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**Orienteering Canada
High Performance Program**

Athlete Handbook

2019

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Edits to the 2019 Athlete Handbook

Any edits to the handbook after its initial publication will be highlighted here.

1. Introduction to the HPP & HPC

Orienteering Canada's High Performance Program (HPP) provides support (outlined in section 3) to help Canadian orienteers achieve international excellence.

The High Performance Program (HPP) is governed by Orienteering Canada's High Performance Committee (HPC). The HPC is made up of volunteers from the Canadian orienteering community who have an interest and desire to build elite orienteering in Canada. The HPC terms of reference are available online at www.orienteering.ca/about/committees and explains how the committee is structured and how members are appointed.

The key documents produced by the High Performance Committee and its relevant sub committees and approved by the HPC are:

- The Athlete Handbook (this document),
- The Athlete Agreement,
- JWOC Selection Policy,
- WOC, WUOC, World Cups and World Games Team Selection Policy

These documents and other Orienteering Canada policies provide key information to HPP athletes and officials, including team selection criteria, lists of training camps and priority races, uniform information, communication plan, code of conduct and sponsorship procedures. These documents are updated each fall to serve the following season.

Current High Performance Committee members:

- Pia Blake – Athletes' Representative
- Emily Ross - High Performance Manager
- Stefan Bergstrom
- Jennifer MacKeigan
- Meghan Rance
- Jeff Teutsch

2. HPP and Long Term Athlete Development

The High Performance Program (HPP) is designed specifically to support athletes who wish to achieve excellence in international orienteering. The HPP offers coaching support, training opportunities, and other benefits that will assist athletes in achieving their goals.

One of the cornerstones of the HPP program is Orienteering Canada's Long Term Athlete Development (LTAD). The LTAD is a developmental pathway in which athletes follow optimal training, competition, and recovery regimens from childhood through all phases of adulthood. The LTAD aims to keep more Canadians active for life with recreational sport and physical activity, and at the same time help Canadians in all competitive sports win more medals internationally. LTAD focuses on the general framework of athlete development with special reference to growth, maturation and development, trainability, and sport system alignment and integration.

The LTAD model was developed based on Canadian and international exercise and sport science literature. The LTAD model has been embraced by Sport Canada and it is a requirement that all Sport Canada funded national sport organizations and all organizations seeking Sport Canada funding have an athlete development system that is based on the principles of long-term athlete development. Orienteering Canada, in conjunction with LTAD experts created a sport-specific LTAD model for Canadian orienteering (www.orienteering.ca/pdfs/LTAD_Orienteering.pdf). Orienteering Canada's nine-stage LTAD model forms the basis of its athlete development programs. The model is based on the physical, emotional, mental, social and cognitive development of the athlete.

Orienteering Canada's HPP is designed for athletes in the *Learn to Compete*, *Train to Compete* and *Train to Win* stages. It is expected that HPP members be physically, emotionally, mentally, socially and cognitively mature enough to fulfill the various training, preparation, and competition expectations of being in these stages.

Orienteering is a late-specialization sport. The requirements to develop at the *Learn to Compete*, *Train to Compete* and *Train to Win* stages and to potentially prepare to compete at elite international events require committed training in orienteering-related tactical, physical, mental and cognitive skills. This commitment at this level involves specialization. There is a significant body of research that demonstrates problems when athletes specialize too early in late-specialization sports. Potential problems include injury, burn-out, reduced intrinsic motivation, and drop-out. Athletes who fall outside of the *Learn to Compete*, *Train to Compete* and *Train to Win* stages will not benefit from HPP membership as the expectations of an HPP athlete will be misaligned with the appropriate training levels for the athlete.

Young athletes in the *Train to Train* stage of the LTAD are strongly encouraged to get involved with the Sass Peepre Junior Development Committee's "Sass Peepre Online Training for Teens" or SPOTT program (in years when the program is held). More information about SPOTT program is available at www.orienteering.ca/resources/junior-development.

