



PROVINCIAL COACH & ATHLETE DEVELOPMENT PROGRAM “PROVINCIAL DEVELOPMENT PROGRAM” 2021-2022

The CCSAM Provincial Coach & Athlete Development Program (PDP) is a comprehensive Performance Pathway program designed to promote excellence in the sport of cross country skiing in Manitoba. To this end, training, testing and competition guidelines outlined in the Canadian [Long Term Athlete Development Model](#) and the Nordiq Canada [Competition Model](#) will be followed.

The PDP aims to help bridge the gap between entry level racing and higher level regional and national competition. Programs (including training camps and race support) aim to bring together skiers and coaches from across the province to foster a sense of community, to share information, and to build a stronger ski racing community.

CCSAM is committed to the continued development and implementation of a coach and athlete development system in Manitoba that supports clubs, club coaches and club athletes in the pursuit of sport excellence. The CCSAM Provincial Development Program is intended to function within the existing club-based system and will include components to foster coach development at training camps and at competitions.

Acronyms and terms used in this document:

AR – Athlete Record
CCSAM - Cross Country Ski Association of Manitoba
CPL – Canada Points List
ED - Executive Director
EOI – Expression of Interest
LTAD – Long Term Athlete Development
NC – Nordiq Canada (formerly Cross Country Canada)
NDC - National Development Centre
Out of Province athletes – are CCSAM club members who are training and racing outside the Manitoba Division while attending University &/or a NDC.
PDP – Provincial Development Program
PDPC – Provincial Development Program Committee
T2T – Train to Train (a stage of athlete development identified in our LTAD Model)

CONTACTS

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PROVINCIAL DEVELOPMENT PROGRAM COMMITTEE MEMBERS

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Communication

Parents and athletes are encouraged to contact the Parent and Athlete Reps respectively, with questions or concerns. However, questions and concerns can be forwarded at any time to the PDPC Chair, the CCSAM Executive Director or Board Chair or any of the PDPC members.

PROGRAM ELIGIBILITY

- The CCSAM PDP is for athletes in the Train to Train (T2T) through Train to Win (T2W) stages of LTAD. Masters athletes are not eligible.
- T2T athletes are typically at least 12 years of age and racing in the U14 category.
- This program is not for beginners, but for skiers who have some racing experience in the prior season. This includes events such as local Manitoba Cup races and Wednesday Night ski races.
- Athletes and parents should consult with their club coach to discuss whether registration in the PDP is appropriate. Further information can be obtained through discussion with the CCSAM Executive Director or other members of the PDP Committee.
- Athletes must register online via the Zone4 web link provided on the CCSAM website (or Zone4.ca)
- All athletes must be registered members in good standing of a registered CCSAM club.
- All athletes competing in the U16 through Senior categories and planning to race in nationally sanctioned (NC Tier 1 or Tier 2) events, such as Nationals, Westerns, Easterns, some Divisional Cup events, need to purchase (and annually renew) a NC race license here: <https://nordiqcanada.ca/races/racing-license/> **NC LICENSES EXPIRE JULY 1ST. DO NOT PURCHASE OR RENEW BEFORE THIS DATE.**
- Athletes must read, understand and agree to the PDP Athlete Code of Conduct.
- There is no deadline for registration; however, please note that the ski season begins with dryland training in the spring. For planning, logistics & communications reasons athletes should register by **May 1st** each year.

