



## Whistler Sliding Development Centre Luge Programs 2022-2023

Produced for:  
Whistler Sliding Development Centre-  
athletes, parents, coaches, administrators

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## Whistler Sport Legacies and the British Columbia Luge Association: Luge Program Delivery

To further the vision of Whistler as a world-leading location for sliding sports and producing Canadian podium potential athletes in Olympic and Paralympic competitions, Whistler Sport Legacies ('WSL') and the British Columbia Luge Association ('BCLA') have come together through a recently signed agreement for the delivery of Luge Programming in BC.

Starting in 2017-18, WSL will manage and administer the annual programming for luge, bobsleigh, and skeleton (collectively, the "Sliding Sports") for the BC Provincial Sport Organizations and Clubs that use the Whistler Sliding Centre as the Whistler Sliding Development Centre (SDC). The SDC will deliver programming in consultation with the newly formed BC Sliding Sports Advisory Committee. The BC Luge Association will focus its energies on event hosting, fundraising, and supporting team travel. WSL has employed dedicated sport administrators and coaches (in process) to manage the SDC Luge program operations. Table 1 outlines the roles of the Luge program stakeholders.

Table 1: Roles and Responsibilities of BC Luge programming stakeholders

BCLA	WSL	CLA	CSI-P & OTP
Continue as sport and athlete champions in the Sea to Sky Corridor	Lead administration and contract management with ViaSport	Lead the definition of the podium pathway	Technical leadership
Promote the sliding sport culture and further develop the sliding community	Lead the administration of sport programming	Support coach development and education within NSO's development system	System alignment and excellence input
Inspire and involve officials and volunteers	Lead development of the MOU with BCLA	Provide sport-specific technical leadership	
Ensure all British Columbia residents and/or club-affiliated athletes associated with the program are in good standing with BCLA	Lead talent development, programming, and management of coaches (provincial money goes here), including the daily training environment	Ensure all coaches and athletes associated with the program are in good standing with the Canadian Luge Association and/or Bobsleigh Canada Skeleton	
Assist with fundraising and recruitment	Lead business planning, communication and promotion	Lead podium recruitment	
Lead and officiate competitions	Foster collaboration amongst sport leaders at all levels		
Support SDC Luge Travel			

## BC Sliding Development Centre

### *SDC - Our Commitment*

- ✓ We will help our athletes focus on setting goals and achieving them.
- ✓ All of the staff and volunteers associated with the SDC and Whistler Sport Legacies will **help, encourage and support** the development of Luge athletes.
- ✓ We will **recognize excellence** in all areas and will maintain a strong performance culture.
- ✓ We will strive to provide you with a **positive, consistent, predictable, secure and safe environment**.
- ✓ We will always encourage an open **two-way communication**.

### *High Performance Programming*

**Coaching:** Qualified, trusted, and leaders in their sport, while maintaining an athlete to coach ratio at roughly 8:1.

**Facilities:** Access to on snow and off snow appropriate training environments based on long term and annual training plans,

**Performance Solutions:** Access to and delivery of well-planned performance services that are age, sport and stage appropriate,

**Training Groups:** Develop and train with a peer group and team, creating an atmosphere promoting self-efficacy and motivation,

**Competition:** Access to developmentally appropriate competition and individualized competition support services. Primarily focused on Nor-Am Cup series and European opportunities,

**Programming:** Provide programs that are unique in Canada, setting new standards for athlete performance.

### *Our Values*

RESPECT

SOCIAL RESPONSIBILITY

SKILL DEVELOPMENT

SPORTSMANSHIP

WELL-BEING

# Whistler Sport Legacies



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## Section 1 | SDC TRAINING AND COACHING

### 1.1 Coaching and Program Commitment

The SDC is committed to providing excellence in both its coaching staff and program design. WSL and the hiring of its coaches commit to the following:

- a) All coaches must be in good standing with the Canadian Luge Association.
- b) WSL conducts normal employee background checks on all staff members as a general hiring practice.
- c) All Whistler Sport Legacies' Luge coaches will be required to pass the Coaching Association of Canada's "Making Ethical Decisions" online test.
- d) All WSL Luge coaches will review and sign off on the "Coaching Code of Conduct" (Appendix A).
- e) All WSL Luge Coaches will read and understand the SDC Luge Conduct and Appeals process (Appendix B).
- f) Coaches will inspect the facilities and equipment before training sessions and competition and take steps to ensure deficiencies are corrected immediately, or adjust the activity(s) accordingly to avoid risk.
- g) WSL Luge coaches will stop or withdraw from any activity that poses unreasonable risks, including stopping a training session or removing the team from the competition.
- h) Coaches will have in their immediate possession the emergency numbers for each athlete and letters of medical permission (emergency consent form).
- i) Coaches will be fully aware of the medical conditions of each athlete.
- j) Athletes are responsible for their personal equipment.
- k) Coaches will not text or talk on mobile phones that are not paired while driving.
- l) Coaches will submit a clean Driver's Abstract and a copy of their Driver's License before starting work.
- m) Coaches will complete a Criminal Record Check before the start of duties.

## Section 2 | ELITE ATHLETE MANAGEMENT PROCESS AND PROCEDURES

### 2.1 Selection to Events

- a) Events where there is a specific performance requirement and/or a quota, selection is achieved and maintained using the following information:
  - a. Physical Competencies (physical testing results against performance targets are outlined in Appendix E)
  - b. Sliding Competencies
  - c. Coach's Discretion
- b) Selection processes for events and training camps are outlined in Appendix D.

## 2.2 Injury Process and Procedures

Injury prevention is assisted by compliance with our physical fitness program. Our process and procedures in the event of an injury include a return to sliding protocol and address the responsibilities of both the Whistler Sliding Development Centre and the athletes. Final clearance is provided by a qualified physician following consultation with all relevant practitioners and Health Care Professionals involved.

### GENERAL INJURY

#### **To be followed when athletes require medical assistance during training or competition.**

Crashes can result in the requirement for medical attention (Track Medical Responder). Often this is simply a precautionary action to ensure the safety of the athlete. In the event of injury, the SDC has the following rules that the coaching staff will follow:

- a) Coach and/or WSL staff will call the Track Medical Responder.
- b) Arrangements will be made to ensure the remaining athletes are supervised.
- c) Upon release from the TMR, the coach will take note of the actions and instruct the athlete to notify their parents.
- d) An injury report will be completed by the coach using the WSL injury reporting form.

#### **To be followed when athletes have an injury or illness outside of training.**

It is the responsibility of the athlete and parent to inform coaches of any injuries or illnesses that have occurred outside of Luge programming, including the impact of the injury/ illness on their ability to slide safely and any contraindications as directed by a medical professional.

### INJURY PROCEDURES

#### **When athletes require hospital or clinic attention:**

- a) Coaches will be aware of the athlete's history of injury.
- b) Parents will be notified, once the extent of the injury has been established, as soon as possible with details.
- c) The coach and/or a WSL staff member will ensure all appropriate reports are gathered or accessible for insurance purposes.
- d) In the event that an insurance claim may be required, it is the responsibility of the parent/ athlete to contact their respective insurer immediately to start a file on the injury.
- e) Communication on the injury will be forwarded to the Vice President, Sport. Communication will include date, discipline, general conditions, description of accident, actions taken and next step procedure.
- f) Coaches will continue to manage the other team members who are at training or competing. If necessary, the coach will find a qualified designate.
- g) Depending on severity of injury, the coach will communicate with the parent regarding transportation arrangements home.



