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**Orienteering Canada
High Performance Program**

Athlete Handbook

2020

Table of Contents

[Edits to the 2020 Athlete Handbook](#)

- [1. Introduction to the HPP & HPC](#)
- [2. HPP and Long Term Athlete Development](#)
- [3. HPP Support Structure](#)
- [4. HPP Eligibility & Benefits](#)
- [5. HPP Application Process](#)
- [6. HPP Communication Plan](#)
- [6. HPP Fundraising](#)
- [7. Events & Training Camps](#)
- [8. Team Selection](#)
- [9. Alternates](#)
- [10. Appeals](#)
- [11. Costs](#)
- [12. Uniforms](#)
- [13. Canadian Anti-Doping Program](#)
- [14. Athlete Agreement, Code of Conduct & Discipline Policy](#)
- [15. Athlete Profile Questionnaire](#)

Edits to the 2020 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.orienteeering.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,
- Various Selection Policy documents

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.

Note that where a more specific document or policy conflicts with the information in this Handbook, the information in the other document or policy is to be taken as correct.

Current High Performance Committee members:

- Pia Blake (Yukon Orienteering Association) – Athletes' Representative
- Stefan Bergstrom (Orienteering Ottawa)
- Philippe Côté-Jacques (Accro-O-Sport - Montreal)
- Jennifer MacKeigan (Yukon Orienteering Association)
- Meghan Rance (Greater Vancouver Orienteering Club)
- Jeff Teutsch (Orienteering Ottawa)

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 is Orienteering Canada's Long Term Athlete Development model (LTAD). The LTAD is a developmental pathway in which athletes follow developmentally 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.

You can find the LTAD itself on the Orienteering Canada website ([direct link](#)). Orienteering Canada's [Skills and Development Database](#) also contains information on the LTAD and skills that athletes should be working on at various LTAD stages. The Skills and Development Database is a work in progress.

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.

This means that athletes are expected to demonstrate that training for and competing in orienteering is a top priority by:

- Recording training online or in a paper log,
- Communicating regularly with their coaches,
- Partaking in a well rounded training program including physical, technical, and mental training, flexibility and stretching, goal setting, analysis of training and race performances, etc. This training program should include 200 to 600 hours of training per year (an average of 4 to 12 hours per week),
- Participating in large races, training camps, and club training sessions whenever reasonably possible.

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.

Athletes in the Train to Train stage of the LTAD or that are otherwise not ready for the HPP should be reaching out to their club and Provincial or Territorial Orienteering Association (PTOA) for coaching and support if they do not already have coaching and support at that level. Any such athletes that apply to

the HPP will be offered assistance in finding a coach at the club and/or PTOA level.

3. HPP Support Structure

In addition to the HPC and selection committees which have their own roles, the HPP support structure consists of regional and competition coaches and team leaders. The regional coaches take on the majority of the coaching support throughout the year. Competition coaches and team managers provide support at international events, namely WOC and JWOC. In even years a coach/team managers will also provide support at WUOC and NAOCs. Volunteers and financial resources permitting, support may also be provided at the World Cup and other events.

Please note that all coaches and team leaders are providing support on a volunteer basis unless they are also fulfilling a role of club coach in which case they may be getting paid in that capacity. Event coaches and team leaders do receive an honorarium for their efforts.

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

All regional coaches have yet to be confirmed. The HPC will confirm with coaches by the end of November.

Competition Coaches

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.

Team Managers

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.

Combined Competition Coaches / Team Managers

For WUOC - to be determined

For NAOCs - to be determined

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. Not all athletes will necessarily be accepted. Athletes that are not accepted will be provided assistance in finding support at a more appropriate level.

In order to compete at JWOC, WOC, World Cups, WUOC or the World Games one must be a member of the HPP. This requirement is in place in large part because it greatly simplifies our commitment to the Canadian Anti-Doping Program as well as to provide a more cohesive sense of team amongst HPP members and team members at the above events.