- *NEW* for 2021-2022 all traveling athletes and staff must comply with [CCSAM Vaccination Policy](#)

2021-2022 Race Categories

Race Category	Year of Birth (YOB)
U14 Girls/Boys	2009 & 2008 (12 & 13)
U16 Girls/Boys	2007 & 2006 (14 & 15)
U18 Girls/Boys	2005 & 2004 (16 & 17)
U20 Women/Men	2003 & 2002 (18 & 19)
U23 Women/Men	2001 – 1999 (20 to 22)
Senior Women/Men	1998 – 1992 (23 to 29)

PROVINCIAL DEVELOPMENT PROGRAM GOALS

- To foster collaboration between division ski clubs and coaches to facilitate the sharing of knowledge between coaches and programs.
- To build a strong ski community by bringing together skiers from different clubs within the division for team building, training and racing opportunities.
- To provide annual opportunities for as many athletes as possible to compete and gain valuable experiences at major events such as Western and/or the Eastern Canadian Championships and/or other Nordiq Canada sanctioned races.
- At the appropriate age and stage, to progress our developing athletes toward year round training.
- To prepare athletes (at the appropriate age & stage) to be competitive at regional and National Championships each year, and at the Canada Winter Games every 4 years.
- To provide valuable experiences and professional development opportunities for club coaches, officials, wax technicians and race organizers.

CCSAM TEAM TRIPS

When funding allows, CCSAM will support Team Trips for PDP registered athletes.

The annual PDP Team Trips are typically the Western and Eastern Canadian Championships (or other events with similar depth of competition) and the Canadian National Championships.

FAQ: *Can anyone compete at these events or must athletes be selected by their Division?*

Most events sanctioned by Nordiq Canada are open to any member of a registered ski club. To this end, clubs & coaches are encouraged to consider organizing club trips for developing athletes and PP athletes not selected for PDP Team Trips.

CCSAM understands the financial constraints and logistic complexity involved and encourages clubs to communicate with us to explore club fundraising options and coach development planning.

COVID POLICIES & PRECAUTIONS

All registered PDP athletes & coaches must be fully immunized against Covid-19 and possess a QR code to prove your immunization status. Please refer to the CCSAM Covid-19 Vaccination Policy – Event Attendance & Participation for full details.

TEAM TRIP EXPENSES

CCSAM covered expenses (no cost to athletes)

1. Coaches & support staff salaries, per diems & expenses,
2. Wax supplies and tech support,
3. Race entry fee*– **reimbursed** (see below), and
4. Race banquet fee* (if appl.) – **reimbursed** (see below)
5. NC race license* – **reimbursed** (see below)

*excluding taxes and online processing fees

Athlete assumed expenses (coordinated by CCSAM)

1. Airfare
2. Ground transport (usually rental vans) & fuel
3. Accommodations
4. Meals
5. Waxing surcharge – \$30 per race

All team trip travel & accommodation arrangements will be coordinated by CCSAM. Meal arrangements are managed by the coaching staff.

Athletes will receive a post trip invoice for the above expenses less any CCSAM covered expenses incurred such as entry fees/banquet expenses & NC race license.

IMPORTANT

1. Athletes are responsible for acquiring or renewing their NC license at the beginning of the season.
2. Athletes are responsible for entering themselves into races prior to the posted deadlines and making event banquet arrangements if applicable. CCSAM will reimburse the “early bird” entry fee amount only, if applicable. Late entry fees, provincial taxes and online processing fees are not reimbursed.

Expenses not eligible for CCSAM reimbursement are equipment, clothing, food and sundry items.

CCSAM TEAM SELECTION

The PDPC maintains a document to track registered athletes' race performances measured as [Percent \(%\) of Winner](#) in each event, average per event &/or season average. This document is used by the PDPC and the Selection Committee to rank athletes' performance.

PDP Selection Committee Objectives

- To select a team of athletes representing the strongest competitors representing CCSAM clubs.
- To select athletes who are most likely to obtain podium results.
- To support as many developing athletes as possible given budget constraints and available coaching/waxing/chaperone staff.