## FOLLOW UP:

- a. Coaches will contact the athlete as often as possible to follow up on progress.
- b. Depending on the nature of the injury, the athlete will be directed to an appropriate practitioner for further assessment.
- c. Based on injury, the return to sliding program will be designed and communicated to the athlete and parents.
- d. If the athlete is expected to be off ice for an extended period of time, the coach and the SDC administration will continue all communications with the athlete to ensure that they remain a part of the team.

## 2.3 Head Injury and Concussion Protocol

The SDC understands the importance of prevention and treatment of injuries, in particular head injuries that result in a concussion. The following outlines the BC-SDC Concussion Action Plan and the BC-SDC Return to Play after a Concussion.

### **BC-SDC CONCUSSION ACTION PLAN**

If you suspect a concussion has occurred:

- a) Remove the athlete from participating in any further activity and report the incident to the Track Medical Responders if the incident occurs at the Whistler Sliding Centre.
- b) Do not leave the athlete alone. Monitor signs and symptoms and do not administer medication
- c) Inform the athlete's parents, guardians, and significant other and/or emergency contacts about the known or suspected concussion.
- d) Make sure the athlete is evaluated by a medical professional as soon as possible. If your doctor's office is closed, go to the Emergency Room.
- e) Follow up with the athlete to ensure that if he/she is diagnosed with a concussion, he/she is following the medically supervised BC-SDC Return to Play after a Concussion guidelines. These athletes should return to slide only when they have been cleared by a qualified physician.
- f) When in doubt, sit them out! The athlete must not return to sliding in practice or competition if there is any uncertainty.

If there is a loss of consciousness, initiate the Emergency Action Plan and call an ambulance. Assume possible neck injury. Continue to monitor Airway, Breathing, and Circulation.

### **BC-SDC RETURN TO PLAY AFTER A CONCUSSION**

A concussion is a serious event, but you can recover from such an injury if the brain is given enough time to rest and recuperate. Returning to normal activities, including sport participation, is a step-wise process that requires patience, attention, and caution.

Each step must take a minimum of one day but could last longer, depending on the player and his/her specific situation.

BC-SDC Return To Play procedure may be modified based only on the recommendations in writing from a physician with the experience in managing concussions.

- 1) NO ACTIVITY, ONLY COMPLETE REST
  - i. Limit school, work and tasks requiring concentration. Refrain from physical activity until symptoms are gone. Once symptoms are gone, a physician with experience managing concussions should be consulted before beginning a step wise return to play process.
  
- 2) LIGHT AEROBIC EXERCISE
  - i. Activities such as walking or stationary cycling. The athlete should be supervised by someone who can help monitor for symptoms and signs. No resistance training or weight lifting. The duration and intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day.
    1. **SYMPTOMS?** Return to rest until symptoms have resolved. If symptoms persist, consult a physician.
    2. **NO SYMPTOMS?** Proceed to Step 3 the next day.
  
- 3) SPORT SPECIFIC ACTIVITIES
  - i. Activities such as rowing can begin at step 3. There should be no body contact or other jarring motions such as high-speed stops or weight lifting.
    1. **SYMPTOMS?** Return to rest until symptoms have resolved. If symptoms persist, consult a physician.
    2. **NO SYMPTOMS?** Proceed to Step 4 the next day.
  
- 4) BEGIN FULL TRAINING (INCLUDING SLIDING)
  1. **SYMPTOMS?** Return to rest until symptoms have resolved. If symptoms persist, consult a physician.
  2. **NO SYMPTOMS?** Proceed to Step 6 the next day.
  
- 5) GAME PLAY
  - i. Athlete can return to competition.

When in doubt, sit them out! The athlete must not return to slide in practice or competition if there is any uncertainty.

## 2.4 Anti-Doping

SDC athletes should be in compliance with the World Anti-Doping Code (WADA) and the Canadian Anti-Doping Program (CAPD), which can be found at <http://cces.ca/>. All SDC athletes will receive education regarding doping control methods, banned substances and inadvertent doping. Athletes **MUST** recognize that inadvertent doping can occur through the ingestion of certain medications and nutritional supplements. Examples are the use of over the counter supplements and medications, which have not been checked for banned substances. **It is the athlete's responsibility to know exactly what they are putting in their body.**

The Whistler Sliding Development Centre follows the following procedures to minimize the possibility of a positive doping outcome:

- a) Athletes found to be intentionally taking banned performance enhancing drugs will immediately be suspended from the team.
- b) Education about the safety and efficacy of nutritional supplements. The decision to take a supplement is made by the athlete and the athlete alone. **All supplements must be purchased through a source that tests their products in compliance with the World Anti-Doping Code and must be 'HFL Informed Sport' certified OR 'NSF Certified for Sport'.**

## Section 3 | GENERAL PROCESSES AND PROCEDURES

### 3.1 Travel Process

Regarding Vehicles and Driving:

- a) All equipment will be secured properly.
- b) Coaches require letters of permission for minors that will cover out of country travel.
- c) Coaches and appointed supervisors must recognize their responsibilities to supervise.

The SDC will work with Luge Canada (NexGen) and the Alberta Luge Association to combine travel plans when possible to reduce cost to the athletes

### 3.2 Insurance

- a) Athletes and families are responsible for the insurance on all personal items including personal equipment.
- b) It is the responsibility of the athlete, their parents and/or care providers to ensure their accident and medical insurance coverage applies to Luge events (including training), both within and outside of Canada.
- c) BCLA, WSL and SDC are not responsible for any damage to personal items or injuries during travel.

### 3.3 Financial Process

- a) Team fees are established by analyzing the costs associated with the delivery of the annual training and competition plan. This process determines the actual costs per athlete. All athletes receive subsidies that are provided to them from funds received by Whistler Sports Legacies and BCLA.
- b) Any athlete that has not paid fees will be removed from training sessions until the remainder of the fees have been paid. A payment plan can be put in place on a case-by-case basis.

- c) Parents and athletes are responsible to make payments to SDC according to the schedule in the athlete agreement. We recognize that sport is a large financial commitment; however, the benefits far outweigh the costs. As a nonprofit organization, we are not in the position to allow any travelling for athletes who have outstanding accounts, please respect this process.
- d) Athletes that receive an injury and are unable to train for a portion of the season will not receive a refund or discount on the fees.
- e) An athlete that has an injury that prevents them for participating in the remainder of the season may have some exceptions dependent on when an injury occurred.

## 3.4 Education

SDC recognizes that we deal with athletes in their high school years and that education is a concern for many parents. SDC will take the following responsibilities regarding education:

- a) SDC will communicate the plans of the team early and, if necessary, the coaches will meet with the schools to help with school/team communication.
- b) Support parents requiring athletes to maintain specific grades to continue with the program.
- c) Provide preplanned designated time for daily study during away training camps and competitions.

## 3.5 Parent Code of Conduct

The Whistler Sliding Development Centre is committed to ensuring that all athletes have the opportunity to participate in a safe and welcoming environment that is encouraging and promotes their overall development. Parents play a critical role in the development of the SDC and the sliding sports. They have an enormous influence on the athletes' experiences in the sport. The quality of a Luge athlete's experience is determined by their relationship with parents and the manner in which parents conduct themselves in the SDC environment.

In this code, "parents" shall refer to "parents and guardians". This code applies to all parents whose children are participating in any SDC, BCLA and CLA programming. Parents shall abide by this code at all times while participating in any SDC club or school, competition, or activity. See Appendix E for the Parent Code of Conduct.

## 3.6 Appeals

The purpose of the appeals process is to enable disputes between athletes and/or coaches, SDC and the BCLA to be dealt with fairly, expeditiously and affordably, without recourse to formal legal and court-like procedures (see Appendix B- SDC Appeals Process).

