirm intent – April 1, 2011**

- The athlete is to send an email to the National Team Coach to confirm their intent to participate in priority races in order to try out for Team Canada for WOC 2011.

#### **Step 3. First selection – June 1, 2011**

A first selection of the team will be announced on June 1, 2011. This selection will guarantee a spot on the team, but will not confirm individual race assignment. Selection information will be announced through the osquad email list, as well as on the COF website. Following are some factors that may influence the selection:

- Results in priority races
- Training consistency and quality
- Recent performances at WOC and other events
- Opportunity for important experience for younger athletes with potential for success and a demonstrated positive progression throughout the season

#### **Step 4. Final selection – June ??, 2011**

The final team will be announced on June ??, after the ??. This selection may fill the last available spots on the team and will include individual race assignment (i.e. who runs what). The team will consist of a team leader and up to 6 male and 6 female athletes plus 2 alternates for each group. The WOC relay team composition will be announced anytime between June ?? and during WOC. The national team coach names the relay teams. Selection information will be announced through the osquad email list, as well as on the COF website.

#### **Step 5. Confirmation of Team – June ??, 2010**

In order to confirm their places all WOC team members must provide:

- A signed copy of the current Athlete Agreement
- An athlete profile for the COF website.

### Priority Races

The following races are considered *priority races* and will be the competitions used for team selection. Listed are confirmed events, as of November 2010. A few more events are expected to be added to the list, which will be finalized by February 28, 2011. Events shown in bold are considered especially important. In order to be considered for Team Canada the athlete has to participate in a minimum of two priority races, where at least one has to be from the especially important races (in bold writing).

- Flying Pig XV, April 1-3, ??, OH
- O in the Oaks, April 15-17, Hollister, CA
- West Point, April 30-May 1, West Point, NY
- Sage Stomp, May 21-22, Kamloops, BC
- **US Team Trials, May 28-30, Peekskill, NY**
- **National Competitions, May 28-29, Aix-les-Bains, France - (During WOC Training Camp #2)**

### **Selection Committee**

The names of the members of the selection committee and contact information will be announced before the end of 2010. The National Team Coach and the HPP Chair will recruit and appoint the selection committee.

### **Petitions**

Petitions may be accepted in *exceptional* circumstances. An athlete who is not able to participate in any of the priority races and still wishes to be considered for team selection has to submit a letter to the National Team coach outlining the following:

- Reasons for not being able to participate in the priority races. If due to sickness or injury, a Doctor's note is required.
- Reasons why the athlete should be selected. This has to include alternate race results equivalent to (or higher) than the priority races and summary of training log for the last 12 months.

### **Selection to Other National Team Events**

Should selection be required for World Cups, World Games, or World University Championships, the WOC selection committee will make a discretionary decision, but may give extra priority to younger developing athletes.

Athletes who wish to participate in these events have to notify the National Team Coach at least two weeks *before* the registration deadline of the event. Note that some of these events have very early registration deadlines! The COF will complete the registration process for these events.

### **2011 World Cups**

- Jun 16 – Jun 25, Nordic Orienteering Tour (Middle, Sprint, Chase), Finland/Sweden/Norway.  
Deadline to indicate desire to compete at this event to the National team Coach: April 1, 2011  
Registration deadline: Apr 15, 2011
- Sep 24 – Sep 25, Middle and Long, Liberec, Czech Republic.  
Deadline to indicate desire to compete at this event to the National team Coach: June 1, 2011  
Registration deadline: June 15, 2011
- Oct 1 – Oct 2, World Cup Final, Middle and Sprint, Switzerland.  
Deadline to indicate desire to compete at this event to the National team Coach: TBA  
Registration deadline: TBA

## **7. ALTERNATES**

Alternates named by the National Team Coach are not expected to travel to JWOC or WOC, but they may choose to and to compete in the associated public events (the alternate is responsible for completing their own registration and all travel arrangements for these events). If the National Team Coach decides to offer a position on the spot on the team to an alternate, the coach will make every effort to give the athlete appropriate notice to make travel arrangements. Any travel grants offered through the HPP fund for the primary team's leaders and the competing JWOC/WOC athletes unfortunately will not be available to alternates unless they are offered and accept a position as a competing JWOC/WOC athlete.