Team Selection Process

- The PDPC will request all athletes interested in applying for ANY planned team trip to submit an **Expression of Interest (EOI)** to the CSSAM office.
- EOIs are designed to inform the PDPC and the Selection Committee on why the athlete wants to travel to the camp/competition and to identify the athlete's race goals for the event as well as their overall training/competition goals for the season.
- **ONLY ATHLETES WHO CAN ACCEPT SELECTION TO A TEAM TRIP SHOULD SUBMIT AN EOI** (if an athlete cannot accept a team trip position they must NOT apply for that team trip).
- If the number of EOIs submitted for a team trip is less than the maximum team size, including Alternates, then a 2nd call for EOIs will be made.
- The PDPC will appoint an ad hoc Selection Committee. The Selection Committee members include the Executive Director plus up to three others from our ski community considered free from conflict of interest related to decisions made by the PDPC or PDP Selection Committee.
- The Selection Committee will hold meetings to review the submitted ARs. This process should take no more than 5 week days.
- The Selection Committee may consult with and seek recommendations from club coaches during the selection process.
- The Selection Committee will choose a team of athletes based on the parameters established by the PDPC related to the event (i.e. particular event objective where applicable, number of athletes, age/category of athletes, number of team staff members for appropriate team support & supervision etc.). There will also be a ranked list of "Alternate" athletes (at least 1 of each gender) should a selected team member decline their team position.
- The PDPC, after approving the selection decisions, will then inform the athletes, parents & personal coaches. Ideally, this will occur 10 – 14 days prior to team departure. With 14 days being ideal and 10 days considered a minimum.
- If any selected athletes decline their team position (due to UNFORESEEN circumstances), athletes on the Alternate list will be offered that position, in the order of their ranked position.
- Gender quota is not a factor in team selection; however, the Selection Committee cannot select a team that has less than 2 athletes of a single gender, i.e. a minimum of 2 female + 2 male athletes must be selected to each team.
- Team size is determined by many factors including event objectives (e.g. athlete experience/development, Canada Games preparation etc.), event location, available accommodations, available support staff, expected cost of the trip etc.
- Selected athletes (including Alternates) are expected to confirm their team position and forward a trip deposit (not applicable to Alternates), as soon as possible to a maximum of 5 days after being notified. See Trip Cancellation policy. Trip deposits vary and are typically

the cost of airfare as flights are purchased in advance to reduce expenses as much as possible. The amount of deposit required will be communicated to selected athletes/parents soon after selection announcements.

- **PDPC SELECTION DECISIONS ARE FINAL AND CANNOT BE APPEALED.**

Expectation & Exceptions

- Athletes are expected to compete in all CCSAM Provincial Championship races and participate in all Provincial Development Program coordinated training camps wherever possible.
- **Athletes who cannot compete in a race or participate in a camp must explain their absence in writing (email) to the CCSAM Executive Director info@ccsam.ca.**
- Out of Province* athletes may substitute a local/regional race(s) in lieu of the above. Eligible substitution races must be at least NC Tier 2 &/or competitively comparable to a CCSAM Provincial Championship/MB Cup race. Please contact the Executive Director or a member of the Provincial Development Program Committee for substitution permission.
- In all cases of Individual Sprint format races, it is the athlete's Qualification time that will be assessed.
- In the event a Provincial Championship race or other race identified for team selection purposes is not held as scheduled, the PDPC may identify other races (current &/or prior season) to be used for team selection &/or consider the most current Canada Points List (CPL) ranking of athletes.
- **Force Majeure:** special consideration may be given to an athlete whose race performance has been affected by short term injury or illness or other circumstances beyond their control. The athlete must notify the Executive Director or a Chair or Co-Chair of the Provincial Development Program Committee to request consideration under this clause.
- See Selection Committee Objectives & Team Selection Process above for more explanation. See also Trip Cancellation policy.

* Out of Province" athletes are CCSAM club members who are training and racing outside the Manitoba Division while attending University &/or a National Development Centre (NDC) or equivalent.

