



ORIENTEERING
C A N A D A

**Canadian Orienteering Federation
High Performance Program**

Athlete Handbook

2012

INTRODUCTION

The COF High Performance Program (HPP) provides support to help Canadian orienteers achieve international excellence. The HPP is designed for athletes who have the talent and the desire to represent Team Canada at future World Orienteering Champs (WOC), Junior World Champs (JWOC), World Games (WG), World University Orienteering Champs (WUOC), and World Cup (WC) events and who are committed to the necessary training to achieve this goal.

This handbook, together with the Athlete's Agreement, provides key information to HPP members and National Team athletes and officials. Information includes 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 the following 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. It explains how the committee is structured and how members are appointed.

High Performance Committee members for the 2012 season:

- Patrick Goeres (Chair) – Current HPP athlete, Athletes' Representative on COF Executive – goeresp@gmail.com
- Magnus Johansson (Secretary) – National Team Coach – magjoh@gmail.com
- Brent Langbakk – Junior National Team Coach, former WOC athlete – brent.langbakk@gmail.com
- Eric Kemp – Current HPP athlete – eric.nobody@gmail.com
- Adrian Zissos – IOF Event Advisor, former WOC team leader – adrian@barebones.ca
- Charlotte MacNaughton – Former WOC athlete & team leader, COF Executive Director – charlotte@barebones.ca
- Mike Waddington – Training Centre Representative, former WOC athlete - jmw@mcmaster.ca
- Alison Price - Communications - alimcalison@gmail.com

ELIGIBILITY

Full HPP members are required to be Canadian citizens. An associate membership is available for citizens of other countries. See www.orienteering.ca/team-canada/high-performance for associate member information and application form.

Junior applicants should have competitive results in the 17-20 or 21+ age category.

All HPP applicants must be in good standing with the COF, in that they are full members of a Canadian orienteering club affiliated with the COF and have no outstanding amounts owing to the COF (unless a payment plan has been negotiated with the COF Treasurer).

1. 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 Coaches
- User account on the HPP Digital Orienteering Map Archive (DOMA)
- Added to Athletes Can database, access to Athletes Can services such as Bell cell phone package (for senior national team athlete), car rental discount, discounted health and dental plan, etc.
- Orienteering Canada buff

Step 1: Application – December 31, 2011

Athletes wanting to become a member of the HPP for the following year must send an email to the Junior or Senior National Team Coach (brent.langbakk@gmail.com or magjoh@gmail.com) 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 2011
- 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, 2011 to November 30, 2012. 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 2012
- The completed Athlete Profile survey. The survey can be found at the end of the handbook, or at <https://www.surveymonkey.com/s/HPPAthleteProfile>

Step 2: Interim Acceptance - January 15, 2012

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

Step 3: Confirmation - January 31, 2012

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

- A signed copy of the current Athlete Agreement
- One photos (an action shot, preferably in the national team uniform) for an athlete profile for the COF website sent to info@orienteering.ca.
- 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@yahogroups.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 initiatives and races etc.
- Respond in a timely matter to any correspondence from the HPC and/or the COF.

2. 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.

3. TRAINING CAMPS, SPRING AND SUMMER 2012

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

- VANCOUVER SPRINT CAMP (extended weekend)
February 10-12
Location: Victoria, BC
Events: 1 WRE, plus 9 training sessions and races.
Information: see GVOC web site: <http://www.orienteeringbc.ca/sprint/>
Organizer: GVOC
- TOUR DE MARTEAU TRAINING CAMP (extended weekend)
April 6-8 (Easter)
Location: Niagara, ON
Open to: HPP only
Events: Tough training with a "tour" feel. Running and orienteering. Two trainings per day.
Organizer: GHO and other southern Ontario clubs
- ALBERTA TRAINING CAMP (between Sage Stomp and Alberta Selection Races)
May 23-25
Location: Canmore, AB
Open to: HPP only
Organizer: HPC
- YUKON TRAINING CAMP (between Yukon Sprint and Yukon Middle Champs held on first two Weds in June)
June 8-11
Location: Whitehorse, YT
Open to: HPP and YOT members
Organizer: YOA
- WOC Training Opportunities
 1. Official WOC Camp - April 9-15 (including 3 local races on April 9, 14, 15)
 2. Official WOC Camp - June 17-24 (including one local race on June 17 and two WC races June 23-24)
 3. *Unofficial Camp with Team GB, NOR, SWE - June 25-30 (to be confirmed)*

4. WUOC 2012 SELECTION

World University Orienteering Championships, July 2-7, 2012 in Alicante, Spain.