## **8. APPEALS**

Appeals to the National Team selection shall be made within 72 hours after the announcement has been sent on the osquad mailing list. The appeal shall be addressed to the COF President and sent via email to info@orienteering.ca. The appeal must include a detailed explanation of the reasoning for the appeal.

*This appeal process applies to all selections, i.e. WOC, JWOC, WUOC and WC.*

## **9. UNIFORMS**

The 2011 National Team uniform is not confirmed (as of Dec 1, 2010). Regardless of supplier, the mandatory team gear for the WOC, JWOC, WUOC and World Cups teams is warm-ups and racing suit.

The HPC is working on a solution for the 2011 uniforms and will announce the details as soon as possible.

The athlete is responsible for all costs relating to uniforms.

## **10. OTHER**

Please refer to the Athlete's Agreement for detailed information regarding code of conduct, as well as sponsorship procedures.

## **11. RISING STARS AWARD**

The Rising Stars Award has been established by the COF's High Performance Committee to support Canada's most promising young orienteers in their quest for top international results. In 2011 the award is funded 50% by targeted donations and 50% by the COF. In 2011 there will be two awards granted of \$1500 each, to one male and one female athlete.

### **Purpose**

- To support Canada's most promising young orienteers
- To motivate all HPP members with a competition that is relevant to all members

### **Eligibility**

- Award recipients must be members of the COF High Performance Program (HPP).
- Award recipients are chosen based on financial need, past results, future potential, and contribution to the Canadian orienteering community.
- This award is available an unlimited number of times to any athlete but never more than twice consecutively.
- Normally one award will be given to a female athlete and one to a male athlete. However under exceptional circumstances both awards may be given to athletes of the same gender.

### **Application Process**

Athletes must complete a Rising Stars Award Application form and **submit the original signed copy by mail** to the COF office and also **submit a copy by email** to the HPC Chairperson **to be received before Feb 28**. The application form can be found at the end of this Handbook. Late applications will not be accepted. The following must be included with the completed application form:

- A one page letter outlining community involvement
- A one page personal letter outlining applicant's orienteering goals and how the award will be help achieve them.

### **Selection Committee**

A Selection Committee will be appointed annually by the COF High Performance Committee (HPC). It shall have no less than three members. Members may be chosen from the COF HPC, the COF Board of Directors, active



and retired national team members, and as well from COF volunteers with an interest in and understanding of the HPP.

### **Selection Process**

The Selection Committee will choose two award recipients (one female and one male) based upon, but not solely limited to, the following criteria. The percentage of value for each criterion is listed in parentheses.

- Financial need (25%)
- Past performance (25%)
- Future potential (25%)
- Contribution to the growth of orienteering in Canada (25%)

### **Award Announcement**

- The Selection Committee will, by the end of March, report to the HPC, listing award recipients and award amounts. Once this report is accepted the HPC will notify all applicants by email of the decision. The decision will be final, with no avenue for appeal.
- Payments will be made according to a schedule determined by the HPC but will normally be paid one half on announcement of the award and the second half at the end of June assuming continued eligibility.

### **Award Administration**

- The COF's HPC will administer the award. It will be responsible for deciding on the number of awards and their amount, payment schedule, fund raising, and appointing a Selection Committee.

### **Other**

- All application information and proceedings to determine the awards shall be strictly confidential.
- The amount and number of awards may be changed at any time by the COF's HPC.
- Funding for the award in 2011 comes from the COF and individual donations targeted to this award. In future years funding will come from the HPP budget, donations targeted to the award, and targeted fund-raising. Any funds raised above the current year's award amount will be used to increase the current year's award and/or held in the HPP account and used to bolster future awards.