3. HPP Support Structure

HPP Regional Coaches:

The HPP has several regional coaches that are asked to perform the following tasks:

- providing regular monitoring of athlete training logs
- providing feedback on the Yearly Training Plan
- assisting the athlete with goal setting
- providing feedback each cycle (approximately monthly) on athletes' training and racing
- in-person coaching at training camps

The following coaches have been confirmed:

- Jeff Teutsch (eastern Ontario)
- Marg Ellis (southwestern British Columbia)
- Meghan Rance (southern Ontario)
- Magali Roberts (Calgary)
- Brian May (southeastern British Columbia)
- Afan Jones (Yukon)
- Raphael Ferrand (Europe)

WOC Coach - to be determined

JWOC Coach - to be determined

Every effort will be made to fill these competition coach roles as soon as possible. These roles will first be offered to one of the Regional Coaches. If the Regional Coaches are unable to fill these roles, we will follow our Coach Selection process to find a suitable candidate.

WOC Team Manager - to be determined

JWOC Team Manager - to be determined

Team managers are an essential part of the HPP. They are responsible for logistical and administrative tasks before and during major international competitions.

Club coaches, personal coaches and/or mentors

Having an HPP Regional Coach does not preclude an athlete from having a different club coach or even a running coach or mentor. That is entirely up to the athlete. Although they may not be formally part of the HPP structure, these individuals play an important role. They could help the athlete particularly with the more day to day tasks:

- setting up training activities
- suggestions for daily activities or set up of weekly schedules
- providing immediate feedback on training sessions or races
- correspond with HPP coaches

As you can see, all parts of the structure are interrelated and rely on communication between the

various roles. You, **the athlete**, play a big part in that. Be proactive. Ask questions. Take responsibility for your own training and development. You can help each other by working together.

4. HPP Eligibility & Benefits

All athletes who meet the eligibility requirements and who have a strong desire to improve their abilities with a long or short term goal of representing Canada in orienteering are encouraged to apply to the HPP.

Those wishing to compete in JWOC, WOC, World Cups, WUOC or World Games are required to be members of the HPP.

Membership is from December 1, 2018 to November 30, 2019. There is a fee of \$100 to join the 2019 HPP.

HPP members are required to be Canadian citizens. All HPP applicants must be in good standing with Orienteering Canada; in that they are full members of a Canadian orienteering club affiliated with Orienteering Canada and have no outstanding amounts owing to Orienteering Canada (unless a payment plan has been negotiated with the Orienteering Canada Treasurer). All athletes living outside of Canada who wish to be considered for the HPP must be a member of a Canadian orienteering club that is affiliated with Orienteering Canada.

In order to be accepted to the HPP, athletes must:

- be at the *Learn To Compete, Train To Compete, or Train To Win* stages of Orienteering Canada's LTAD model,
- have competitive results in M/W17-18, M/W19-20 or M/W21E at major national and/or international events,
- develop a training plan, in conjunction with an HPP Coach, that targets the physical, technical, tactical and mental aspects of orienteering
- be prepared to put in the required training to compete at or near an international level in accordance with the above mentioned training plan,
- demonstrate a desire to represent Canada in international competition,
- have orienteering training as a main focus, and
- successfully complete the HPP application process, outlined below.

The confirmed athletes, from the selection process below, who are committed to excellence, are ready to put in the required training, and are willing to work hard will be supported by the HPP with benefits such as:

- eligibility to represent Canada at JWOC, WOC, World Cups, WUOC, and World Games,
- coordination of registration logistics for JWOC, WOC, World Cups, WUOC and World Games by the HPC,
- coordination of event logistics such as accommodation and local ground transportation for JWOC, WOC, WUOC, and World Games by the HPC,
- coaching by HPP Regional coaches throughout the year,
- coaching at JWOC, WOC, WUOC, NAOC and World Games events,
- assistance from team managers at JWOC and WOC,

- eligibility to attend HPP training camps, and access to HPP coaches at training camps
- eligibility to receive subsidized entry fees for Canadian events, where available,
- subsidies from clubs for events (varies depending on the club; ask your club about assisting you)
- eligibility to purchase Team Canada uniforms,
- eligibility to receive sponsorship equipment, if available,
- user account on the HPP Digital Orienteering Map Archive (DOMA),
- added to Athletes CAN database and access to Athletes CAN services which are outlined at www.athletescan.com/programs-services,

5. HPP Application Process

Step 1: Application – Submission deadline of November 25, 2018

Athletes wanting to become a member of the HPP for the following year must send an email to hpp@orienteering.ca including a fully completed [2019 HPP Initial Application Package](#).