In order to represent Canada at WUOC athletes must be HPP members. WUOC offers an excellent step for athletes making the jump from the junior to the senior ranks. It provides high quality competition and international experience for developing athletes. As such, we are seeking a team leader and coach for the WUOC team and encourage eligible athletes to prioritize these races. Team selections will be made by the WOC selection committee: Magnus Johansson, Brian May and one other committee member (TBA).

Eligibility

All competitors must satisfy the FISU eligibility conditions and complete an athlete proof of eligibility form (Athlete Academic Eligibility Form) and return it to CIS. **This may take some time, so do it now!** The form must bear the embossed stamp of the University. The form and eligibility criteria is available at the following website: http://english.cis-sic.ca/international/pdf_international/Certificate_of_Academic_Eligibility.pdf

The competitors must be born between January 1st, 1984 and December 31st, 1994.

Application

Step 1: Advise Magnus of interest in attending--Deadline March 15

Step 2: If selected, complete registration --Deadline April 30

The following items must be completed in order to be considered registered:

1. Athlete academic eligibility form
2. Photocopy of passport picture page,
3. Electronic photo (headshot)
4. Fees
5. Confirmed flight itinerary
6. Individual competitor entry form (I1)

5. JWOC 2012 SELECTION

Junior World Orienteering Championships, July 7-14, 2012 in Kosice, Slovakia.

In order to represent Canada at JWOC 2012 athletes must be HPP members. The selection process has strong emphasis on interaction with the Junior 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 – Express interest at the time of HPP application on Dec 31, 2011

Athletes wanting to become a member of the 2012 JWOC team must send an email to the Junior National Team Coach (brent.langbakk@gmail.com) including the following:

- An HPP application, as outlined in section 2 of this handbook
- A detailed races analysis of the four best races from 2011. 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 (Note! DOMA has a 2MB limit per map upload), 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 Junior National Team Coach.

Step 2. Final Selection – March 15, 2012

The Selection Committee will make a final selection of the JWOC 2012 Team by March 15, 2012. The team will consist of a team leader and up to 6 male and 6 female athletes plus up to 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, 2011 and Mar 15, 2012. Alternates may replace any runner who fails to maintain appropriate training levels, as determined by the Junior National Team Coach, or who otherwise becomes unable to represent Canada at JWOC 2012. Selection information will be announced through the osquad email list, as well as on the COF website.

Selection Committee

The selection committee for JWOC 2012 will be Brent Langbakk, Katarina Smith and Nina Wallace.

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 Junior and Senior National Team Coaches may decide to move juniors up to M/W21E. In all other events it is the individual's decision whether to "run up" in M/W21E for training purposes and for a stronger competitive field.

JWOC Training Camp

There is an official JWOC training camp the week prior to JWOC. Brent Langbakk will be the Team Leader and Coach for this camp.

6. WOC 2012 SELECTION

World Orienteering Championships, July 14-22, 2012 in Lausanne, Switzerland.

This year's selection process will be the same as in 2011, 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 strongly encouraged.

Step 1. Application – deadline December 31, 2011.

- The athlete is to send an email to the National Team Coach (magjoh@gmail.com) declaring their preliminary intent to try out for Team Canada for WOC 2012.

Step 2. Confirm intent – April 1, 2012

- 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 2012.

Step 3. Final selection – June 3, 2012

The selection of the team will be announced on June 3, 2012. This selection will guarantee a spot on the team and will also confirm individual race assignment (excluding relay team composition). 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 performance at WOC and other international events
- Opportunity for important experience for younger athletes with potential for success and a demonstrated positive progression throughout the season

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 3 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 4. Confirmation of Team – June 17, 2012

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 December 2011. The list will be finalized by February 28, 2012. 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).

