



RACQUETBALL CANADA

ATHLETE HANDBOOK

2015-16

FOREWORD

If you are reading this you either are, or plan to be, an elite Canadian Racquetball player!

The intent of the Athlete Handbook is to provide key information for National Team athletes. It is also your obligation as a National Team member to read, understand and abide by any directions contained in the enclosed material. If you are unclear about any items, please contact your coach or Racquetball Canada staff for clarification.

Please note that every effort has been taken to ensure the information here is the most current. Please insert updated material when it is forwarded to you.

On behalf of the staff and leadership of Racquetball Canada we wish you the best in the upcoming season and look forward to helping you succeed.

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RACQUETBALL CANADA

Racquetball Canada is a nonprofit organization recognized by the Government of Canada and the Canadian Olympic Committee as the national sport governing body for the sport of racquetball in Canada. Racquetball Canada represents members at all levels - juniors, seniors and masters whether they play racquetball for recreation, fitness or competition.

2015-16 Board of Directors

President	Jack McBride
Director Finance	Robert Papineau
Director Sport Development	Terry Nelson
Director High Performance	Darrell Davis
Director Marketing & Communications	Jan Hanson
Director Athlete Development	Gwen Smoluk
Athlete Director	Vincent Gagnon
Director of Interprovincial Relations	Barbara May
Director at Large	Barry Warrack
Director at Large	Reg Atkins

Provincial Representatives

Alberta	Barbara May
British Columbia	Travis Einerson
Manitoba	Barry Warrack
Newfoundland	Paul Nolan
Québec	Rino Langelier
Nova Scotia	Dan Smith
Saskatchewan	Karla Drury
Ontario	Adrian Webb
New Brunswick	Mike McCabe
Prince Edward Island	Allan Meston

National Committee Chairpersons

High Performance	Darrell Davis
Marketing & Communications	Jan Hanson
Sport Development	Terry Nelson
Athlete Development	Gwen Smoluk

Staff

Executive Director	Cheryl Adlard
Administrator High Performance/Sport Development	Geri Powell
Administrator Athlete Development	Daniel Macdonald

THE HIGH PERFORMANCE PROGRAM

The High Performance Program includes a Junior Team (14-16-18yrs), a Development Team and an Elite Team (including Pan Am and World Championship Teams). As an athlete in the High Performance Program, your main contact will be with a National Training Centre Coach. From time to time you will need to contact the National Office or other Racquetball Canada personnel. Below is an overview of the high performance organization and the contact coordinates you may need.

High Performance Committee Mandate:

The mandate of the High Performance Committee is to identify, develop and support the best Canadian racquetball athletes, to represent Canada internationally, with respect, passion, commitment and integrity.

2015-16 High Performance Committee Members:

HP Director	Darrell Davis	d.d.davis@sasktel.net
Chairperson	Darrell Davis	
Coaches' Rep	Evan Pritchard	evan.pritchard@gmail.com
Alternate	Sue Swaine	s.swaine@rogers.com
Athletes' Rep	Vincent Gagnon	vincent.gagnon@outlook.com
Alternate	Jennifer Saunders	jenrball@shawbiz.ca
AHP/SD	Geri Powell	gpowellthpdirector@gmail.com

National Training Centres and/or Coaches

National Training Centres (NTC's) and/or National Training Coaches (NTC's) have been identified across Canada to facilitate the training of national team athletes and to help identify provincial elite athletes.

Each athlete is assigned a coach with a minimum Level 3 Coach certification. Depending on the geographic location of the athlete, circumstances and needs of the athlete, each situation is considered separately and individually to make sure it's athlete-centered and coach-driven. In some cases, there will be on-site training centers with weekly group training sessions and other instances where this isn't geographically available there will other training plans and options set-up. The one constant is that the plan will be made with a certified and qualified coach who will ensure the athlete is up-to-date with their Annual Plans, monitors their training, and makes sure they have access to a Sport Science training team. The role of the NTC coaches is to facilitate the training and competitive program of each athlete associated with their NTC. Each athlete is expected to be affiliated with the NTC in their province unless there is no NTC available. In this case special arrangements will be made through an application to the Director High Performance. The services of an NTC Coach include:

- Prepare an annual plan in conjunction with each athlete
- Monitor the monthly training diary of individual athletes on the RC monthly training report.
- Conduct weekly training sessions or discussions on and off court
- Monitor testing of each athlete in accordance with Racquetball Canada guidelines

- Maintain records of all athletes to include annual plan, monthly training diaries, testing results, competition results, injury reports
- Liaise with personal coaches
- Provide tournament supervision at all selection events and designated events
- Link with Canadian Sport Centre services for the development of each athlete

2015-15 National Training Centre Staff

Québec

Michel Gagnon	michelgagnoncoach@sympatico.ca	450-468-3399
Rino Langelier	rinolang@hotmail.com	514-256-7072

Ontario

Sue Swaine	s.swaine@rogers.com	416-626-2721
Terry Nelson	ternelson3@gmail.com	519-562-8199

Manitoba

Ron Brown	rbcanda@mts.net	204-237-9880
Evan Pritchard	evan333@mts.net	204-772-7737

Saskatchewan

Loren Prentice	rrac@sasktel.net	306-242-0010
Rob Barclay	rbarclay@cherryinsurnace.net	306-343-1710
Ross Richardson	ross.r@sasktel.net	306-584-2343

ATHLETE DIRECTOR

2015-16 Athlete Director: Vincent Gagnon

Alternate for HPC meetings or conflicts: Jennifer Saunders

Roles and Responsibilities of the Athlete Director

Objectives: The athlete director is the spokesperson for the players of the National Elite Team and a link between the National Development Team and the National Junior Team to Racquetball Canada. In this capacity, he can be contacted by athletes, specifically who are members of the National Team programs, to represent their issues and concerns. The athlete director will be the voice of all players at the Racquetball Canada executive committee, Board of Directors and the High Performance Committee.