- a) Athletes and parents first line of communication is the SDC coach and/or WSL designate. If there is not a satisfactory conclusion, or this line of communication is not appropriate, then the next level of communication is to the Coordinator, Sport or Supervisor, Sport Programming at WSC.

- b) A SDC Conduct Process has been created which outlines to the parents and athletes to encourage and enable them for those who have legitimate and/or serious concerns regarding conduct to raise those issues in a setting free of threat of victimization, subsequent discrimination or disadvantage. This Conduct Process is part of this Handbook.

## Section 4 | ATHLETE, COACH AND PARENT GUIDELINES

### 4.1 Athlete Agreement

The Athlete agreement is designed to outline in detail the requirement of the athlete with respect to their participation in the SDC (see Appendix F- Athlete Agreement)

#### **SDC Membership**

The SDC membership includes the following:

- a) BCLA Membership for the current sliding year.
- b) Track time 1 to 6 times per week based on program enrollment.
- c) Access to qualified, experienced coaches during the training sessions.
- d) Sled use for all training and competition purposes for select programs.

### 4.2 Daily Expectations

#### **Parent Guidelines**

If children are to grow and develop in their sport or physical activity, an environment of positive communication and respect must exist. To promote respect in the training and competition environment, parents shall observe the following guidelines with their child athlete:

- a) Parents must follow all spectator guidelines and stay within spectator areas. Parents are not permitted to be at the Start, Control Tower or at the Finish Dock before, during or directly after training sessions. The Finish dock is reserved for athletes, coaches, track crew and race officials/volunteers.
- a) Parents will drop their athletes at the Guest Services Building with sufficient time to prepare for the session (60 minutes). Please contact coaches if you are running late or there are any other time constraints.
- b) Parents are encouraged to communicate issues/concerns with coaches. Coaches will be available before or after sessions and via email or phone. Please note that coaches are unavailable for discussion with parents **DURING** training sessions.
- c) Parents are responsible for ensuring their athletes are eating appropriately and getting enough rest to be able to participate in training sessions.
- d) Parents are expected to follow the policies, procedure, rules, standards, and ethics of BCLA and SDC at all times.
- e) Parents are expected to act in accordance with the SDC Parent Code of Conduct, Appendix E.

#### **Athlete Guidelines**

The following expectations of athletes are designed to set athletes up for success during training and competition. By following these guidelines, athletes will be well prepared for training, while providing the coach with the time and information needed to serve all athletes in the training group:

- a) Athletes are responsible for arriving at training sessions with plenty of time to prepare equipment, complete a track walk, warm-up and be mentally ready for training and race sessions (60 or more minutes before the sliding session begins).
- b) Athletes are expected to follow and abide by policies set out by the venue, whether in Whistler or elsewhere, as either an athlete, spectator, or an official.
- c) It is each individual athlete's responsibility to fill out and submit their training logbook.
- d) Athletes shall be responsible for informing coaches and parents of any reasons that may prevent them from participating in training sessions.
- e) Athletes must be respectful of staff, officials, athletes and parents at all times.
- f) Athletes are expected to act in accordance with the SDC Athlete Code of Conduct.
- g) Athlete are responsible for the maintenance and care of their equipment.

## Coach Guidelines

A coach's primary responsibility is to ensure that training is safe and provides an opportunity for the athlete to learn and develop their sliding skills. To ensure these responsibilities are met, coaches will abide by the following:

- a) Coaches will provide a safe, positive, progressive and unbiased training environment to allow athletes to develop in the sport.
- b) Coaches will maintain and repair sleds and other Luge equipment to ensure safety during training.
- c) During sliding trips away from the Whistler track, coaches will be responsible for allowing enough rest time and providing appropriate food for the athletes.
- d) Coaches will update both parents and athletes of any schedule changes.
- e) Coaches are expected to follow and abide by policies set out by the venues, as either a coach, athlete, spectator, or an official.
- f) Coaches are expected to act in accordance with the SDC Coaching Code of Conduct and the National Coach Certification Program's Coaching Code of Ethics.

## 4.3 Track, Start House, Weight In

At times In Luge youth athletes can be vulnerable situations particularly when changing before, during and after training sessions in the start and finish house, or during weigh-in prior to races. Due to the possibility of various stages of dress/undress in these venues, athlete-to-athlete problems such as sexual abuse, bullying, harassment and hazing can occur when coaches or adult supervisors are not in a position to observe. Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras increase the risk of various forms of abuse or conduct. As a result, there will be no use of a mobile device's recording capabilities during weigh in's or in start houses at SDC training sessions and events. This does not preclude photography/videography for training, public relations, or spectator purposes in areas where athletes are not changing.

### Start House

Luge has a unique training and competitive environment, where males and females may prepare for training and competition in the same start house. Nonetheless, it is not acceptable for athletes to be lurking around or otherwise observing the opposite gender while they dress or undress. It is possible, particularly during events held internationally in other countries; the SDC may not have direct influence over the start house environment. However, coaches will endeavor to ensure that the environment provided is appropriate and safe regardless.

## **Weigh In**

Luge weigh-in has an inherent complication that requires athletes to disrobe (down to a base layer) in front of others. Weigh-ins typically take place at the WSL finish house or in a building at the luge venue. Regardless of where the weigh-in takes place, every effort will be taken to assure privacy in the weigh-in environment. Separate male & female weigh-ins will be scheduled. Where possible, the SDC will limit the number of adult male officials present during the male weigh-in and only female adult officials at the female weigh-in. No other extra personnel, administrators, friends or family of either sex will be present in the immediate area. The only exception shall be if a parent wishes to be present during the weigh-in of their child. If this is the situation, the parent may only be present when their child is being weighed-in and must exit the area when completed.

**(The weight inspection can be carried out in all disciplines in long underwear)**

## **4.4 Equipment Process**

- a) Athletes are required to maintain all equipment, including personal belongings, team equipment, assignment, lodgings, vehicles, etc.
- b) Athletes are responsible for the basic maintenance of their equipment. E.g. keeping steels rust free, sled bolts tightened, and spikes adequately fixed to gloves. If there are any issues with equipment, it is the athlete's responsibility to inform the coaches of the issue.

## 4.4 Athlete Development Pathway- 2022

LTAD	COMPETITION AGE * Year of Birth	CLA PROGRAM	ATHLETE PATHWAY CLA/BCLA	FIL COMPETITION	COACHING	CSI
FUN	2015-2016	Start Program	Foundation- Novice Teams	Youth E	Competition Intro	N/A
L2T	2013-2014			Youth D		
L2T	2011-2012			Youth C		
T2T	2009-2010	Sharpen Program	Provincial Development	Youth B	Competition Development	Provincial Development
T2T→T2C	2005-2008		Provincial Development → NexGen	Youth A		Canadian Development
T2C	2004-2002	Succeed Program	NexGen	Junior	Competition High Performance	Elie → Podium
T2W	2001 or Earlier		National Team	General Class		

\* For competitions that occur at the beginning of the season (July 1- December 31), athletes are assigned to the class to which they would belong for the competitions taking place after the following January 1. \*\*

## Section 5 | CONDUCT PROCESS (WHISTLE-BLOWER PROCESS)

### 5.1 Introduction

It is the goal of Whistler Sport Legacies to maintain the highest standard of openness, honesty and accountability for all stakeholders of the organization. Therefore, any person who is an employee or member, who has concerns about any aspect of our organization, needs to feel comfortable in coming forward to voice those concerns.

