



## **Alberta Cerebral Palsy Sports Association Athlete Handbook**

The ACPSA Athlete Handbook is intended to improve member knowledge and participation by providing information on policies and procedures relevant to athletes of the organization.

As our organization continues to grow and develop, these policies may also develop and change over time.

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## **Athlete Code of Conduct**

All athletes, directors, officers, organizers, coaches, officials, managers, volunteers, personal care attendants, medical and paramedical personnel, employees and other members are all representatives of ACPSA and have a responsibility to:

- 1) Maintain the highest standard of behaviour by consistently demonstrating good sportsmanship, friendliness, cooperation and team spirit.
- 2) Adhere to ACPSA policies with respect to the Use of Prohibited Substances while participating in ACPSA events or representing ACPSA at local, national and international events.
- 3) Focus comments or criticism appropriately by avoiding public criticism of fellow athletes, coaches, officials, organizers, volunteers, employees and other members.
- 4) Refrain from any behaviour that constitutes harassment, where harassment is defined as any comment or conduct directed towards an individual or group that is offensive, abusive, racist, sexist, degrading or malicious.
- 5) Have signed the Team Member Agreement (see page 6)

### **Use of Prohibited Substances:**

Use of non-medicinal drugs, and misuse of intoxicants (whether legal or illegal) by any member will not be tolerated at any time. ACPSA recognizes banned substances according to the World Anti-Doping Agency (WADA) Prohibited List.

- **Please review the WADA list for an up to date listing of prohibited substances:** [www.wada-ama.org](http://www.wada-ama.org)

**Therapeutic Use Exemptions (TUE's):** TUEs were created with the understanding that, due to illness or medical condition, an athlete might require the use of medications or treatments that are on the Prohibited List. A TUE is granted under narrow, well-defined conditions, enabling an athlete to take needed medication while competing without resulting in a doping offense.

To receive a TUE, an athlete must provide documentation and rationale from their prescribing medical professional, that there is no pharmaceutical alternative method, or timing of administration, that could be used by the athlete, as an alternative to the prohibited substance.

ACPSA staff are willing to assist members in complying with WADA parameters, but it is the member's responsibility to ensure they are in compliance.

**Random Testing:** ACPSA reserves the right to randomly test any member that requests support to engage in athlete development (e.g. advanced coaching, sports science clinics, financial support for travel, or placement on a high performance provincial or national team). If a member is unable to submit for testing (e.g. they need the assistance of a personal care attendant to obtain a urine sample), they must inform ACPSA of their whereabouts and be available within 48 hours of the initial testing attempt. Members may refuse to submit for testing, but in doing so will relinquish the ability to request financial support from ACPSA to

develop in their sport and recommendation to high performance teams (provincial and national).

Regardless of it's identification on WADA's list, any member found to be using or distributing substances prohibited by the Criminal Code of Canada, or the criminal code of any country they are competing in, will be deemed to be in breach of ACPSA's Code of Conduct.

#### Discipline Procedures:

The failure to adhere to the above standards will affect your selection eligibility to provincial and national competition opportunities, and may result in your suspension from the team and/or loss of membership with ACPSA.

Following a breach of conduct or the receipt of a complaint from another athlete, coach, volunteer or staff, the following will apply:

1. Within one week of the incident, the coordinator responsible for the sport, and other staff, coaches and/or volunteers who were involved in the incident, will be brought together to discuss the situation and what repercussions should take place
2. One week following this meeting, the athlete will be contacted in person to be notified of the resulting sanction, and this will be followed up in writing
3. Sanction will match the severity of the breach
4. Failure to comply with sanctions in the timelines outlined by ACPSA will result in an athlete being suspended from participation in all ACPSA sanctioned activities

#### **Athlete Team Selection and Travel Eligibility**

To be eligible for Provincial Team selection, travel opportunities, and to receive financial support, athletes must:

- 1) Adhere to the Athlete Code of Conduct
- 2) Be an up to date member in good standing with ACPSA
- 3) Have submitted your Athlete Budget Request Form by the last business day of February that year
- 4) Demonstrate 50% attendance at local practices and in province games
- 5) Attend at least one local Development Camp or Clinic/year (if a camp or clinic is not offered in a year, or in your sport, this requirement is exempted).
- 6) 8 hours/year of volunteer work for ACPSA. This can include the ACPSA Casino in a casino year, Please see "Member Volunteer Positions" section for a listing of potential volunteer roles.