# RISING STARS AWARD 2011 APPLICATION FORM

Please type or Print

## PERSONAL INFORMATION

Name: \_\_\_\_\_  
Gender: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_

Is your principal residence with your parents?  Yes  No

Telephone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth: MM \_\_\_\_\_ DD \_\_\_\_\_ YYYY \_\_\_\_\_

Social Insurance Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Are you currently in school?  No  Part Time  Full Time

Name of School/University \_\_\_\_\_

Area of Study \_\_\_\_\_

University Degree Attained \_\_\_\_\_

## ORIENTEERING BACKGROUND

Member of COF's HPP since: \_\_\_\_\_

Outline your career highlights & your competition record for the previous year

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SPORT & COMMUNITY INVOLVEMENT (no more than one double-spaced page)

As high performance athletes representing your sport and your country, you have a unique opportunity and a responsibility to give back to your community and your sport. Your athletic achievements also allow you to serve as a role model. Your personal values and your commitment to orienteering and community are important attributes for an award recipient. On no more than one double-spaced typed page, please share the details of your recent and current community involvement, and the ways in which you currently serve as a mentor or role model both in orienteering and in your community.

## PERSONAL LETTER (no more than one double-spaced page)

To assist the Selection Committee, each applicant must submit a letter of no more than one, double-spaced typed page detailing:

- Your approach to sport and your goals for the future
- What the award will be used for and its impact

**FINANCIAL STATEMENT (Jan 1 2010 – Dec 31 2010)**

**EMPLOYMENT**

None  Part Time  Full Time

Name / Address of Employer (s) : \_\_\_\_\_

Anticipated Yearly Gross Income: \$ \_\_\_\_\_

**ANNUAL INCOME (2010)**

Work related income: \$ \_\_\_\_\_

School related income: \$ \_\_\_\_\_ (e.g. Grants, scholarships, teaching fees)

**Sport Related Income:**

Sponsorship: \$ \_\_\_\_\_

Other assistance: \$ \_\_\_\_\_ (i.e. provincial, territorial funding, appearance/speaking fees, etc.)

Other: Please Specify \$ \_\_\_\_\_

\$ \_\_\_\_\_

**Total Annual Income** \$ \_\_\_\_\_

**ANNUAL EXPENSES (2010)**

**Living Expenses:**

Housing: \$ \_\_\_\_\_

Transportation: \$ \_\_\_\_\_

Other: Please Specify \$ \_\_\_\_\_

**Sport Related Expenses:**

Travel \$ \_\_\_\_\_

Accommodation \$ \_\_\_\_\_

Coaching \$ \_\_\_\_\_

Club Fees \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Child Care \$ \_\_\_\_\_

Medical Expenses \$ \_\_\_\_\_

Other: Please Specify \$ \_\_\_\_\_

**Total Annual Expenses** \$ \_\_\_\_\_

**NET INCOME** \$ \_\_\_\_\_ (annual income minus annual expenses)

If you expect significantly different Income or expenses for 2011, please explain.

**ATHLETE CONSENT, UNDERTAKING AND PERSONAL INFORMATION DISCLAIMER:**

I certify that all information given in this application is complete and true. I will notify The Canadian Orienteering Federation (COF) of any changes to this information as contained herein. I authorize COF to verify any information contained in this application. My intention is to continue to be an active member of the COF's HPP in the upcoming year.

I acknowledge that the COF requires the foregoing personal information as part of the Selection Process for the Rising Stars Award. COF is committed to keeping my personal information confidential and, except as provided herein, it will not be sold, rented, traded, or disclosed to anyone else.

According to advice from CRA given over the phone on Nov 29, 2010 the award would be considered as a "gift" and as such would not be reported on your Canadian Tax Return. You are encouraged to seek your own tax advice to confirm this is correct for your particular tax situation.

I authorize and consent to the collection, use, and disclosure of personal information about me, as described above.

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

Signature of parent or guardian if applicant is under the age of 18 years:

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

All applications must be returned and received by the COF HPC by February 28<sup>th</sup>. Both an email and printed version must be submitted.

- One copy by email to Brent Langbakk, HPC Chair: [brent.langbakk@gmail.com](mailto:brent.langbakk@gmail.com)
- A signed original copy addressed to:  
Rising Stars Award  
c/o Canadian Orienteering Federation  
High Performance Program  
1239 Colgrove Ave NE  
Calgary, Alberta T2E 5C3

This application will be treated in confidence.  
All applicants will be notified of awards prior to April 30th.