Step 2: Interim Acceptance - by December 1, 2018

HPP applications will be reviewed by representatives appointed by the HPC. Athletes will be notified by email regarding the success of their application. Submitting an application for the HPP does not guarantee acceptance into the program. Athletes must be at an LTAD developmental stage that matches the profile of the program as well as meeting the other eligibility requirements listed in section 3.

After their interim acceptance, athletes will consult with their designated HPP Regional Coach regarding the following: 2019 Yearly Training Plan (YTP), evaluation of their 2018 season, and goals for 2019 and beyond. This consultation should preferably take place in person or over the phone. Athletes should be prepared for this meeting as this will help the athlete and the coach create a more effective training plan. The athlete and coach may want to use the [YTP Template](#) and the document [Personalizing the YTP Template](#) or they may choose to create a different written format. If applicable, athletes are encouraged to discuss their YTP with their club coach, personal coach and/or mentor. In this case, the HPP Regional Coach and the athlete will then refine the athlete's YTP before it is submitted in Step 3.

Step 3: Confirmation - by January 4, 2019

The HPP regional coach will confirm with the HPC Manager (currently Emily Ross) that they have created a YTP with the athlete, evaluated their 2018 season, and gone over the athlete's goals. At this stage, the athlete must confirm their membership by uploading the following documents to their individual athlete Basecamp project:

- A Yearly Training Plan including the following items:
 - Hours of training total and per cycle
 - Training modes: physical, technical, mental, tactical
 - periodization including division of training intensity at various times of the year
 - 2019 competition schedule -refer to the [LTAD Event and Athlete Pathways \(LEAP\)](#) document
 - Training Camps to be attended -refer to [LTAD Event and Athlete Pathways \(LEAP\)](#) document.
- A signed copy of the current [Athlete Agreement](#).
- Confirmation of payment of the HPP membership fee of \$100. Payments may be made via eTransfer or PayPal to finance@orienteering.ca. If using PayPal, the athlete is responsible for

- covering the PayPal fees.
- One photo (an action shot, preferably from the 2018 season, and in the national team uniform) for an athlete profile for the Orienteering Canada website..
- The completed Athlete Profile survey. The questions are at the end of this handbook.

Once all the documents have been received, the HPC Manager will send a confirmation email to the athlete.

Step 4: Ongoing Membership

As a member of the HPP, the athlete must:

- Join and regularly monitor the Basecamp High Performance Program group,
- contribute in a timely manner to the implementation of the HPP communication plan,
- review training with HPP Regional Coaches throughout the season,
- maintain high level of commitment to training and competition,
- contribute to HPP fund raising events, e.g. silent auction, fundraising initiatives and races etc.,
- respond in a timely manner to all correspondence from the HPC and its volunteers and/or Orienteering Canada,
- abide by all Orienteering Canada policies and procedures (www.orienteering.ca/about/policies), including, but not limited to the code of conduct and ethics, athlete agreement and social media policy, and
- take initiative for their own training and development, including taking responsibility to contact the coach to set up any meetings or phone calls.
- participate in all anti-doping education programs as requested and fully commit to bound by all the anti-doping rules and responsibilities contained in the [Canadian Anti-Doping Program](#).
- acquire (and pay the fee if required) an [Athlete License](#) from the International Orienteering Federation (if applicable).
- complete the Canadian Centre for Ethics in Sport (CCES) Athlete e-learning by January 31, 2019

Once selected to the HPP, an athlete may withdraw or be withdrawn for the following reasons:

- a) Failure to meet the “Ongoing Membership” obligations,
- b) Voluntary withdrawal / retirement, or
- c) Fraudulent misrepresentation.