Duties:

- Serve a two-year term as the Athlete Director on the National Executive, Board of Directors and High Performance Committee. A recommendation/nomination of a candidate for Athlete Director will be decided bi-annually by a vote of the players prior to the AGM at the National Championships in even years. That nomination is then forwarded to the Racquetball Canada membership who must vote, approve and elect an

individual for this position. A call for all interested athletes who wish to put their names forward for the position will be made approximately a month before in even years of the Senior National Championships (April).

- Must actively contact players to solicit opinions and forward that information to the various committees.
- Distribute the minutes of committee meetings to the athletes with the administrative support of the VP High Performance or HP Director.
- Improve the conditions of the athletes by focusing on an athlete-centered approach of governance.
- Participate on the Executive, Board of Directors, and High Performance Committee.
- Request participation of the players in the activities of the High Performance Program.
- Plan and organize the annual meetings of the players of the National Team Program during selection event tournaments and the National Championships.
- Inform the players of the resources and the services available.
- Present an annual report to the Executive, Board of Directors, and High Performance Committee.
- Work in close collaboration with the VP High Performance and the High Performance Committee.
- Attend a High Performance Committee meeting and an Executive conference call meeting approximately every 2 months.
- Attend the Annual General Meeting in May.
- Attend the AthletesCAN conference and COC (Canadian Olympic Committee) conference annually, whenever possible.

Requirements to Become a Representative:

- Active or retired member of the National Elite Team (also named National Team before) that has travelled at least once with the National travelling team.
- Positive attitude.
- Ability to communicate effectively: listening skills, presentation abilities, consulting, and negotiation skills.
- Knowing the structure of the Canadian Racquetball Association would be an asset.



EXTERNAL AGENCIES AND COORDINATES

AthletesCAN

www.athletescan.com

AthletesCAN is the association representing Canada's national team athletes and is the only fully independent and inclusive athlete organization in the country and the first organization of its kind in the world. AthletesCAN represents all athletes from all of Canada's national teams including Aboriginal, Paralympic, Pan American Games, Olympic Games and Commonwealth Games athletes, among others. All athletes who are members of national teams, or athletes who have retired from a national team within the past 8 years, are considered members of AthletesCAN.

The mission of AthletesCAN is to ensure a fair, responsive and supportive sport system for athletes in Canada. In fulfilling this mission, AthletesCAN is committed to the values of accountability, equity, inclusiveness and mutual respect.

AthletesCAN is an active and proud corporation. As a respected advocacy entity in the Canadian sporting community, the vision of AthletesCAN is to have a significant positive impact on the life of every athlete by acting as the collective voice for amateur athletes in Canada.

Canadian Centre for Ethics in Sport (CCES)

www.cces.ca

1-800-672-7775

The mission of the Canadian Centre for Ethics in Sport is to promote ethical conduct in all aspects of sport in Canada. The CCES achieves this mission through research, promotion and education relevant to ethics in sport, including fair play and drug-free sport. As well, the CCES administers Canada's domestic drug-free sport program, while at the same time exercising international leadership in advancing a drug-free, fair and ethical environment for sport worldwide.

The CCES website contains a list of banned substances. You may also phone the CCES 613-521-3340 with substance enquiries. A new website recommended by CCES called the Drug Information Database is very user friendly. www.didglobal.com.

Canadian Olympic Committee (COC)

www.olympic.ca

The Canadian Olympic Committee is a national, private, not-for-profit organization committed to sport excellence. It is responsible for all aspects of Canada's involvement in the Olympic movement, including Canada's participation in the Olympic and Pan American Games and a wide variety of programs that promote the Olympic Movement in Canada through cultural and educational means.

Canadian Sport Centres (CSC)

The Coaching Association of Canada (CAC), Canadian Olympic Association (COA) and Sport Canada have joined in a partnership committed to creating a network of Canadian Sport Centres (Centres) across Canada in order to enhance the training environment for high performance stream athletes, including those with a disability. The partners view Centres as a major vehicle to

achieve the objective of enhancing the level and increasing the efficiency of delivery of services for high performance athletes and coaches. With a focus on coordinating access and delivery of essential support services for athletes and coaches, Centre activity is intended to complement National Sport Organization (NSO) programming in the pursuit of high performance excellence.

Atlantic	www.cscatlantic.ca
Montréal	www.insquebec.org
Ontario	www.csontario.ca
Manitoba	www.mscm.ca
Saskatchewan	www.sasksport.ca
Calgary	www.canadiansportcentre.com
Greater Vancouver	www.pacificsport.com
Greater Victoria	www.pacificsport.com

Coaching Association of Canada (CAC)

www.coach.ca

The Coaching Association of Canada (CAC) is a not-for-profit amateur sport organization with the mandate to improve the effectiveness of coaching across all levels of the sport system. Their mission is to enhance the experiences of all Canadian athletes through quality coaching.

International Racquetball Federation (IRF)

www.internationalracquetball.com

The International Racquetball Federation is the world governing body for amateur racquetball. The purpose of the IRF is to further grow and develop the sport worldwide and to promote international competitions.

International Racquetball Tour (IRT)

www.irt-tour.com

The International Racquetball Tour (IRT) is a showcase of events that display's the best players in the world. Founded in 1990, the IRT season runs from August- May and includes over 30 sanctioned events throughout North America. One of the major goals for the IRT is to inform the public on the sport of professional racquetball and the stars it includes.

Sport Canada

www.pch.gc.ca

Sport Canada is a branch of the International and Intergovernmental Affairs and Sport Sector within the federal Department of Canadian Heritage. The Department is dedicated to valuing and strengthening the Canada experience. Sport Canada has three divisions: Sport Programs, Sport Policy, and Major Games and Hosting.

Sport Canada supports the achievement of high performance excellence and the development of the Canadian sport system to strengthen the unique contribution that sport makes to Canadian identity, culture and society.

Sport Dispute Resolution Centre of Canada (SDRCC)

www.adrsportred.ca

SDRCC is a new and innovative approach to dealing with disputes at the national level of Canada's sport system. The mission of the Centre is to provide to the sport community a) a national alternative dispute resolution service for sport disputes; and b) expertise and assistance regarding alternative dispute resolution. The core elements of SDRCC are the Resource and

Documentation Centre and the Dispute Resolution Secretariat (tribunal).