Athlete Trip Cancellation Policy

- Athletes applying for selection on a team trip must complete and submit the EOI (Expression of Interest) to CCSAM by the required deadline.
- Once notified, selected athletes must reply to the CCSAM Office with their acceptance of their spot on the team and thereby indicating their commitment to proposed travel and full participation in the training and race activities planned.
- At the time of acceptance, athletes will confirm they have read and are in agreement with this trip cancellation policy.
- A deposit is due at the time of acceptance, payable within 5 days. Payment of remainder of trip fees are invoiced by CCSAM and due at time of receipt.
- All athlete cancellations must be received in writing (email) to CCSAM Executive Director.
- Athlete cancellations are treated as:
 1. Medical cancellations:
 - a. Full reimbursement of deposit for cancellations due to medical reasons. Physician note required.
 2. Non-medical cancellations:
 - a. Deadlines for non-medical cancellations will vary with each trip and are at the discretion of the PDPC.

- i. If an athlete cancellation is received prior to the deadline, the full deposit is refunded.
- ii. If a cancellation is requested after the deadline, the deposit is not refunded and the entire cost of trip will be due *unless* a suitable Alternate athlete is able to travel as determined by the Selection Committee in which case \$200 from the deposit will be retained and the remainder refunded.

PLANNED TEAM TRIPS 2021 – 2022

EARLY SNOW CAMP / WESTERN CANADA CUPS #1 & #2

Venue: Sovereign Lake, Vernon, BC

Travel dates: November 25th – December 6th, 2021 (TBC)

Expected team size: up to 10 athletes, up to 3 support staff

Camp objective: focus on CWG eligible athletes most likely to be selected to the 2023 CWG team. Technique transition to snow from dryland, early snow training & early season race experience.

Athlete Selection Criteria

- The PDP Committee will invite the top 8 athletes, considering factors such as past performance, club coach recommendation, and CWG 2023 age eligibility.
- Preference given to athletes who have been selected to a team trip in the previous season (2019-2020).
- The PDPC reserves the right to select athletes based on proven past performances and to use past race results, CPL ranking and other means of past performance analysis.
- Athlete maturity and perceived/proven race readiness will also be considered.

NORDIC JUNIOR/U23 TRIALS / ALBERTA CUP

Venue: Canmore Nordic Centre, AB

Travel dates: Jan 4th – 12th, 2022 TBC

Competition dates: Jan 6th – 11th, 2022

Expected team size: up to 8 athletes plus up to 3 support staff

Event objective: To provide a competitive racing opportunity for our performance athletes in the U18 – U23 age categories.

Athlete Selection Criteria

The PDPC Selection Committee will consider the following:

- Performance results as published in the [% of winner online spreadsheet](#) as on: **December 19, 2021**
- Selection will be based on athlete's placing in their respective age groupings.
- The PDPC reserves the right to select athletes based on proven past performances and to use past race results, CPL ranking and other means of past performance analysis.
- Identified selection races may be relocated based on snow conditions.

- Athlete maturity and perceived/proven race readiness may also be considered.
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ONTARIO CUP – THUNDER BAY

Venue: Lappe Nordic, Thunder Bay, ON

Travel dates: Jan 27 – 31, 2022

Competition dates: Jan 28 – 30, 2022

Expected team size: up to 15 athletes plus up to 5 support staff

Event objective: To provide a competitive race opportunity for our performance athletes and a development opportunity to introduce athletes to a race event outside of home province.

Athlete Selection Criteria

The PDPC Selection Committee will consider the following:

- Performance results as published in the [% of winner online spreadsheet](#) as on: **January 9, 2022**
 - Selection will be based on athlete's placing in their respective race categories.
 - At least 4 of each gender will be selected.
 - The Selection Committee will endeavor to select athletes across a broad range of race categories starting with 2nd year U14.
 - U14 aged athletes may apply; however, the PDPC & Selection Committees recognize the LTAD recommendation that U14 aged athletes should travel to only 1 PDP team trip per season.
 - The PDPC reserves the right to select athletes based on proven past performances and to use past race results, CPL ranking and other means of past performance analysis.
 - Identified selection races may be relocated based on snow conditions.
 - Athlete maturity and perceived/proven race readiness may also be considered.
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CANADIAN NATIONAL CHAMPIONSHIPS