Membership is from December 1, 2019 to November 30, 2020. There is a fee of \$100 to join the HPP for 2020.

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 includes physical, technical, and mental training, flexibility and stretching, goal setting, analysis of training and race performances, etc. This training plan should include 200 to 600 hours of training per year (an average of 4 to 12 hours per week),
- be prepared to partake in 200+ hours of training over the coming year as per the above

- mentioned training plan,
- Participate in large races, training camps, and club training sessions whenever reasonably possible,
- demonstrate a desire to represent Canada in international competition,
- Be able to show that training and racing in orienteering is a top life priority,
- Have participated in at least one running race or time trial within the last six months and submit the result with the application process,
- successfully complete the HPP application process, outlined below.

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 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,
- access to SI-Air timing chips (touchless timing) at COCs, NAOCs, and Team Trials.

Additional benefits may be provided by clubs and PTOAs:

- subsidies from clubs for events,
- discounted entry fees for Canadian events, where available

The HPC will reach out to all clubs about providing these benefits. We also encourage you to follow up with your club and PTOA.

5. HPP Application Process

Step 1: Application – Submission deadline of November 29, 2019

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 [2020 HPP Initial Application Package](#).

Step 2: Interim Acceptance - by December 6, 2019

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 to 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.

Athletes that are not selected to the HPP will be provided guidance and assistance in finding other support for their goals and development as orienteers.

Athletes that are given interim acceptance will then need to fill out and provide a number of documents with the support of their HPP Regional Coach. Part of the acceptance email will be to introduce you to your regional coach so you can start this process.

Step 3: Completion of Mandatory Documents and Confirmation - by January 5, 2019

Before the HPC can confirm an athlete's final acceptance to the HPP the athlete must provide a number of completed documents. Most of these documents are part of processes that are required by Sport Canada in order to be eligible to receive funding (a major goal we are working towards). The yearly Training Plan discussed below is also intended to help your training and development as an athlete. We recognize that this is a significant amount of work and are trying to provide assistance to make it easier.

Athletes should consult with their designated HPP Regional Coach regarding the following: 2020 Yearly Training Plan (YTP), evaluation of their 2019 season, and goals for 2020 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 one of the YTP templates ([option 1](#)), ([option 2](#)) and the document [Personalizing the YTP Template](#) (a slightly out of date document) 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 review and possibly refine the athlete's YTP.

Please reach out if you have questions or need help.

The HPP regional coach will confirm with the HPC that they have created a YTP with the athlete, evaluated their 2019 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
 - 2020 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 2019 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 (which is used for official communication from the HPC),
- 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 as per your YTP,
- donate at least one item to the annual silent auction held as part of the Canadian Orienteering Championships,
- 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.orienteeering.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, 2020

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.

Paragraph 18 of the Athlete Agreement details the process by which an athlete may be withdrawn from the HPP.

6. HPP Communication Plan

Communication with the Canadian orienteering community, the media, and the 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

The HPC recognizes that there were significant issues with the way the WOC 2020 selection policy was handled this past summer as evidenced by numerous comments from athletes. We also recognize those issues stem from some larger decisions that have been made with respect to how we create our selection policies. With that in mind the HPC is currently working on a revised set of selection policies as well as a document that will govern how those policies are created in the future and lay down some rules that selection policies must follow in order to ensure that all selection policies are as fair, clear, and transparent as possible.

The HPC considered trying to prepare these new documents in time to include them in the Athlete Handbook on November 1st but decided it was better to take the time to get the process and the documents right. Part of this process will involve soliciting input from athletes.

We recognize that athletes want to know how team selections will proceed many months, if not a full year in advance. We will publish these documents as soon as realistically possible and aim to have the 'governing document' at a minimum, published by January 1st.

A couple of notes:

The Sage Stomp event in the Okanagan in BC taking place on May 16-18 **WILL** host the selection races for WOC 2020. The event is also the selection races for the US Team.