Ladies Professional Racquetball Tour (LPRT) www.lprtour.com

Recently the players assumed operation of their association and to establish the Ladies Professional Racquetball Tour for the 2012-13 season. The tour comprises elite athletes representing over a dozen countries, including the United States, Mexico, Chile, Canada, Puerto Rico, Japan, Dominican Republic and Venezuela

Bell Athletes Connect Program www.bell.ca/Bell_Athletes_Connect_Program

The Athletes Connect program offers comprehensive telecommunications services to Canada's senior national team athletes currently competing at the Olympic, Paralympic, Pan American, Commonwealth and senior world championship levels. Contact Bell directly to see if you qualify and or rate plans available.

2016-2017 National Teams Selection Criteria

Three national teams are selected annually: National Elite Team, National Development Team and National Junior Team. This document covers the selection of the National Elite Team and the National Development Team.

The **National Men's Elite Team** consists of six members who attain the qualifying standards described below. If any of the qualifying members decline Racquetball Canada's offer to join the team, the next qualifying athlete will move into the next higher selection position until six agreeable players are on the team. If there are no Canadian players that qualify in selection 1 from the IRT then the selection will be based solely on the 2016-2017 National team selection single standings.

1. First selected athlete will be the top Canadian male on the IRT (International Racquetball Tour) who is ranked in the top 8 as of the Wednesday following the 2016 Canadian National Championships,
2. Second selected athlete will be the top male qualifier from points accumulated in singles competitions during Racquetball Canada's two Singles Selection Events and the 2016 National Championships immediately preceding the selection of the team,
3. Third selected athlete will be the next top male qualifier from points accumulated in singles competitions during Racquetball Canada's two Singles Selection Events and the 2016 National Championships immediately preceding the selection of the team;
4. Fourth selected athlete will be the next top male qualifier from points accumulated in singles and doubles competitions during Racquetball Canada's two Singles Selection Events and its National Championships immediately preceding the selection of the team

5. If the six-man roster is not full, it will be filled by choosing the next top male qualifiers, in order, from points accumulated in singles and doubles competitions during Racquetball Canada's two Singles Selection Events and the 2016 National Championships immediately preceding the selection of the team. Racquetball Canada insists on including doubles points for all but the top three qualifiers because of the importance of doubles performances in international competitions. All athletes qualifying below the Third selection position must have competed in or received an exemption from at least one of Racquetball Canada's qualifying events.

The **National Women's Elite Team** consists of six members who attain the qualifying standards described below. If any of the qualifying members decline Racquetball Canada's offer to join the team, the next qualifying athlete will move into the next higher selection position until six agreeable players are on the team. If there is no Canadian players in that qualify in selection 1 from the LPRT then the selection will be based solely on the 2016-2017 National team selection single standings.

1. First selected athlete will be the top Canadian female on the LPRT (Ladies Professional Racquetball Tour) who is ranked in the top 8 as of the Wednesday following the Canadian National Championships.
2. Second selected athlete will be the top female qualifier from points accumulated in singles competitions during Racquetball Canada's two Singles Selection Events and the 2015 National Championships immediately preceding the selection of the team.
3. Third selected athlete will be the next top female qualifier from points accumulated in singles competitions during Racquetball Canada's two Singles Selection Events and the 2016 National Championships immediately preceding the selection of the team;
4. Fourth selected athlete will be the next top female qualifier from points accumulated in singles and doubles competitions during Racquetball Canada's two Singles Selection Events and the 2016 National Championships immediately preceding the selection of the team.
5. If the six-woman roster is not full, it will be filled by choosing the next top female qualifiers, in order, from points accumulated in singles and doubles competitions during Racquetball Canada's two Singles Selection Events and the 2016 National Championships immediately preceding the selection of the team. Racquetball Canada insists on including doubles points for all but the top three qualifiers because of the importance of doubles performances in international competitions. All athletes qualifying below the Third selection position must have competed in or received an exemption from at least one of Racquetball Canada's qualifying events.

National Development Team Selection Criteria: Athletes are named to the National Development Team for a period of one year from Oct. 1, 2016 to Sept. 30, 2017.

The National Development Team consists of up to 10 players, with a maximum of five males and five females, who were not already selected for the National Elite Team. They will be selected according to standing points accumulated in singles and doubles competitions during Racquetball Canada's two Singles Selection Events and its National Championships immediately preceding the selection of the team. There are also age restrictions for the National Development team:

1. The next top two male and two female athletes aged 29 and under.
2. The next top two male and two female athletes aged 24 and under.
3. The next top male and top female athletes aged 21 and under.

The age of the above athletes is as of January 1, 2016.

2016-2017 National team standings

Selection events included in the standings:

- Event #1 : 2015 Fall selection event – Single Open
- Event #2 : 2016 Winter selection event – Single Open
- Event #3 : 2016 National Championship – Single Open
- Event #4 : 2016 National Championship – Doubles Open

Point table:

The point table gives the amount of points awarded to an athlete depending on his/her finishing position at an event.

Position	Points
1	100
2	82
3	66
4	52
5	40
6	32
7	24
8	18
9	12

10	6
11	3
12	1
Other	0

Standings:

There are 2 standings:

1. Singles standing. An athlete receives points for respective placings in Open Singles at Events 1, 2 and 3. The points from Events 1 and 2 each account for 30 per cent of the total, with points earned from Event 3 accounting for 40 per cent of the total. (Example: An athlete placed 1st at Event 1, 5th at Event 2 and 1st at Event 3. That athlete would get 30 points for Event 1, 15 points for Event 2 and 40 points for Event 3, for a total of 85 points).
2. Singles and Doubles standing: An athlete receives points for respective placing in Open Singles at Events 1, 2 and 3, plus points for respective placing in Event 4. The points from Events 1 and 2 accounts for 21 per cent of the total, the points earned from Event 3 account for 28 per cent of the total and the points earned from Event 4 account for 30 per cent of the total. (Example: An athlete placed 1st at Event 1, 5th at Event 2, 1st at Event 3 and 3rd at Event 4. That athlete would get 21 points for Event 1, 8.4 points for Event 2, 28 points for Event 3 and 19.8 points for Event 4, for a total of 77.2 points).