This process document is designed to encourage and enable those who have serious concerns regarding our organization's conduct to raise those concerns in a setting free of the threat of victimization, subsequent discrimination or disadvantage.

All stakeholders may be assured that concerns will be dealt with expeditiously, in a confidential and timely manner.

### 5.2 Background

The process is designed to bring forward real concerns about wrongdoing to enable the Whistler Sliding Development Centre to take action on the information in a fair, open and confidential way without recrimination. Wrongdoing involves unlawful or illegal behaviour and can include, but is not limited to:

- a) Unlawful acts
- b) Unprofessional conduct
- c) Questionable accounting or auditing practices
- d) Dangerous practices likely to cause physical harm



- e) Abuse of power or authority
- f) Alleged discrimination or harassment

Any employee or athlete who makes a disclosure or raises a concern under this process will be protected, assuming:

- a) The information is disclosed in good faith
- b) Said person believes it to be substantially true
- c) None of the allegations are found to be malicious or false
- d) One is not seeking personal or financial gain

Whistler Sliding Development Centre will consider the making of a deliberately false allegation as a serious disciplinary offence.

The seriousness or complexity of a complaint will have a bearing on the amount of time required to resolve the issue. Nevertheless, within ten business days of a concern being raised to the VP of Sport, you will receive a written acknowledgement of the receipt of the complaint along with:

- a) A summary of initial inquiries
- b) A proposal on how to deal with the matter
- c) An estimate of the time required

In addressing these matters, every effort will be made to minimize any difficulties the complainant may experience, and Whistler Sliding Development Centre will not tolerate an attempt to apply any sanction or detriment to those who bring forward legitimate concerns regarding any wrongdoing. Confidentiality and anonymity will be respected when requested.



## Section 6 | APPENDICES

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## Appendix A- Coaching Code of Conduct

The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes.
- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
- c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments.
- d) Support the coaching staff of a training camp, provincial team, or national team should an athlete qualify for participation with one of these programs.
- e) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
- f) Act in the best interest of the athlete's development as a whole person.
- g) Respect other coaches.
- h) Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance.
- i) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco.
- j) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes.
- k) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete.
- l) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.
- m) Dress professionally, neatly, and inoffensively.
- n) Use inoffensive language, taking into account the audience being addressed.

## Appendix B- Conduct and Appeals Process

### **Whistler Sliding Development Centre Appeals Process**

#### **1. Purpose**

- 1.1 The purpose of this process is to enable disputes between athletes and/or coaches, Whistler Sliding Development Centre and Whistler Sport Legacies to be dealt with fairly, expeditiously and affordably, without recourse to formal legal and court-like procedures.

#### **2. Application**

- 2.2 This process applies to athletes and/or coaches who participate in programs, use facilities or receive services from the SDC and Whistler Sport Legacies. It applies to decisions made by the SDC. Any athlete and/or coach who is affected by such a decision may appeal the decision, provided there are sufficient grounds for the appeal as defined in this process.

#### **3. This process does not apply to:**

- 3.1 Operational Structure or matters of employment
- 3.2 Matters that are within the jurisdiction of a National Sport Federation or International Sport Federation
- 3.3 Matters relating to the *Canadian Policy on Doping in Sport* and the *Canadian Doping Control Regulations*
- 3.4 Matters relating to harassment
- 3.5 Decisions made under Section 9 of this process
- 3.6 The rules of sport
- 3.7 Budgeting or budget implementation

#### **4. Interpretation**

- 4.1 Timelines in this process are in total days, irrespective of weekends or holidays. Where a deadline falls on a weekend or holiday, the next business day shall be the deadline for the purpose of this process.

#### **5. Timing of Appeal**

- 5.1 Any athlete and/or coach who wishes to appeal a decision shall have two days from the date on which they received notice of the decision, to submit in written notice of their intention to appeal, along with detailed reasons for the appeal, to the VP Sport of WSL Lucinda Jagger.
- 5.2 Any athlete and/or coach wishing to initiate an appeal beyond the two-day period must provide a written request stating reasons for an exemption to the requirement of Section 5 of this process. The decision to allow, or not allow an appeal outside the two-day period shall be at the discretion of the VP Sport and two BCLA Board Members.
- 5.3 Athletes/ Coaches who wish to appeal a decision must submit a written notice of the appeal to the President within the appropriate timeline indicating;
  - 5.3.1 Their intention to appeal
  - 5.3.2 Coordinates of the Appellant
  - 5.3.3 Name of the Respondent
  - 5.3.4 Detail reason(s) of the appeal
  - 5.3.5 Grounds for the appeal

- 5.3.6 Summary of the evidence in support of these reason(s)
- 5.3.7 The suggested remedy or remedies requested
- 5.3.8 The appeal must be accompanied with a \$250.00 administration fee (may be refundable if the appeal is successful)

## **6. Grounds of Appeal**

6.1 A decision cannot be appealed nor can an appeal be heard, on the merits of the decision. Decisions may only be appealed, and appeals may only be heard, on procedural grounds.

Procedural grounds are limited to WSL and SDC:

- 6.1.1 Making a decision for which it did not have authority or jurisdiction as set out in the Selection Process guidelines.
- 6.1.2 Failing to follow procedures as laid out in the selection process guidelines.
- 6.1.3 Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views.
- 6.1.4 Exercising its discretion for an improper purpose.

## **7. Screening of Appeal**

7.1 Within an appropriate timeline, the President (or designate), and two BCLA Board members shall decide whether or not the appeal is based on one or more of the grounds described in Section 8.

7.2 If the appeal is denied on the basis of insufficient grounds, the athlete and/or coach shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the VP Sport (or designate) and two BCLA Board Members and may not be appealed.

## **8. Appeals Panel**

8.1 If the VP Sport and two BCLA Board Members are satisfied that there are sufficient grounds for an appeal, within an appropriate timeline of receiving the notice of appeal the VP Sport shall establish an Appeals Panel (the "Panel") as follows:

8.2 The Panel shall be comprised of three individuals who 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; and

8.3 At least one of the Panel's members shall be a former athlete, 18 years of age or older;

8.4 The Panel's members shall select from themselves a Chairperson.

## **9. Preliminary Conference**

9.1 The Panel may determine that the circumstances of the dispute warrant a preliminary conference. The matters that may be considered at a preliminary conference include:

9.2 Format for the appeal (hearing by documentary evidence, oral hearing in-person, oral hearing by telephone conference, or a combination of these methods);

9.3 Date and location of hearing;

9.4 Timelines for exchange of documents;

9.5 Clarification of issues in dispute;

9.6 Clarification of evidence to be presented to the Panel;

9.7 Order and procedure of hearing;

9.8 Remedies being sought;

- 9.9 Identification of witnesses; and
- 9.10 Any other matter that may assist in expediting the appeal proceedings.
- 9.11 The Panel may delegate to its Chairperson or to one of its members the authority to deal with these preliminary matters.

## **10. Procedures for the Appeal**

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

- 10.1 The hearing shall be held within an appropriate timeline of the Panel's appointment.
- 10.2 A quorum shall be all three panel members.
- 10.3 Decisions shall be by majority vote, where the chairperson carries a vote.
- 10.4 If the decision of the Panel may affect another party to the extent that the other party could have recourse to an appeal under this process, that party shall become a party to the appeal in question.
- 10.5 The athlete and/or coach, WSL and any affected parties shall be given within an appropriate timeline written, or verbal notice of the date, time and place of the appeal hearing.
- 10.6 The Panel may direct that any other individual participate in the appeal.
- 10.7 In the event that one of the Panel's members is unable or unwilling to continue with the appeal, the matter will be concluded by the remaining two Panel members who shall make their decision unanimously
- 10.8 Unless otherwise agreed by the parties, there shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties.