Venue: Whistler, BC

Travel dates: tentative March 18th – 28th, 2022 TBC

Competition dates: March 20th – 27th, 2022

Expected team size: up to 12 athletes and 4 support staff

Athlete Selection Criteria

The PDPC Selection Committee will consider the following:

- Performance results as published in the [% of winner online spreadsheet](#) as on: **February 13, 2022**
- Results as a percentage of winner's time in all the eligible races including eligible Manitoba Cups, Provincial Championships, Canada Cups etc. as recorded in % of winner document.
- Athletes racing in the U14 race category are not eligible for National Championships.
- The PDPC reserves the right to select athletes based on proven past performances and to use past race results, CPL ranking and other means of past performance analysis.
- Identified selection races may be relocated based on snow conditions.
- Athlete maturity and perceived/proven race readiness may also be considered.

COACH SELECTION CRITERIA

When selecting team coaches the PDPC will consider the following:

- Prior coaching experience (demonstrated abilities)
- NCCP Certification level attained & workshops completed
- Attendance at CCSAM sanctioned events
- Athletes selected
- Compliance with CCSAM Coaching related policies (see Safe Sport section) and NC Minimum Mandatory Coaching Qualifications
- Emergency or Standard First Aid certification
- Respect in Sport certification

Wherever possible, one or more Apprentice Coach positions may be offered to a developing coach that has not previously been on a CCSAM coordinated team trip.

BONUS TRAVEL FUNDING – Medals

If an athlete wins a medal in a Regional or Canadian Championship race, they are eligible for a “medal bonus” to use toward offsetting travel related expenses:

Medal	Westerns / Easterns	Nationals
Gold	\$325	\$750
Silver	\$250	\$500
Bronze	\$175	\$250

To be eligible for the Easterns / Westerns bonus funding, there must be at least 10 athletes in the race with representation from at least 4 Provinces / Territories.

To be eligible for the Nationals bonus funding, there must be at least 15 athletes in the race with representation from at least 5 Provinces / Territories.

For **Para athletes** to be eligible for the bonus travel funding, there must be at least 5 athletes in the race with representation from at least 3 Provinces / Territories.

An athlete may only earn one medal bonus per Championship event.

OUT OF PROVINCE ATHLETES

CCSAM is committed to supporting our Manitoba Division athletes throughout their cross country ski careers wherever they may reside or attend school. This support may continue as long as an athlete is allowed to remain a member of a CCSAM club. In most cases, an athlete may be a team member on a National Development Centre (or equivalent) as well as a club member in their home club.

CCSAM financial support for an out-of-province athlete may continue as long as that athlete continues to perform at a competitive level consistent with an athlete aspiring to NC National team selection.

Athletes must be registered and appear in the race results as a member of their Manitoba club (as well as their NDC team).

UNIFORM

All selected athletes must wear the race suit of their CCSAM club, their University team or NDC team during competition.

COACH TRAVEL GRANT (for approved events)

The Coach Travel Grant is intended to help offset travel/accommodation expenses incurred by coaches of PDP registered athletes independently attending approved events with their athlete(s).

PDPC pre-approval is required and a request along with a proposed budget must be submitted to the CCSAM Office at least three weeks in advance of the trip.

Funding is based on many factors such as: budget limitations, the number of athletes planning to attend, distance to travel, etc.

Coaches may apply to receive \$125 in funding for each PDP registered athlete the coach will be supporting at the event. Maximum grant per coach per season is \$500.

The total amount available in this grant program is finite and will be awarded on a first come first served basis. **Requests for grants should be submitted to the PDPC by December 1st**

ATHLETE TESTING

Athletes placing in the top 10 at Nationals in their birth year, either in individual races or in aggregate placing for birth year, will be funded for 3 testing sessions per year. This testing may include V02 max and/or lactate testing.