You can find more info about that event on [their website](#).

JWOC 2020 is taking place in Turkey which is in armed military conflict with Syria on its southern border (as of October 2019). It is impossible for us to predict how this conflict will unfold and how this might affect JWOC. Just know that we are keeping an eye on it and have plans to search out advice from experts as the event nears. The safety of our athletes and team officials is paramount and if anyone would be at unusual risk by us sending a team to the event we will not participate in JWOC this year. For now we are withholding judgement.

9. Alternates

Team selection committees reserve the right to name alternates as part of Team Canada at various events. See individual selection policies for details specific to individual events.

In general, alternates:

- are able to stay in Team Canada accommodations 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 (when staying with the team), with the understanding that racing team members will have priority at the international event and related training/preparation camps.
- 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

For overseas IOF major events and other identified events (not WREs) 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.

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. As the uniform design is changing for 2020 please specifically note that when athletes are expected to wear the Team Canada Uniform it is expected that it is the current version of the uniform. Previous versions of the uniform can be worn at other times such as at local trainings and events.

We have an agreement with Trimtex to be the uniform supplier until the end of the 2021 season. HPP athletes will receive and email in the winter of 2020 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 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 are 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 completing an e-learning anti-doping education module (as mentioned in the HPP Application section of this Handbook).

More information about anti-doping is available on orienteering.ca/resources/anti-doping as well as in the information below:

The Canadian Centre for Ethics in Sport (CCES) is the custodian of the Canadian Anti-Doping Program (CADP); the set of rules that govern anti-doping in Canada. The CADP consists of several components

such as in- and out-of-competition testing, education, medical exemptions, and the consequences of doping violations. The CADP is compliant with the World Anti-Doping Code and all international standards.

Orienteering Canada has adopted the CADP which means that you can be confident that you are part of a world-class anti-doping program that is designed to protect athletes' rights and ensure a level playing field.

While the CCES administers anti-doping for the Canadian sport community, you may also be subject to the rules of your international federation. Learn more about the International Orienteering Federation's Anti-Doping policies and procedures (orienteering.sport/iof/anti-doping/).

The CCES recommends that athletes take the following actions to ensure they don't commit an inadvertent anti-doping rule violation:

Know your rights and responsibilities as an athlete with regard to anti-doping – [Link](#)

Always comply with a testing request if you are notified for doping control – [Link](#)

Check all medications and products before taking them to ensure they do not contain ingredients that are banned – [Link](#)

Verify your medical exemption requirements – [Link](#)

Do not take supplements, but if you do, take steps to minimize your risk – [Link](#)

Get the latest news. Sign up to receive CCES media releases and advisory notes – [Link](#)

Additional Resources and Information

The CCES AthleteZone is a hub of resources and information for athletes and their support personnel – [Link](#)

The Global DRO provides athletes and support personnel with information about the prohibited status of specific substances based on the current WADA Prohibited List – [Link](#)

Physicians and medical personnel are encouraged to use the CCES DocZone for targeted medical information – [Link](#)

Read more about the Canadian Anti-Doping Program – [Link](#)

The World Anti-Doping Agency works towards a vision of a world where all athletes compete in a doping-free sporting environment – [Link](#)

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.

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.

As part of the application process all HPP athletes will need to read the Athlete Agreement and sign that they have read and agree to it. We strongly recommend reading Orienteering Canada's other policies mentioned above and referenced in the Athlete Agreement as well.

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 Handle: @

Instagram Name:

Blog URL:

Personal sponsors:

Please provide a paragraph answer to at least two of the following questions:

(Your answers will be posted to the Orienteering Canada website and social media to help garner support (financial and otherwise) for the HPP)

How did you first get involved in orienteering?

If you had one tip for young orienteers what would it be?

What would a typical week of training look like for you (at a part of the season of your choosing)?

How do you normally prepare for an important race?

What is your big life orienteering goal?