## **11. Procedure for a Documentary Hearing**

Where the Panel 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 in the circumstances provided that:

- 11.1 All parties are given an opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal.
- 11.2 The applicable principles and timelines of Section 14 are respected.

## **12. Evidence that May be Considered**

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

## **13. Appeals Decision**

- 13.1 Within an appropriate timeline, the Panel shall issue its written decision, with reasons. In making its decision, the Panel shall have no greater authority than that of the original decision-maker. The Panel may decide:
  - 13.1.1 To void or confirm the decision being appealed;
  - 13.1.2 To vary the decision-maker for reasons which include, but are not limited to; lack of clear procedure, lack of time, or lack of neutrality;
  - 13.1.3 To refer the matter back to the initial decision-maker for a new decision;
  - 13.1.4 To determine how costs of the appeal shall be allocated, if at all.
- 13.2 A copy of this decision shall be provided to each of the parties and to the Appeals Committee.

## **14. Timelines**

- 14.1 If the circumstances of the dispute are such that this process will not allow a timely appeal, the Panel may direct that these timelines be abridged. If the circumstances of the dispute are such that the appeal cannot be concluded within the timelines dictated in this process, the panel may direct that these timelines be extended.
- 14.2 Where there is a need to render a decision quickly, the panel may issue a summary decision with reasons to follow, provided the written decision, with reasons, is rendered within five days of concluding the appeal, or such other timeline as may be agreed to by the parties.

## **15. Jurisdiction**

- 15.1 Matters that are of the Sport Dispute Resolution Centre of Canada (SDRCC) may be appealed or otherwise referred to the SDRCC for resolution.
- 15.2 No action or legal proceeding shall be commenced against BCLA in respect of a dispute, unless BCLA has failed to abide by the provisions for appeal of the dispute, as set out in this process.

## Appendix C- BC Luge Selection Process

### Selection Process

Selection for the 2022-2023 BC Development Team is achieved and maintained based on the technical and physical competencies established during:

1. **Physical Testing (Appendix D)**
2. **Sliding Competency Evaluation (Appendix E)**
3. **Coach Assessment**

### Physical Testing

All athletes must reach their age and gender appropriate physical testing standards to be considered for selection. There are two opportunities for athletes to reach the above outlined physical testing standards:

1. **July 28, 2022**
2. **October 27, 2022**

### Sliding Competency

- Competed in their designated age/gender category at the **2022 Youth Canadian Championships** (March 13, 2022)
- Achieved competition age and gender specific start height during training in Whistler prior to any travel dates.
- Achieving a minimum 70% on the intermediate or advanced level of the Luge Badges Program.

**Table 3: Minimum Start Heights**

Age Category	Calgary Olympic Park	Whistler Sliding Centre
Youth A Men	Doubles	Women's
Youth A Women	Doubles	Women's
Youth A Doubles	Doubles	Novice
Youth B Men	Doubles	Novice
Youth B Women	Damen	Novice
Youth C Men	Jr Ramp	K8
Youth C Women	Jr Ramp	K8
Youth D Men	Jr Dock	ML
Youth D Women	Jr Dock	ML
Youth E Men	Exit 9/ Tourist	K12
Youth E Women	Exit 9/ Tourist	K12

\*The coach assessment on sliding prevails.



## Coach Assessment

The coach assessment is determined by the following process:

Primarily driven by the athlete's start height at the Whistler Sliding centre and there skill assessment. Table 3 outlines the minimum start heights at which athletes will need to demonstrate competency to be successful for selection.

## Injury Clause

In the event of an injury, the injury must be assessed and verified by a Medical professional. Each injury will be dealt with on an individual case. The Coach Assessment will define the direction and the effect the injury will have on the athlete's selection process.

## Injury Status for Physical Testing

An injury status during physical testing will excuse an athlete from the testing protocol only if the athlete has a performance history of achievement for the physical tests in question. For clarity, the athlete must have a history of passing that specific test.

## Appendix D- Physical Requirements- BC Development Team

### Physical Testing Youth A Men Points Scale

EVENT		30 SPRINT	Power Cleans	Pull Ups	Horizontal Row	Bench Press	Leger Run
POINTS		Sec.	Rel.	15 Sec.	Rel.	Rel.	ml/kg/min
EXCELLENT	20	<4.57	>1.18	>14	> 1.17	> 1.17	>11.07
	19.5	4.59-4.57	1.14		1.15 - 1.16	1.15 - 1.16	11.06
	19	4.62-4.60	1.12	14	1.13 - 1.14	1.13 - 1.14	11.04
	18.5	4.65-4.63	1.10		1.11 - 1.12	1.11 - 1.12	11.02
	18	4.68 - 4.66	1.08	13	1.10- 1.09	1.10- 1.09	10.11
GOOD	17.5	4.71 - 4.69	1.05		1.08 - 1.07	1.08 - 1.07	10.08
	17	4.74 - 4.72	1.04	12	1.06 - 1.05	1.06 - 1.05	10.60
	16.5	4.75	1.03		1.04 - 1.03	1.04 - 1.03	10.04
	16	4.78 - 4.76	1.02	11	1.02 - 1.01	1.02 - 1.01	10.02
	15.5	4.80 - 4.79	1.01		1.00 - 0.99	1.00 - 0.99	9.11
	15	4.82 - 4.81	1.00	10	0.98 - 0.97	0.98 - 0.97	9.10
	14.5	4.84 - 4.83	0.99		0.96 - 0.95	0.96 - 0.95	9.90
FAIR	14	4.85	0.98	9	0.94 - 0.93	0.94 - 0.93	9.80
	13.5	4.87 - 4.86	0.97		0.92 - 0.91	0.92 - 0.91	9.70
	13	4.89 - 4.88	0.96	8	0.90 - 0.89	0.90 - 0.89	9.60
	12.5	4.91 - 4.90	0.95		0.88 - 0.87	0.88 - 0.87	9.50
	12	4.93 - 4.92	0.94	7	0.86 - 0.85	0.86 - 0.85	9.40
	11.5	4.95 - 4.94	0.93		0.84 - 0.83	0.84 - 0.83	9.30
	11	4.97 - 4.96	0.92	6	0.82	0.82	9.2
POOR	10.5	4.99- 4.98	0.86 - 0.91		0.81	0.81	9.10
	10	5.00	0.85	5	0.80	0.80	8.11
	5	5.05 - 4.99	0.80 - 0.84	4	0.70 - 0.79	0.70 - 0.79	8.5 - 8.11
	0	>5.05	<0.80	<4	<0.70	<0.70	<8.5

Minimum	5.00	0.90	5	0.80	0.80	8.11
Maximum	4.68	1.10	12	1.10	1.10	11.1

To pass the physical test, each athlete must score a total of 60 points  
 An athlete is only allowed to score the minimum (ie. 5 point total score) in one event  
 If an athlete scores 0 on any test, they are not eligible able to make the National Luge Program  
 < - Less Than, > - Greater Than. \* - Or Better