6. HPP Communication Plan

Communication with the Canadian orienteering community, the media, and public is essential for raising the profile and support of elite orienteering. With increased profile comes volunteer enthusiasm, the ability to grow programs, and increased funding. We cannot emphasize enough how important it is for each and every HPP athlete to assist with communications.

By becoming a member of the HPP, you are expected to:

- Write on the Team Canada Blog or contribute to Orienteering Canada’s social media as requested,
- provide quotes/insights from your experience at major events for Orienteering Canada social media and website posts, in a timely manner, on request,
- do social media posting on request regarding Orienteering Canada sponsorships/partnerships,
- write newsletter articles and website content on request,
- give presentations on elite training, elite racing, and elite competition at training camps and other events, as requested, and

- provide an athlete profile for the Orienteering Canada website.

If you feel you need assistance with any of this please contact the HPC at hpp@orienteering.ca.

6. HPP Fundraising

The programs of the HPP cost approximately \$15,000 - \$20,000 annually. The \$100 HPP fee assists with these expenses, as does money from Orienteering Canada's general funds. In addition, HPP fundraising events are integral to enhancing elite orienteering in Canada.

By becoming a member of the HPP, you are expected to:

- donate at least one item to the annual silent auction held as part of the Canadian Orienteering Championships
- assist on request with various HPP fundraising events, such as the annual HPP fundraiser held as part of the Canadian Orienteering Championships.

7. Events & Training Camps

A detailed list of priority races and training camps including dates, websites, goals for each LTAD stage can be found in the [LTAD Event and Athlete Pathways \(LEAP\)](#) document. This document will be updated as new information about events and training camps becomes available. None of these events or camps are mandatory but we encourage you to attend as many as possible.

Athletes are responsible for accommodation, transportation, registration and other costs associated with training camps. In addition, a nominal fee may be charged for HPP organized camps to cover coaching costs and event logistics.

8. Team Selection

Athletes wanting to compete at JWOC, WOC, WUOC, World Cups and World Games must be a member of the HPP in the year that they occur.

JWOC Selection Policy:

Details of the selection criteria for the Junior World Orienteering Championships (JWOC) can be found at www.orienteering.ca/team-canada/high-performance as soon as they become available. The HPC is aiming to have it posted by November 30th, 2018.

WOC, WUOC, World Cups and World Games Team Selection Policy:

Details of selection processes for the World Orienteering Championships (WOC), the World Cup Series (WCup), the World University Orienteering Championships (WUOC), and the World Games (WG) can be found at www.orienteering.ca/team-canada/high-performance as soon as they become available. The HPC is aiming to have it posted by November 30th, 2018.

Athletes must be eligible to compete as per the rules of the applicable event.

9. Alternates

Team selection committees reserve the right to name alternates as part of Team Canada at various

events.

Alternates:

- are able to stay in Team Canada accommodations at during training camps if there is sufficient availability, but will need to find separate accommodation during the official competition period.
- will have access to team leaders and coaches, with the understanding that racing team members will have priority at the international event.
- are responsible for travel arrangements to and from and during the competition.
- are eligible, as HPP members, to purchase the current Team Canada uniform.
- are responsible for all costs associated with accommodation, travel arrangements, registration fees, and so on.

10. Appeals

Appeals may be made by following Orienteering Canada's appeal procedure available at www.orienteering.ca/about/policies. The deadline to submit an appeal is listed in the policy, but may be shortened if required given the timing of a specific selection process. If there is a change to the deadline to submit an appeal then it will be indicated in the specific selection policy.