- US Champs and Team Trials, April 13-15, Carrollton, GA
- West Point, May 5-6, Highland Falls, NY
- **Ottawa O-Fest, May 19 - 21, Ottawa, ON**
- Sage Stomp, May 19-21, Kamloops, BC
- **Barebones, May 26-27, Calgary/Canmore, AB**

Selection Committee

The selection committee will be Magnus Johansson, Brian May and Magali Robert. 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. These dates will be communicated to the athletes throughout the season. Note that some of these events have very early registration deadlines! The COF will complete the registration process for these events.

2012 World Cups

- May 14 – May 20, European Orienteering Championships, Sweden.
Deadline to indicate desire to compete at this event to the National team Coach: **January 15, 2012**
Preliminary team registration deadline: January 31, 2012
- Jun 23 – Jun 24, PostFinance Sprint, St Gallen, Switzerland.
Deadline to indicate desire to compete at this event to the National team Coach: **April 15, 2012**
Preliminary team registration deadline: May 1, 2012
- Sep 1 – Sep 8, Nordic Orienteering Tour, Norway/Sweden/Finland.

Deadline to indicate desire to compete at this event to the National team Coach: **June 15, 2012**
Preliminary team registration deadline: July 1, 2012

7. NORTH AMERICAN CHAMPIONSHIPS

HPP Athletes are expected to attend the 2012 North American Championships if possible and are strongly encouraged to prioritize these races. The NAOCs are a high quality, competitive event and the races provide an excellent opportunity for HPP athletes to compete in this environment. In addition, the BK Cup competition should provide athletes with added motivation.

The HPC is planning to commit some funds to the HPP athletes who attend, such as discounting race entry fees, accommodation, etc. The extent of this funding is currently in discussion.

North American Champs Relay Selection

For the first time in the BK Cup competition, a relay race will count toward the overall BK scoring. Each nation will enter two Elite Men's and two Elite Women's relay teams. There will also be two Junior Women's teams and two Junior Men's teams. Teams will be selected by the National Team Coach and the Junior National Team Coach.

8. 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.

9. APPEALS

Appeals may be made by following the COF's appeal procedure available at: www.orienteering.ca/pdfs/policy/Policy_Appeal.pdf

10. UNIFORMS

The 2012 National Team uniform is not confirmed (as of Dec 1, 2011). 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 2012 uniforms and will announce the details as soon as possible.

Athletes are responsible for all costs relating to uniforms.

11. OTHER

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

12. 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 2012 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 info@orienteering.ca **to be received between Feb 14-28**. Early or late applications will not be accepted. 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, as well as demonstrated financial need. The percentage of value for each criterion is listed in parentheses.

- Past performance (33.3%)
- Future potential (33.3%)
- Contribution to the growth of orienteering in Canada (33.3%)

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 2012 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 2012 Application Form

Please type or print clearly.

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 NEED

What was your pre-tax annual income in 2011? \$ _____

What is your anticipated pre-tax annual income in 2012? \$ _____

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 28th. Both an email and printed version must be submitted.

- One copy by email to info@orienteering.ca
- 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.

Talent + Dedication + Support → Performance + Growth

Athlete Profile Information (to be completed by all HPP applicants)

Year of Birth:

Hometown:

Currently Living:

Orienteering Club:

Occupation:

Training log URL:

Twitter Name: @

Blog URL:

List of personal sponsors:

When and how did you get involved with orienteering? (note: please use year or age you started orienteering)

What do you love most about orienteering?

What's your favourite orienteering discipline, and why?

Which orienteering event is always on your calendar?

Who's your orienteering idol?

Please list your 2011 race result highlights, and any previous season highlights:

What was the highlight (or highlights) of your 2011 season?

What are your 2012 orienteering goals?

What races are on your 2012 calendar?

What's your favourite international location to orienteer?

When you're not orienteering, where can we find you?