**Physical Testing**  
**Youth A Women**  
**Points Scale**

EVENT		30 SPRINT	Power Cleans	Pull Ups	Horizontal Row	Bench Press	Leger Run
POINTS		Sec.	Rel.	15 Sec.	Rel.	Rel.	Stage
<b>EXCELLENT</b>	20	<4.83	>1.08	>11	>1.08	>1.08	10.01
	19.5	4.84 - 4.83	1.07		1.07	1.07 - 1.08	9.11
	19	4.86 - 4.85	1.05	11	1.05	1.05 - 1.06	9.10
	18.5	4.89	1.03		1.03	1.03 - 1.04	9.90
	18	4.91	1.01	10	1.01	1.01 - 1.02	9.80
<b>GOOD</b>	17.5	4.94	0.99		0.99	1.00 - 0.99	9.70
	17	4.97	0.97	9	0.98 - 0.97	0.98 - 0.97	9.6
	16.5	5.00	0.95		0.96 - 0.95	0.96 - 0.95	9.5
	16	5.02 - 5.01	0.93	8	0.94 - 0.93	0.94 - 0.93	9.4
	15.5	5.04 - 5.03	0.91		0.92 - 0.91	0.92 - 0.91	9.3
	15	5.06	0.89	7	0.90 - 0.89	0.90 - 0.89	9.20
	14.5	5.08	0.87		0.88 - 0.87	0.88 - 0.87	9.1
14	5.10	0.85	6	0.86 - 0.85	0.86 - 0.85	8.1	
<b>FAIR</b>	13.5	5.12 - 5.11	0.84 - 0.83		0.84 - 0.83	0.84 - 0.83	8.9
	13	5.14 - 5.13	0.82 - 0.81	5	0.82 - 0.81	0.82 - 0.81	8.8
	12.5	5.16 - 5.15	0.80		0.80	0.80	8.70
	12	5.18 - 5.17	0.79	4	0.79	0.79	8.6
	11.5	5.20 - 5.19	0.78		0.78	0.78	8.5
	11	5.22 - 5.21	0.77	3	0.77	0.77	8.4
<b>POOR</b>	10.5	5.24 - 5.23	0.76		0.76	0.71 - 0.76	8.2
	10	5.25	0.75	2	0.75	0.70	8.1
	5	5.26 - 5.40	0.65 - 0.74	1	0.65 - 0.74	0.69 - 0.66	6.5 - 7.10
	0	>5.40	<0.65	<1	<0.65	<0.65	<6.5
<b>Minimum</b>		<b>5.25</b>	<b>0.75</b>	<b>2.0</b>	<b>0.70</b>	<b>0.65</b>	<b>8.1</b>
<b>Maximum</b>		<b>4.83</b>	<b>1.08</b>	<b>10</b>	<b>1.08</b>	<b>1.08</b>	<b>11.7</b>

To pass the physical test, each athlete must score a total of 60 points

An athlete is only allowed to score the minimum (ie. 5 point total score) in one event

If an athlete scores 0 on any test, they are not eligible able to make the National Luge Program

< - Less Than, > - Greater Than. \* - Or Better

## CANADIAN LUGE PHYSICAL TESTS Points Scale

### Development Men

EVENT	30M SPRINT	Push Ups	Pull Ups	Sit ups	Static Neck Hold	Leger Run	
POINTS	Sec.	30 Sec.	15 Sec.	60 Sec	Sec.	ml/kg/min	
<b>EXCELLENT</b>	20	<4.70	40*	>12	70*	>180	>11.0
	18	4.70	39	12	69	170	10.11
	17.5	4.75	38	11	66	160	10.9
	17	4.80	37	10	63	150	10.7
	16.5	4.85	36	9	61	140	10.5
	16	4.89	35	8	59	130	10.4
<b>GOOD</b>	15.5	4.93	33	7	57	120	10.3
	15	4.97	31		55	110	10.1
	14.5	5.00	30	6	53	100	9.9
	14	5.03	29		51	90	9.6
	13.5	5.06	28	5	49	80	9.3
	13	5.09	27		47	70	9.1
<b>FAIR</b>	12.5	5.12	26	4	45	65	8.7
	12	5.15	25		43	60	8.4
	11.5	5.18	24	3	41	57	8.1
<b>POOR</b>	11	5.22	23		39	53	7.7
	10.5	5.26	21	2	37	49	7.4
	10	5.30	20	1	35	45	7.1
	5	5.35	18		30	40	6.6
	0	<5.35	<18	0	<30	<40	<6.6

<b>Minimum</b>	<b>5.30</b>	<b>20</b>	<b>1</b>	<b>35</b>	<b>45</b>	<b>7.1</b>
<b>Maximum</b>	<b>4.70</b>	<b>40</b>	<b>12</b>	<b>70</b>	<b>180</b>	<b>11.0</b>

To pass the physical test each athlete must score a total of 60 points.  
 An athlete is only allowed to score the minimum (ie. 5 point total score) in one event  
 If an athlete scores 0 on any test, they do not make the team  
 < - Less Than, > - Greater Than, \* - Or Better

## CANADIAN LUGE PHYSICAL TESTS Points Scale

### Development Women

EVENT	30M	Push Ups	Pull Ups	Sit ups	Neck	Leger	
	SPRINT	30 Sec.	15 Sec.	60 Sec	Hold	Run	
POINTS	Sec.	30 Sec.	15 Sec.	60 Sec	Sec.	Shuttle	
<b>EXCELLENT</b>	20	4.92*	40*	11*	65*	150*	10*
	18	4.93	39	10	64	149	9.11
	17.5	4.94	38	9	62	140	9.9
	17	4.95	37	8	60	130	9.7
	16.5	4.96	35	7	58	120	9.5
	16	4.98	33		56	110	9.4
<b>GOOD</b>	15.5	5.00	31	6	54	100	9.3
	15	5.04	29		52	90	9.1
	14.5	5.08	27	5	50	80	8.9
	14	5.12	25		48	70	8.6
	13.5	5.15	23	4	46	60	8.3
	13	5.2	21		44	57	8.1
<b>FAIR</b>	12.5	5.25	19	3	42	54	7.7
	12	5.3	17		40	51	7.4
	11.5	5.35	15	2	37	47	7.1
<b>POOR</b>	11	5.40	13		34	43	6.7
	10.5	5.45	11	1	31	39	6.4
	10	5.50	10		30	35	6.1
	5	5.55	8		27	30	5.8
	0	>5.55	<8		<27	<30	<5.8
<b>Minimum</b>	<b>5.50</b>	<b>10</b>	<b>N/A</b>	<b>30</b>	<b>35</b>	<b>6.1</b>	
<b>Maximum</b>	<b>4.92</b>	<b>40</b>	<b>11</b>	<b>65</b>	<b>150</b>	<b>11.0</b>	

To pass the physical test each athlete must score a total of 60 points.

An athlete is only allowed to score the minimum (ie. 5 point total score) in one event

If an athlete scores 0 on any test, they do not make the team

< - Less Than, > - Greater Than, \* - Or Better

## Appendix E- BC Luge Badges Program

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

### BCLA Skills Evaluation:

#### Advanced (Ladies/Lower Ladies Start)

Athlete: \_\_\_\_\_ Season: \_\_\_\_\_

Age/ Race Category: \_\_\_\_\_ / \_\_\_\_\_

Year Joined Luge: \_\_\_\_\_ Season Run Volume: \_\_\_\_\_

Injuries (with description): \_\_\_\_\_

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### Skills Assessment

SAFETY		SKILLS POINTS
	Respect of other athletes, the track staff and facility. Follow the safety rules: <ul style="list-style-type: none"> <li>- Track is clear</li> <li>- Luge in track</li> <li>- Hold at start</li> </ul>	Y/N: ____
<b>POSITION</b>		
Head (Orientation angle)	Head flat in curves and straight-a ways, peaking only when necessary.	Rate 1-5: ____