11. Costs

While Orienteering Canada provides benefits to athletes such as coaching, team leader support and organization of logistics, athletes do pay their own expenses. There are significant financial costs involved with elite sport, including orienteering. While it is not mandatory to attend all the events listed, it is important that athletes are aware of the costs associated with attending international championships and the training immediately prior. The following is just an example. Actual costs may vary greatly depending on a number of factors including the location of the event, the residence of the athlete, exchange rates, etc.

Airfare	\$1500 - \$2500
accommodation	\$500 - \$700
ground transportation	\$300 - \$400
entry fees/maps	\$500 - \$800
food	\$300 - \$400
travel medical insurance	\$50 - \$150
miscellaneous	\$200
Total	\$3350 - \$5150

Orienteering Canada registers the athletes and pays the appropriate registration fees on behalf of the athletes. In some instances, Orienteering Canada also pays up front for other expenses such as training maps, food, ground transportation, accommodation, etc. Athletes are then invoiced by Orienteering

Canada for these expenses at a later date. Athletes are expected to pay these invoices in a timely manner. The air travel is booked and paid for by the athletes themselves. Athletes are also responsible for any miscellaneous expenses during their travels as well as the appropriate travel medical insurance. Orienteering Canada is looking at options for lower cost travel medical insurance for HPP members, coaches, and managers to purchase through Orienteering Canada. Details will be provided as they are confirmed.

12. Uniforms

Team Canada uniforms are available for purchase to all members of the HPP. Please note the various rules surrounding Team Canada uniforms in the Athlete Agreement. We have an agreement with Trimtex to be the uniform supplier until the end of the 2018 season. HPP athletes will receive an email in the spring of 2019 with the ordering details. Athletes are required to pay all uniform costs with the exception of athletes who are competing for the first time at JWOC or WOC. These athletes will receive a racing top, racing bottom and one pair of orienteering socks at no charge. Orienteering Canada partners with the o-store.ca and the o-store coordinates the uniform order and distribution.

13. Canadian Anti-Doping Program

Orienteering Canada has recently formally adopted the Canadian Anti-Doping Program (CADP). We work closely with the Canadian Centre for Ethics & Sport (CCES) to implement the CADP within orienteering. All HPP athletes are part of our “National Athlete Pool” (NAP). Athletes in the NAP will be subject to the Canadian Anti-Doping Program (CADP) and shall be bound by all the anti-doping rules and responsibilities contained in the CADP, including an e-learning anti-doping education module. The anti-doping section of the Athlete Agreement has been updated to include the CADP.

More information about anti-doping is available on orienteering.ca/resources/anti-doping.

14. Athlete Agreement, Code of Conduct & Discipline Policy

As representatives of Canada and of Orienteering Canada, HPP athletes and all national team members are expected to conduct themselves in a dignified and responsible manner at all times, showing respect and consideration towards other athletes, coaches, event organizers, officials, the public, media, officials and all volunteers/staff involved with orienteering.

Membership in the HPP carries a responsibility to the Canadian orienteering community to behave in an exemplary manner. HPP athletes, coaches, and officials are held to a high standard and are expected to promote pride and goodwill for orienteering through their behaviour and attitude. HPP members are ambassadors for the sport at all times and are expected to behave accordingly at all times.

Orienteering Canada fully supports the guide introduced by the International Orienteering Federation in 2017 regarding appropriate behaviour at JWOC in regards to “top 10 lists” and unofficial team photos.

Please refer to the HPP Athlete Agreement and Orienteering Canada’s Discipline and Complaints Policy, Code of Conduct and Ethics and Social Media Policy. Orienteering Canada’s policies are at www.orienteering.ca/about/policies.

15. Athlete Profile Questionnaire

To be completed by all HPP applicants, even if you filled it in last year (these are different questions).

Year of Birth:

Hometown:

Currently Living:

Orienteering Club:

Occupation:

Training log URL:

Twitter Name: @

Blog URL:

Personal sponsors:

Answer each of the following questions:

What race are you looking forward to in 2019?

What is your favorite orienteering event that you have done so far?

Which map in Canada do you think all orienteers have to try at least once?

How do you normally prepare for an important race?

What do you like to do outside of orienteering?