The players will be ranked according to the amount of points they have accumulated at the selections events. Please refer to the “Weight of events” section for more details.

Weight of events for Single standing and Single & Double standing:

The weight of an event shows the number used to multiply points earned from an event. The multiplied numbers are totalled to determine the standings.

- Singles Standing :
 - Event #1 = 30%
 - Event #2 = 30%
 - Event #3 = 40%
- Singles & Doubles Standing :
 - Event #1 = 21%
 - Event #2 = 21%
 - Event #3 = 28%
 - Event #4 = 30%

If two or more players have the same amount of points, the player with the highest status in the Racquetball Canada's ranking after the last event is processed will be considered the top player in terms of standing points for National Team selection criteria.

Exemption clause

Injury Prior to the Event

If an athlete is injured prior to starting a selection event and is therefore unable to play in the current selection event, the athlete can submit an exemption request.

A note from a doctor or a physiotherapist confirming the injury needs to be sent to the Administrator of High Performance/Sport Development within 21 days following the event.

Other exemption circumstances

If a circumstance other than an injury prevents an athlete from attending a Racquetball Canada selection event, the circumstances can be submitted to the HPC for evaluation.

Exemption requests must follow the procedure below:

- Any request for a non-injury exemption from a Racquetball Canada event should be submitted to a High Performance Committee member in advance of the event and no later than seven days after the first day of competition of the event the exemption is being asked for. There will be no consideration for an exemption after the deadline date.
- The request must be made in writing stating the circumstances with supporting evidence faxed or mailed to the Racquetball Canada office.
- The High Performance Committee will evaluate all requests and deliver its decision in writing.

Standing results of an approved exemption:

If the draw size is higher than 12 players then the exempted player's placing will be finalized at three (3) positions lower than their placing at the previous event in the same discipline. If there are 12 or less players in the draw, the exempted player's placing will be finalized at two (2) positions lower than their placing at the previous event in the same discipline.

Injury during an Event:

Once the athlete has started their first game in the current National Team Selection Event, their resulting position will be determined without any bearing on previous National Team Selection Events.

Racquetball Canada believes all healthy athletes should endeavour to participate in every match scheduled for them during an RC event. If there is an abundance of forfeited games at any RC event, Racquetball Canada will ascertain the problems and deal with them accordingly. Healthy scratches are not looked upon favourably by Racquetball Canada.

2016-2017 National Junior Teams Selection Criteria

Athletes are named to the **National Junior Team** for a period of one year from July 1 to June 30 of the following year.

1. **GENERAL CRITERIA** - To be eligible for National Junior Team all athletes must be:
 - a) A Canadian citizen;
 - b) A fully paid member of Racquetball Canada and in good standing;
 - c) Able to meet the International Racquetball Federation's requirements to represent Canada at Junior Worlds;
 - d) Sign an athlete agreement with Racquetball Canada

2. **SPECIFIC CRITERIA** -To be selected for the 2016 **IRF Junior Worlds Team**
 - **The National Junior Team (12 players)** will comprise 6 male & 6 female players based on the Canadian Junior National Championships results with the exception that if a Junior earns a spot on the International travelling team to the Pan Am Championships and plays in the National Team competition of the event in the current year they will receive an automatic berth onto the Junior National team for Junior Worlds even if they choose not to play at Junior Nationals.
 - The selected player(s) will play in their appropriate age category i.e. 15 years old – 16 & under event. If two players qualify for and play in the National Team competition of the Pan Am Championships and they are from the same age event, they will represent Canada at the Junior Worlds. If a second Canadian player needs to be selected to the Junior Worlds team he/she will be the winner of his/her respective age event.

- The top 2 players – Boys 18 & under and Girls 18 & under, – Boys 16 & under and Girls 16 & under and – Boys 14 & under and Girls 14 & under will be invited to attend the Junior World Championships. If either of the top two players elects not to attend then Racquetball Canada will approach the third place finisher and invite them to attend Junior World Championships. Racquetball Canada will not select beyond the fourth place finisher at the Junior National Championships.

2016 PAN-AMERICAN CHAMPIONSHIP SELECTION CRITERIA

This document presents the selection criteria for the 2016 Pan-American championship from which Racquetball Canada will select the athletes representing Canada. This document doesn't establish the amount of funding that will be available for the athletes to participate at the event.

1. GENERAL CRITERIA - To be eligible for an International Traveling Team all athletes must be:

- a) A Canadian citizen;
- b) A fully paid member of Racquetball Canada and in good standing;
- c) Able to meet the International Racquetball Federation's requirements to represent Canada at International events
- d) Sign an agreement with Racquetball Canada

2. SPECIFIC CRITERIA -To be eligible for the **2016 Pan American Championship Team**:

Men's Team:

- First selected male athlete - will be the top Canadian male who is ranked in the top 6 on the IRT tour as of Wednesday after the winter selection event and who agrees to participate at the 2016 Pan-American Championship. If no Canadian male is ranked in the top 6 on the IRT tour, then the top male in the *2016 Pan-American Championship Singles standing** who agrees to participate is selected.
- Second selected male athlete - will be our next top male athlete according to the *2016 Pan-American Championship Singles standing** who agrees to participate.
- Third selected athlete - will be the next top Canadian male athlete who is ranked in the top 12 on the IRT tour as of Wednesday after the winter selection event and who agree to participate. If no Canadian male athletes are in the top 12 of the IRT tour, then the

next top male athlete in the *2016 Pan-American Championship Singles standing** who agrees to participate is selected.

- Fourth selected athlete - will be our next top male athlete according to the *2016 Pan-American Championship Singles and Doubles standing** that agrees to participate.