# Whistler Sport Legacies



Shoulders	Shoulders are fully back and stretched out.	Rate 1-5: ____
Legs	Legs are in proper luge position and aerodynamic with the bottom of the pod.	Rate 1-5: ____
Feet	Toes are pointed at all times, in training and race booties.	Rate 1-5: ____
<b>DRIVING</b>		
Knowledge of lines	Understand impact of speed and pressure on lines; what to do with the incorrect entrance.	Rate 1-5: ____
Able to execute desired lines	Able to make a correction immediately in curve; how much or little to drive to get back on the correct line.	Rate 1-5: ____
Steering Development	Understands how to steer again pressure.  Ex. Correcting the incorrect entrance by entrance drive and adapting immediately	Rate 1-5: ____
<b>STARTS</b>		
Routine	In the handles is routine and focused.	Rate 1-5: ____

Lay Down	Lay down is stable and efficient.	Rate 1-5: ____
Executing	All 3 main movements are explosive and pulling out of the handles evenly.	Rate 1-5: ____
Paddles	Athlete continues to accelerate sled with strong, smooth and quick paddles.	Rate 1-5: ____
<b>CONSISTENCY</b>		
Time difference between runs	Aims for 3 tenths of a second between 4 training runs in one training session.	Rate 1-5 (Based of 5 consecutive sessions): ____
<b>COACHABILITY</b>		
Response to instruction	<p>Tries correction or driving adaptations that coach suggests.</p> <p>Athlete makes acceptable corrections bases on self-analysis.</p>	<p>Rate 1-5: ____</p> <p>Rate 1-5: ____</p>
<b>ANALYSIS</b>		
Where you are in the track?	Can recall lines and can make	Rate 1-5: ____





	<p>connections between curves.</p> <p>Ex. Came off this curve and headed this direction because of this.</p> <p>Athlete is able to communicate effectively w/ coach via radio</p>	Rate 1-5: ____
<b>ATTITUDE</b>		
	<p>Cooperates with:</p> <ul style="list-style-type: none"> <li>-Coaches</li> <li>- Track Crew/ Sliding center Staff</li> <li>- Parents</li> <li>- BCLA Representatives</li> </ul> <p>Is respectful to teammates and encourages a positive team environment.</p>	<p>Rate 1-5: ____</p> <p>Rate 1-5: ____</p>
<b>EQUIPMENT</b>		
Knowledge	Can show how to check their parallel, all bolts correct on sled.	Y/N: ____
Care	Bolts are tight, steels are rust free, and	Y/N: ____

# Whistler Sport Legacies



	sled is taped either race or training.	
Facility Care	Equipment is properly stored. Start house and sled shop are clean.	Y/N: ____
<b>PHYSICAL</b>		
Flexibility	Athlete is improving, and maintaining shown by start and training in the gym.	Rate 1-5: ____
Abdominal strength	Static luge position for 60 seconds.	Y/N: ____
Neck strength	2-minute neck tuck on bench.	Y/N: ____
Toe Point	Athlete is able to point toe for 90 seconds in a static test.	Y/N: ____
<b>ASSOCIATED SKILLS</b>		
Participation	Has positive attitude and shows consistent effort.	Rate 1-5: ____
Leadership initiative	Responsible for personal care and maintenance of own tools, sled and	Rate 1-5: ____

# Whistler Sport Legacies



	runner guards for sled.	
Goal Setting	Athlete is able to set short-term, mid-term and long-term goals and is able to outline steps that need to be taken to achieve goals.	Rate 1-5: ____
Visualization	Visualize the sequence of curves from starting point to ending point on the track.	Y/N: ____
Training Diary	Keeps a training diary recording daily goals and any information that might help continue goals.  Includes track drawings and line information in training diary or separate track book.	Rate 1-5: ____  Rate 1-5: ____
Track Walk	Walks track daily before each training session	Y/N: ____
Punctuality	Arrives on time for each session allowing for optimal preparation for training or race.	Rate 1-5: ____

# Whistler Sport Legacies



<b>SKILLS POINTS TOTAL</b>		___/143
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Notes: \_\_\_\_\_

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Coaches: \_\_\_\_\_

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	Athlete able to scissor sled using shoulders only.	Rate 1-5: ____
Legs	Maintains appropriate height and no squeezing kufens.	Rate 1-5: ____
Feet	Always pointed straight in aerodynamic position.	Rate 1-5: ____
<b>DRIVING</b>		
Knowledge of Lines	Can write out the correct lines as well as draw the track.	Rate 1-2: ____
Able to Execute desired lines	The athlete makes the correction before hitting the wall; either in the corner or on the flats.	Rate 1-5: ____
Steering Development	Athlete understands how to steer against pressure.  Ex. Stopping a loop	Rate 1-5: ____
<b>ANALYSIS</b>		
Where are you in the track?	The athlete can tell the coach where they entered the corner and some information regarding it.  Ex. Early, middle or late and smooth, ruff, abrupt	Rate 1-5: ____
<b>COACHABILITY</b>		
Response to Instruction	When asked to improve on a line or position is working at it and coach can see improvement.  Ex. Lowing head, driving differently	Rate 1-5: ____
<b>ATTITUDE</b>		

	<p>Is enthusiastic about being at training, shown through warm-up, sliding and in between time.</p> <p>Athlete is respectful to teammates, parents, coaches, officials and track staff.</p>	<p>Rate 1-5: ____</p> <p>Rate 1-5: ____</p>
<b>EQUIPMENT</b>		
Knowledge	The athlete can show the proper steel work procedures and tightening of all bolts, able to point out nicks in his/her steel.	Rate 1-5: ____
Care	<p>Sled bolts are always tight and steels are being worked on.</p> <p>Athlete takes precautions to prevent rust on steels.</p>	<p>Rate 1-5: ____</p> <p>Rate 1-5: ____</p>
<b>STARTS</b>		
Executing	<p>Athlete is able to go through the 3 main movements of a start:</p> <ul style="list-style-type: none"> <li>- Load</li> <li>- Compression</li> <li>- Pull</li> </ul>	Rate 1-5: ____
Lay Down	The laydown is smooth, fluent and keeps the sled straight.	Rate 1-5: ____
<b>CONSITENCY</b>		

# Whistler Sport Legacies



Time difference between runs	Aims for 5 tenths of a second between 4 training runs in one session.	Rate 1-5 (based off 3 consecutive sessions): ___
<b>PHYSICAL</b>		
Flexibility	The athlete has kept his/her flexibility that was gained throughout the summer training.	Rate 1-5: ___
Abdominal Strength	Can perform 30 sit-ups.	Y/N: ___
Neck Strength	Being able to hold neck at a stable luge position for 80 seconds.	Y/N: ___
Toe Point	The athlete can point his/her toes for 30 seconds during a static test.	Y/N: ___
<b>ASSOCIATE SKILLS</b>		
Warm-Up	Warm up includes cardio activity and coordination exercises.	Rate 1-5: ___
Participation	Has positive attitude and shows consistent effort.	Rate 1-5: ___
Leadership Initiative	Has equipment ready for each training session.	Rate 1-5: ___
Goal Setting	Sets 1 goal for each session with an action to achieve.  Athlete maintains a current sliding journal that includes:  - Long term goals	Y/N: ___



# Whistler Sport Legacies



	- 3 positive points and 3 areas for improvement for every session	Y/N: ____  Y/N: ____
<b>SKILLS POINT TOTAL</b>		____/115

Notes: \_\_\_\_\_

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Coaches: \_\_\_\_\_

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## Appendix F- Parent Code of Conduct

The Whistler Sliding Development Centre is committed to ensuring that all athletes have the opportunity to participate in a safe and welcoming environment that is encouraging and promotes their overall development. Parents play a critical role in the development of the SDC and sliding sports. They have an enormous influence on the athletes' experiences in the sport. The quality of a luge athlete's experience is determined by their relationship with parents and the manner in which parents conduct themselves in the SDC environment.