Funding for other services such as strength training etc. may be available in the future. Our long term Sport Performance plan is currently under review. The PDPC will soon create a sustainable policy for individual &/or club funding.

CCSAM NO FLUORO WAXING PROTOCOL

CCSAM respectfully requests ALL athletes, coaches, wax technicians and parents to abide by a self-governed protocol while waxing skis for all CCSAM-sanctioned events.

This is an outright ban on fluorinated waxes.

This protocol applies to ALL local, regional and provincial events taking place in Manitoba (and in all Nordiq Canada &/or FIS sanctioned competitions when applicable).

This protocol is applicable to ALL age and race categories.

The adherence to this protocol is self-governed and is the responsibility of the athletes, coaches, parents and wax technicians.

PARA NORDIC PROGRAM

The term Para Nordic refers to individuals with a visual and or physical impairment. Wherever possible, participants with a disability are included in the CCSAM Provincial Development Program. Ski clubs are encouraged to provide inclusive programs and skill development training through the various ages and stages of athlete development. Each club has the discretion to include individuals who present with additional cognitive impairments. It is recommended that ski clubs have trained coaches in the AWAD (Athletes with a Disability) coaching modules. Ski clubs are encouraged to promote and include Para Nordic participants in local and national race opportunities.

Para Nordic Funding

Each club is encouraged to apply for federal and provincial funding/grants for their Para Nordic programs. These grants assist with equipment purchases and or other specific initiatives designated by the club, e.g. athlete travel and training and/or coach/guide training etc.

Para Nordic Subsidy

Travel/equipment subsidy will be reviewed annually and the maximum amount of subsidy available from the Provincial Development Program is 50% of travel/accommodation for only one event per year.

This amount may vary annually dependent on available funds. It is up to the individual and or club to review their own personal contributions to their athlete development. Various grants & scholarships are available to assist athletes at this high level.

Para Nordic Provincial Development Program

Participants identified as Para Nordic skiers will be asked to submit a letter indicating that he/she wants to be considered for the Provincial Development Program.

Guidelines for Para Provincial Development Program:

- Membership with a CCSAM registered ski club;
- Letter of intention with indication of attendance at local races, camps, practice sessions etc.
- Indication of equipment needs, if any, and or financial assistance to attend camps, races, coaching fees etc.

Para Nordic National Team Identification

If an athlete is identified and asked to attend a national team development camp or event, available subsidy will be reviewed on an individual basis and dependent on provincial sport funding and or other available funds.

The Provincial Development Program Committee asks the athlete to submit a letter indicating dates, confirmation from National Team coach or co-coordinator and breakdown of expenses.

Para Nordic Team Selection*

Four spots are available for Para Nordic athletes on a Regional (Eastern or Western Championships) and National Championships team trip and the Canada Winter Games team. These spots are broken as follows:

- One athlete in each category - Visual Impairment, Standing, and Sitting
- Equal gender representation, when possible
- Maximum or minimum age (year of birth) may be in effect depending on the event
- Athletes with the fastest times in designated races will be selected if 2 or more athletes exist in that category
- Designated local races will be identified at the beginning of the season for selection purposes.

*Para Nordic team selection (including athletes, coaches, guides, wax technicians etc.) for Para Nordic Team Trips coordinated separately from the Provincial Development Program (non Para Nordic) ski team. Travel and competition dates, accommodations and transportation needs will be unique to the Para Nordic team and therefore will be led & coordinated by the Para Nordic coach or a designate.

Para Nordic Provincial Development Program Coach Requirements

- Application to CCSAM
- Minimum NCCP *trained* Community Coach plus Competition Coach - L2T *in training*;
- Community Coach AWAD module
- A combination of NCCP certification and coach experience with athletes will be considered on an individual basis.

The Provincial Development Program & Para Nordic Program is subject to change at any time.

If significant program changes are made the PDPC will provide as much warning as possible to all PDP registered athletes, their parents & coaches.