Women's Team:

- First selected female athlete - The first selected female athlete will be the top Canadian female athlete who is ranked among the top 6 on the LPRT as of the Wednesday after the winter selection event who agrees to participate. If no female Canadians are in the top 6 on the LPRT tour, then the top female in the *2016 Pan-American Championship Singles standing** who agrees to participate is selected.
- Second selected female athlete - will be our next top female athlete according to the *2016 Pan-American Championship Singles standing** who agrees to participate is selected.
- Third selected female athlete - will be the next top Canadian female who is ranked in the top 12 on the LPRT tour as of Wednesday after the winter selection event and who agrees to participate. If no Canadian female athletes are in the top 12 of the LPRT tour, then the top female athlete in the *2016 Pan-American Championship Singles standing** who agrees to participate is selected.
- Fourth selected athlete - will be our next top female athlete according to the *2016 Pan-American Championship Singles and Doubles standing** that agrees to participate is selected.

* See the *2016 Pan-American standings* section for the details of the standings.

3. SELECTION PROCESS:

- The top qualifying male and the top qualifying female can decide if he/she prefers to play singles or doubles at the Pan American Championships. The second qualifiers get the second choice whether to play singles or doubles and the third qualifiers receive the third choice.
- The first and second qualifiers have the possibility to select single and doubles if they also made the final at the doubles event at the last National Championship. It is assumed these decisions will be made following discussions with the coaches and other players attending the Pan American Championships

- Only the top six male and top six female athletes, according to *2016 Pan-American Championship singles and doubles standing or singles standing**, and the top IRT and LPRT players (if they place in top 12 IRT or Top 12 LPRT) can be invited.

- If an invited player does not attend, he/she will simply be stricken from the list.

- If fewer than four players can attend after asking all the top 6, RC will send a team of less than four athletes for each gender. If less than 2 men or women wants to attend the tournament in the double division or the single division, RC will decide if they select another player to complete the team based on the *2016 Pan-American Championship singles and doubles standing** .

2016 Pan-American Championship standings

The following standings are calculated separately for women and men.

Selection events included in the standings:

- Event #1: 2015 National Championship – Single Open
- Event #2: 2015 Fall selection event – Single Open
- Event #3: 2016 Winter selection event – Single Open
- Event #4: 2015 National Championship – Doubles Open

Point table:

The point table gives the amount of points awarded to an athlete depending on his/her finishing position at an event.

Position	Points
1	100
2	82
3	66
4	52
5	40
6	32
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8	18
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10	6

11	3
12	1
Other	0

Standings:

There are 2 standings:

1. **Singles standing.** An athlete receives points for respective placings in Open Singles at Events 1, 2 and 3. The points from Events 1 and 2 each account for 30 per cent of the total, with points earned from Event 3 accounting for 40 per cent of the total. (Example: An athlete placed 1st at Event 1, 5th at Event 2 and 1st at Event 3. That athlete would get 30 points for Event 1, 15 points for Event 2 and 40 points for Event 3, for a total of 85 points).

2. **Singles and Doubles standing:** An athlete receives points for respective placing in Open Singles at Events 1, 2 and 3, plus points for respective placing in Event 4. The points from Events 1 and 2 accounts for 21 per cent of the total, the points earned from Event 3 account for 28 per cent of the total and the points earned from Event 4 account for 30 per cent of the total. (Example: An athlete placed 1st at Event 1, 5th at Event 2, 1st at Event 3 and 3rd at Event 4. That athlete would get 21 points for Event 1, 8.4 points for Event 2, 28 points for Event 3 and 19.8 points for Event 4, for a total of 77.2 points).

The players will be ranked according to the amount of points they have accumulated at the selections events. Please refer to the “Weight of events” section for more details.

Weight of events for *Single standing* and *Single and Double standing*:

The weight of an event shows the number used to multiply points earned from an event. The multiplied numbers are totalled to determine the standings.

- **Singles standing:**
 - Event #1 = 30%
 - Event #2 = 30%
 - Event #3 = 40%
- **Singles and Doubles standing :**
 - Event #1 = 21%
 - Event #2 = 21%

- Event #3 = 28%
- Event #4 = 30%

If two or more players have the same amount of points, the player with the highest status in the Racquetball Canada's ranking after the last event is processed will be consider the top player in terms of points for National Team selection criteria.

Exemption clause

Injury Prior to the Event

If an athlete is injured prior to starting a selection event and is therefore unable to play in the current selection event, the athlete can submit an exemption request.

A note from a doctor or a physiotherapist confirming the injury needs to be sent to the Administrator of High Performance/Sport Development within 21 days following the event.

Other exemption circumstances

If a circumstance other than an injury prevents an athlete from attending a Racquetball Canada selection event, the circumstances can be submitted to the HPC for evaluation.

Exemption requests must follow the procedure below:

- Any request for a non-injury exemption from a Racquetball Canada event should be submitted to a High Performance Committee member in advance of the event and no later than seven days after the first day of competition of the event the exemption is being asked for. There will be no consideration for an exemption after the deadline date.
- The request must be made in writing stating the circumstances with supporting evidence faxed or mailed to the Racquetball Canada office.
- The High Performance Committee will evaluate all requests and deliver its decision in writing.

Standing results of an approved exemption:

If the draw size is higher than 12 players then the exempted player's placing will be finalized at three (3) positions lower than their placing at the previous event in the same discipline. If there are 12 or less players in the draw, the exempted player's placing will be finalized at two (2) positions lower than their placing at the previous event in the same discipline.

Injury during an Event:

Once the athlete has started their first game in the current National Team Selection Event, their resulting position will be determined without any bearing on previous National Team Selection Events.

2016 WORLD CHAMPIONSHIP SELECTION CRITERIA

This document presents the selection criteria for the 2016 World championship from which Racquetball Canada will select the athletes representing Canada. This document doesn't establish the amount of funding that will be available for the athletes to participate at the event.