Should you be unable to meet these requirements for medical or other reasons and would still like to be considered for travel and team selection, ACPSA, along with your coaches, will evaluate your circumstance to determine if this has inhibited your ability to successfully participate in the event, and if it is in the best interest of the team as a whole to allow you to compete.

### National Level Competition

Once you've been selected to a National Team or invited to attend events with a National Team, in a sport that is sanctioned by Sport Canada and considered a Paralympic sport you, are no longer eligible to receive funding from ACPSA.

Athletes participating in sports not recognized by Sport Canada and part of the Paralympic program may seek funding to attend tournaments and/or training camps required in order to maintain membership on a national team. They must submit a request for funding (Athlete Budget Request Form) and demonstrate commitment and adherence to the above selection criteria, in order to be considered for funding opportunities.

### International Travel

ACPSA does not usually support travel to competitions outside of Canada. With undeniable rationale, ACPSA may entertain occasional requests for support to attend competition outside of Canada. Examples include an event in the USA that a Canadian national team uses as a qualifying event. Athletes must establish that no other domestic opportunity exists.

### **Member Volunteer Positions:**

Volunteer positions/opportunities can include, but are not limited, to:

- Casino
  - In a casino year, it is expected that members wishing to receive funding will contribute their time to assist with the casino
- Fundraising
  - Fund development ideas, financial planning
- Marketing and Recruitment
  - Networking, communication, program promotion, recruiting new players (competitive and recreational)
- Assist coordination of Special Events, Competitions, and Clinics
  - Assisting with organizing speakers/clinicians, locations, tournament development, volunteer recruitment, basic logistics of planning event
- Sport Demonstrations
  - Attending community events to promote and provide information on your sport, as well as demonstrating the sport and skills and interacting with community members

### Valuable Skill Sets:

There are a variety of ways you may be able to contribute to the organization using skills you already possess. This could include, but is not limited, to:

- Utilizing your current network
  - Recruiting new players, recruiting individuals with skills to offer (ex: accounting/book keeping), potential donors, sponsors, etc
- Mechanical skills
  - assisting with equipment repair, replacement, up keep

- Computer skills
  - admin work for website, Facebook page, twitter, creating posters/flyers, doing basic research for projects/event planning
- Previous experience on a committee or as a chair member, or interest in joining the board
- General administrative skills
  - Office admin work, book keeping, accounting, etc
- Background in sport as coach or player
  - Potential to help run practices, referee, offer knowledge, etc
- Organizational skills
  - Planning and coordinating events or meetings, time management, managing small projects
- Communication skills
  - Written and/or verbal communication, public speaking/presentation skills, public and media relations, marketing
- Creative thinking and problem solving

**Appeals to a Policy: COMING SOON**

## Team Member Agreement

**Definition of a Team Member:** any athlete, coach, support personnel, officials, managers, volunteers, or other delegates selected to represent ACPSA during regular season practices, games and tournaments and out of province tournaments/events.

**As a team member:**

1. I will obey all rules established by ACPSA and adhere to the Athlete Code of Conduct.
2. I understand that good sportsmanship, co-operation and team spirit is expected of me at all times.
3. I will complete all required documents and forward all documents in a timely manner to the appropriate ACPSA staff.
4. I will not interfere with the team manager's or coach's way of running the team at any time, and will focus my comments or criticism appropriately.
5. I understand that I am to review and adhere to the WADA Prohibited Substance list, and will acquire the appropriate paperwork and documentation in order to obtain a Therapeutic Use Exceptions, should I require one, before attending any provincial, national or international events.

Name (print): \_\_\_\_\_

Name (signature): \_\_\_\_\_

Parent or Guardian (signature if participant is under the age of 18)

\_\_\_\_\_

Date: \_\_\_\_\_