1. **GENERAL CRITERIA** - To be eligible for an International Traveling Team all athletes must be:
 4. A Canadian citizen;
 5. A fully paid member of Racquetball Canada and in good standing;
 6. Able to meet the International Racquetball Federation's requirements to represent Canada at International events
 7. Sign an agreement with Racquetball Canada
2. **SPECIFIC CRITERIA** -To be eligible for the 2016 World Championships Team

Men's Team:

1. First selected athlete will be the top Canadian male on the IRT (International Racquetball Tour) who is ranked in the top 8 as of the Wednesday following the 2016 Canadian National Championships,
2. Second selected athlete will be the top male qualifier from points accumulated in singles competitions during Racquetball Canada's two Singles Selection Events and the 2016 National Championships immediately preceding the selection of the team
3. Third selected athlete will be the next top male qualifier from points accumulated in singles competitions during Racquetball Canada's two Singles Selection Events and the 2016 National Championships immediately preceding the selection of the team;
4. Fourth selected athlete will be the next top male qualifier from points accumulated in singles and doubles competitions during Racquetball Canada's two Singles Selection

Events and its National Championships immediately preceding the selection of the team

Women's Team:

- 1 First selected athlete will be the top Canadian female on the LPRT (Ladies Professional Racquetball Tour) who is ranked in the top 8 as of the Wednesday following the Canadian National Championships.
- 2 Second selected athlete will be the top female qualifier from points accumulated in singles competitions during Racquetball Canada's two Singles Selection Events and the 2015 National Championships immediately preceding the selection of the team.
- 3 Third selected athlete will be the next top female qualifier from points accumulated in singles competitions during Racquetball Canada's two Singles Selection Events and the 2016 National Championships immediately preceding the selection of the team;
- 4 Fourth selected athlete will be the next top female qualifier from points accumulated in singles and doubles competitions during Racquetball Canada's two Singles Selection Events and the 2016 National Championships immediately preceding the selection of the team.

In the men and women selection, if one of the 4 selected athletes doesn't agree to participate, we select athletes according to the 2016 World Championship selection single and double ranking. They will be placed at the last position in the selection order.

3. EVENT SELECTION PROCESS:

- The top qualifying male and the top qualifying female can decide if he/she prefers to play singles or doubles at the World Championships. The second qualifiers get the second choice whether to play singles or doubles and the third qualifiers receive the third choice. It is assumed these decisions will be made following discussions with the coaches and other players attending the World Championships
- If an invited player does not attend, he/she will simply be stricken from the list of eligible players for the event.

ATHLETE ASSISTANCE PROGRAM

The Athlete Assistance Program (AAP) is aimed at enhancing the Canadian high performance sport system. The AAP assists international calibre athletes with their training and competition needs, through the provision of a living and training allowance and, where applicable, tuition expenses.

The AAP is also intended to assist carded athletes in dealing with the increasing demands of high performance sport and to enhance their personal and career development both during, and following, their athletic careers. All applications for assistance on behalf of athletes under Sport Canada's Athlete Assistance Program must be submitted on an annual basis to Sport Canada by the National Sport Organization (NSO).

The Athlete Assistance Program details are available at:
<http://www.pch.gc.ca/pgm/sc/pol/athl/index-eng.cfm>

Racquetball Canada Carding Criteria will be published 10 months before the carding cycle providing we get the information back from Sport Canada. The carding cycle for racquetball is currently October 01 – September 30. Therefore you will be emailed an up to date document by December 01, 2015 that will provide the carding criteria for the cycle beginning October 01, 2016.

ATHLETE TRAVEL AND EXPENSE POLICY

General Guidelines

When the High Performance budget allows for financial assistance at mandatory events, national team members will be notified.

Under normal circumstances no expenses shall be paid by Racquetball Canada without **original receipts**, except for per diems.

Air Travel

All expenses, with accompanying receipts, shall be submitted on the appropriate form, to the Administrator of High Performance/Sport Development **within 60 days of the completion of the event**. Failure to abide by the timelines may result in an individual's expenses not being paid.

Airline tickets for Racquetball Canada fully funded travel must be arranged through the national office travel agent. For travel to nationals, selection events and Pro Stops, the athlete will arrange their own travel and submit the original ticket stub, traveler's portion, to the national office with other expense claims. Under no circumstances will the portion of airfares greater than regular economy be reimbursed.

Ground Transportation

When private automobiles are used, the current mileage rate of \$0.30/km will be paid up to, but not exceeding, the cost of the excursion airfare at the time, for the same distance.

It is expected that event shuttle services be used whenever possible. If this is not possible it is

expected that individuals share taxi's to minimize costs. No reimbursement for the use of personal automobile will be provided if the event attended is within 25 km of the claimants own residence. Charges for parking will be allowed when justified.

Automobile rental is not normally a reimbursable item. Economic justification and/or prior approval from the event coordinator, or National Office are required.

Hotel accommodations

Hotel accommodations will be reimbursed only with original receipts. It is expected that team members will share accommodations based on double occupancy. When there is no host hotel, economy hotels are to be used.

In those cases where hotel accommodations are direct billed to the Racquetball Canada credit card, only room charges will be billed. Individuals are responsible for all other meal and incidental charges such as movies, telephone, and mini-bar.

Meals

Reimbursement for meals will be on the basis on the following per diem rates:

Breakfast	\$ 7.00
Lunch	\$13.00
Dinner	\$20.00

Per diems will not normally be paid when meals are provided. For example the daily per diem will be reduced by \$20.00 if the event provides a dinner (banquet) to all participants.

MEDIA INFORMATION

Athlete Bio

An athlete bio form will be sent to all members of the national teams. This is to be completed and returned to the VP High Performance or High Performance Director. The information needs to be updated annually to ensure that we have the correct contact information for you.

In addition some of the information will be posted on the Racquetball Canada website along with a photograph.

This information will also be used in keeping Sport Canada updated on your results and also may be provided in response to media requests.

Racquetball Canada Website

www.racquetball.ca

RC Facebook Page

<https://www.facebook.com/RacquetballCanada?ref=hl>

Media Release Form

You will also be required to sign a media release form every year. Your image may be used in publications such as Coaching manuals, Long Term Athlete Development Model booklets, the RC magazine and website, requests from media, RC sponsors/suppliers.

Photo sessions

Racquetball Canada will arrange for photographs to be taken annually at one of the selection events. Athletes will be asked to have photos taken with a common shirt color (red or black) with the Racquetball Canada logo present to be used on our website and Facebook page.

Secondary photos will be taken with Sponsors branded shirts (any color), can also include racquet and eyeguards (eyeguards or racquets are optional). These photos will be used when media contacts Racquetball Canada for photographs of the athlete.



Player Media Release for Racquetball

I, _____ hereby give consent for me/for my child to be filmed, audio-taped, interviewed, videotaped, photographed by the media (print and broadcast), and employees, agents of Racquetball Canada at nationally sanctioned racquetball tournaments and events, for the promotion of racquetball, from October 1, 2015 to September 30, 2016

Name of Player: _____

Home telephone number: () _____

Signature of player if 18 years of age or older

Signature of Parent/Guardian if player is under the age of 18

Dated: _____ in _____
(City/town)

Schedules:

“Schedule A”
ANTI-DOPING POLICY

"Athlete Consent Clause"

I understand that my national sport organization, Racquetball Canada, has adopted the 2015 Canadian Anti-Doping Program (CADP).

1. I specifically agree that as a member of the National Athlete Pool (NAP) in my sport I am subject to the Canadian Anti-Doping Program (CADP) and accordingly shall be bound by all the anti-doping rules and responsibilities contained in the CADP.
2. I agree that I have been educated regarding the anti-doping rules and violations contained in the CADP.
3. I acknowledge that information, including personal information about me, can be shared between anti-doping organizations for anti-doping purposes and such information will be used only in a fashion that is fully consistent with the limitations and restrictions contained in the World Anti-Doping Agency's International Standard for the Protection of Privacy and Personal Information.
4. With the understanding that any disclosure is for the sole purpose of assisting the CCES in enforcement of the CADP, I consent to having police and law enforcement agencies, border services agencies, Sport Organizations of which I am a member and sporting clubs and athletic associations to which I belong, in Canada and elsewhere, disclose to the CCES information in their possession relating to me that is directly relevant to potential anti-doping rule violations contained in the CADP that may be asserted against me.

DATED at _____ this ____ day of _____, 20__.

TEAM MEMBER (Athlete)

WITNESS

Schedule B
NATIONAL TRAVELLING TEAM CODE OF BEHAVIOR

1. The Head of delegation is chosen by the CRA Executive before each event and has authority in all matters pertaining to the team.
2. At the beginning of the trip, the Head of delegation or coach will have a team meeting where rules and regulations of the trip will be stated and the Team Captain will be identified.
3. No drugs (unless prescribed by a doctor) are allowed and must be accompanied by the actual prescription.
4. No alcohol to be consumed by players unless prior authorization by the Head Coach or the Head of delegation is granted
5. Whenever the Head of delegation is absent, the appointed coach assumes those responsibilities and has full responsibility for the team according to the policy guidelines set up by the Head of delegation.
6. All team members are expected at all times to act and behave as representatives of their country and at all times be aware of their conduct.
7. All team members are expected to respect their fellow team members, they should be in attendance and acknowledge when their team members are playing and respect the need for their recovery/sleep when their fellow team members are still actively participating in the event, keeping noise to a minimum and respecting a room-mate's needs.
8. If any of these regulations are broken, the Head of delegation in consultation with the Head Coach and Event Team Captain has the authority to take the appropriate disciplinary action required.
9. Any appeal of disciplinary action taken by the panel of Head of delegation, Head Coach and Event Team Captain shall be handled by the National Team Appeals Process. (see schedule C)
10. Any disciplinary action must be reported to the President of the CRA by the Head of delegation as soon as possible but no later than two (2) weeks of returning from the event.

Schedule C

RACQUETBALL CANADA APPEALS POLICY

1. DEFINITIONS

“Appellant” refers to the Member appealing a decision.

“Association” refers to the Canadian Racquetball Association.

“Days” shall mean total days, irrespective of weekends or holidays.

“Member” refers to any director, employee (including contract personnel), coach, athlete, official, manager, committee member, volunteer or any affiliate association of the Canadian Racquetball Association.

“Respondent” refers to the body whose decision is being appealed.

2. SCOPE OF APPEAL

2.1 Any Member of the Association who is affected by a decision of the Board, of any Committee of the Board, or of any body or individual who has been delegated authority to make decisions on behalf of the Board shall have the right to appeal that decision provided there are sufficient grounds for the appeal as set out in Section 4.1.

2.2 Decisions which may be appealed include those involving eligibility, membership, selection, discipline, contract matters, employment (except termination of employment), or harassment and discrimination.

2.3 This policy shall not apply to the following decisions, which may not be appealed:

- a) The rules of the game of racquetball;
- b) infractions for doping offenses, which have their own procedures for appeal separate from the Association;
- c) Decisions made in accordance with Sections 3.2 and 6.1 of this Policy;
- d) Other (tournament regulations).

3. TIMING OF APPEAL

3.1 Members who wish to appeal a decision shall have 15 days from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the President of the Association. The President (or designate) shall acknowledge receipt of a request for appeal within five (5) days of its receipt.

3.2 A Member wishing to initiate an appeal beyond the 15 day period must provide a written request stating reasons for an exemption to the requirement of Section 3.1. The decision to allow, or not allow an appeal outside the 15 day period shall be at the discretion of the Executive Committee.

4. COST OF APPEAL

4.1 An Appeal must be accompanied by a bond in the form of a certified cheque or money order in the amount of \$200. The bond shall be held by Racquetball Canada pending the outcome of the appeal and the decision of the tribunal (or arbitrator). In all cases when the appeal is allowed, the bond shall be returned to the appellant. If the appeal is dismissed, the Tribunal shall have the discretion to order the bond forfeited or returned, in whole or in part, to the appellant.

5. APPEALS TRIBUNAL

5.1 Within 10 days of having received the original notice of appeal, the President (or designate) shall appoint three individuals to constitute a Tribunal. These individuals shall have no significant relationship with the affected parties, shall have had no involvement with the decision being appealed, and shall be free from any other actual or

perceived bias or conflict. At least one of the Tribunal's members shall be from the peer group of the Appellant (for example, one member shall be a coach if the Appellant is a coach, or shall be an athlete if the Appellant is an athlete). The Tribunal's members shall select from themselves a Chairperson. The Board of Directors will receive notification that an appeal has been filed with the Association and the members of the Tribunal will be identified.

6. SCREENING OF APPEAL

6.1 Within 7 days of its appointment, the Tribunal shall review the notice of appeal and the reasons for the appeal and shall determine whether or not there are sufficient grounds for the appeal. If the appeal is denied on the basis of insufficient grounds, the Appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the Tribunal and may not be appealed.

7. GROUNDS FOR APPEAL

7.1 A decision cannot be appealed on its merits, and may only be appealed on procedural grounds. Sufficient procedural grounds include the Respondent:

- a) making a decision for which it did not have authority or jurisdiction as set out in the Association's governing documents;
- b) failing to follow procedures as laid out in the bylaws or approved policies of the Association; or
- c) making a decision which was influenced by bias.

8. FORMAT OF APPEAL

8.1 Once the Tribunal has determined that there are sufficient grounds for an appeal, it shall determine the format for the appeal. The Tribunal may decide to conduct the appeal by way of oral hearing, by way of documentary evidence, or by way of a combination of these two methods.

9. PRELIMINARY CONFERENCE

9.1 The Tribunal may determine that the circumstances of the appeal warrant a preliminary conference. The matters which may be considered at a preliminary conference include:

- a) format of the appeal;
- b) timelines for exchange of documents;
- c) clarification of issues in dispute;
- d) clarification of evidence to be presented to the Tribunal;
- e) order and procedure of hearing;
- f) identification of witnesses; and
- g) any other procedural matter which may assist in expediting the appeal proceedings.

9.2 The Tribunal may delegate to its Chairperson the authority to deal with these preliminary matters.

10. PROCEDURE FOR THE HEARING

10.1 Where the Tribunal has determined that the appeal shall be held by way of oral hearing, the Tribunal shall govern the hearing by such procedures as it deems appropriate, provided that:

- a) The hearing shall be held within 21 days of the Tribunal's appointment.
- b) The Appellant and Respondent shall be given 10 days written notice of the date, time and place of the hearing.
- c) A quorum shall be all three Tribunal members.
- d) Decisions shall be by majority vote, where the Chairperson carries a vote.
- e) Copies of any written documents which any of the parties would like the Tribunal to consider shall be provided to all members of the Tribunal, and to all other parties, at least 2 days in advance of the hearing.
- f) If the decision of the Tribunal may affect another party to the extent that the other party would have recourse to an appeal in their own right, that party shall become a party to the appeal in question.
- g) Any of the parties may be accompanied by a representative or advisor, including legal counsel.
- h) The Tribunal may direct that any other person participate in the appeal.

10.2 In order to keep costs to a reasonable level the Tribunal may conduct the appeal by means of a telephone or video conference.

11. PROCEDURE FOR DOCUMENTARY APPEAL

11.1 Where the Tribunal has determined that the appeal shall be held by way of documentary evidence, it shall govern the appeal by such procedures as it deems appropriate provided that:

- a) All parties are given an opportunity to provide written submissions to the Tribunal, to review written submissions of the other parties, and to provide written rebuttal.
- b) The applicable principles and timelines set out in Section 9.1 are respected.

12. EVIDENCE WHICH MAY BE CONSIDERED

12.1 As a general rule, the Tribunal shall only consider that evidence which was before the original decision-maker. At its discretion the Tribunal may hear new evidence which is material and which was not available at the time of the original decision.

13. APPEAL DECISION

13.1 Within 5 days of concluding the appeal, the Tribunal shall issue its verbal decision, with reasons. Within 10 days of concluding the appeal, the Tribunal shall follow up on its verbal decision by issuing its decision in writing, with reasons. In making its decision, the Tribunal shall have no greater authority than that of the original decision-maker. The Tribunal may decide:

- a) To void or confirm the decision being appealed;
- b) To vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reasons which include, but are not limited to, lack of clear procedure, lack of time, or lack of neutrality;
- c) To refer the matter back to the initial decision-maker for a new decision; and
- d) To determine how costs of the appeal (excluding legal costs) shall be allocated, if at all.

13.2 A copy of this decision shall be provided to each of the parties and to the Executive Committee of the Association. Notification will be sent to the Board of Directors communicating the decision(s) of the Tribunal and the outcome of the appeal.

14. TIMELINES

14.1 If the circumstances of the dispute are such that this policy will not allow a timely appeal, the Tribunal may direct that these timelines be abridged. If the circumstances of the disputes are such that the appeal cannot be concluded within the timelines dictated in this policy, the Tribunal may direct that these timelines be extended.

15. FINAL AND BINDING

15.1 The decision of the Tribunal shall be final and binding on the parties and on all members of the Association, subject only to the provisions of the Sport Dispute Resolution Centre of Canada (SDRCC).

15.2 Any Member of the Association shall have access to an independent arbitration through the Sport Dispute Resolution Centre of Canada (SDRCC) with respect to any dispute the Member may have with the CRA, other than those related to the Athlete Assistance Program.

The appeals policy was approved by the Board of Directors on May 17, 2008.

Schedule D

NATIONAL TEAMS DISCIPLINE PROTOCOL

From time to time serious matters requiring formal disciplinary procedures do arise. The following formal procedures have been developed for dealing with such events.

Matters requiring discipline:

- 1) Breach of the Athlete Contract
- 2) Breach of other National Team policies and procedures
- 3) Conduct inappropriate to the role of National Team athletes as role models and ambassadors of Canada, CRA and the National Team.

Disciplinary process:

The normal sequence will include:

- 1) First offense – written warning - up to a maximum \$1,000.00 fine
- 2) Second offense - up to a maximum \$1,500.00 fine and/ or suspension from all National Team Programs
- 3) Third offense - up to a maximum \$2,000.00 fine and dismissal from all National Team Programs

In cases of severe misconduct, disciplinary action may be initiated at any of the steps up to and including #3.

All fines must be paid and held in trust with the CRA before any appeal process.

Implementation:

- 1) Disciplinary action is at the discretion of the High Performance Committee, or the Event Team Head Coach, and coaching staff, or Team Leader or Head of delegation.
- 2) The right of appeal is implicit; disciplinary action may be appealed through the National Team Appeal Process.

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Athlete Handbook 2015-16