In this code, "parents" will refer to "parents and guardians". This code applies to all parents who are members of the BCLA or have children who are members of the BCLA or SDC. Parents will abide by this code at all times while participating in any SDC club or school, competition, or activity.

### Parents Responsibilities

- b) All parents are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication and mutual respect.
- c) Parents will always model positive and responsible behaviour and communicate with their son/daughter that they expect them to do the same. Parents will assume the major responsibility for their son/daughter's on track conduct and attitude.
- d) Parents will, at all times, treat all individuals and property with dignity, courtesy and respect, including but not limited to athletes, coaches, officials, volunteers, other parents and all other individuals that are part of the SDC.
- e) Parents will refrain from any behaviour, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence.
- f) Parents will emphasize the importance of values like sportsmanship, respect, cooperation, competition and teamwork to their son/daughter and other athletes, offering praise for participating, competing fairly, and skill development.
- g) Parents will model and encourage their son/daughter to maintain a healthy balance between Luge and life (i.e. school, other activities, social life, etc.).
- h) Parents will model and encourage balanced, healthy food choices and subscribing to an active and healthy lifestyle.
- i) Parents will set high, but reasonable expectations for their son/daughter's participation in Luge, and focus on the development and enjoyment for the child.
- j) Parents will install confidence in their son/daughter's ability and skill development, always avoiding comparisons with other Luge athletes.
- k) Parents will celebrate the acquisition of skills and goals achieved by their son/daughter.
- l) Parents, along with the professional coach and the athlete, will be considered members of a team whose main concern is the child's overall progress and development.
- m) Parents will respect that the professional coach is responsible and empowered for the on-track and off-track development of the athlete.

Parent/Guardian Initial: \_\_\_\_\_

- n) A parent's role will be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, and adherence to off-track training regimen set by the coach and other sport science professionals. They will provide overall health, life-balance, moral and emotional support.
- o) Parents will ensure their son/daughter wears proper Luge clothing and safety equipment.
- p) Parents will never provide alcohol or drugs to minors in a SDC environment.
- q) **Parents will not be at the Start, Control Tower or at the Finish Dock before, during or directly after training sessions. The Finish dock is reserved for athletes, coaches, track crew and race officials/ volunteers.**
- r) Parents will drop off athletes at the Guest Services Building with sufficient time to prepare for the session (i.e. 60 minutes before the start of the session). Please contact the coach if running late or if there are any other time constraints. **Under no circumstances should a parent be driving the Mountain Access road past the gate.**
- s) Parents will openly support and uphold this code of conduct process and take action and steps to ensure other parents follow and uphold this code of conduct process.
- t) Parents will adhere to the policies, procedure, rules, standards, and ethics of BCLA and SDC at all times.
- u) **During training sessions and competitions, parents must follow all spectator guidelines and stay within the spectator areas. Board Members and/or Officials not working in an official capacity and are on site in a parent capacity must follow these guidelines.**
- v) Parents are expected to volunteer around the track as SDC and/or BCLA sees fit, and sign up for volunteer positions when possible during competitions.
- w) Parents are expected to report to the coach when an issue arises.
- x) Please do not criticize the coach to your child, other parents, track staff, race officials, and visiting coaches. Parents are encouraged to communicate their issues/concerns with coaches. Coaches will be available after sessions, or you can set up an appointment via phone or email. If your concern continues, please speak to the Sport Coordinator or the Sport Supervisor at WSC.
- y) When in the presence of other athletes, parents must speak positively about the program and coaching staff, and offer praise to the athletes for competing fairly and for their respective skill development.

**Failure to follow the above outlined expectations will result in the athlete not being able to participate in BCLA events, including training and races.**

\_\_\_\_\_ & \_\_\_\_\_ (Parent/Guardian Names), hereby acknowledge having read, understood and will comply with the foregoing Code of Conduct.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix G- Athlete Agreement



# Whistler Sport Legacies

Whistler Sliding Development Centre

Athlete Agreement

LUGE



**The goal of the Whistler Sliding Development Centre is to place athletes on the Canadian Luge Association with a high probability of winning World Cup and Olympic Luge events.**

*To be a member of the Whistler Sliding Development Centre is a privilege, not a right.*

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## 1. APPLICABILITY

- a) This agreement applies to any athlete while under the direct jurisdiction of Whistler Sport Legacies. The term SDC, within this document will include the Whistler Sliding Development Centre team. The SDC Athlete Handbook outlines important policies that are referred to in this document.
- b) Athletes play a critical role in the development of the CLA/ BCLA/ WSL and the sport of Luge. Understanding, commitment, and respect for all relationships as a member of the Luge community is required in order to achieve complete success. The Code of Conduct has been developed to achieve a level of behaviour that will allow all athletes to realize their own personal goals and advance in the sport to the highest levels of competition.

## 2. ORGANIZATION

- a) The Whistler Sliding Development Centre undertakes, within reasonable constraints of resources, to provide athletes with the best possible opportunities for them to reach the peak of their competitive potential.
- b) The opportunities include many aspects of training, competition, continued athlete development and related administrative services.
- c) The SDC operates under the direct authority of the SDC coaches, who in turn are accountable to the Manager of Sport, Whistler Sliding Centre, the Whistler Sport Legacies Managing Director, Whistler Sliding Centre and the Vice President, Sport.
- d) Athletes are reminded that BC Medical Insurance is provided under family coverage until the age of majority. After that, it is the responsibility of the individual athletes to provide such coverage for themselves.
- e) The Whistler Sliding Development Centre is not liable for the costs of discretionary medical treatment taken outside of Canada. It is recommended that the parents purchase extended health insurance for their child. Please review the SDC handbook.
- f) All matters related to the medical care are outlined in the SDC Handbook.
- g) The BC Medical Plan has policies with regard to paramedical services such as physiotherapy, massage, chiropractic, acupuncture and other such treatments. The Whistler Sliding Development Centre will assume no responsibility for the payment of these services.
- h) The Whistler Sliding Development Centre will make all reasonable efforts to provide adequate medical services for athletes. Please review the SDC Handbook for specific policies.

## 3. CONDUCT AND BEHAVIOUR

- a) The athlete will not permit the team's current uniforms, warm-up suits and other official team clothing to be worn by anyone other than the athlete during the term of the competitive season (up to November of the following season).
- b) The athlete agrees to refrain from any activity likely to or which actually does reflect adversely on, or embarrass WSL, SDC, or other athletes, and agrees at all times to a conduct, which will bring credit to WSL, SDC, other athletes and British Columbia.

- c) The athlete agrees to follow the procedure in the SDC Handbook for remedy of complaints or issues with the SDC activities.
- d) No athlete will be summarily dismissed from the SDC for disciplinary reasons without approval of the Whistler Sport Legacies Managing Director, Whistler Sliding Centre and the Vice President, Sport. Following Whistler Sport Legacies process and Investigation
- e) The appeals process is outlined in Appendix B
- f) In the event that you perceive that you or any of your teammates are being harassed, contact the Whistler Sport Legacies Managing Director, Whistler Sliding Centre and the Vice President, Sport immediately.
- g) The Whistler Sliding Development Centre conduct process is provided in the SDC Handbook and is to be reviewed by yourself and your parents.

## 4. TRAINING AND COMPETITION

- a) The Whistler Sliding Development Centre will provide a comprehensive training and competition program designed to assist the athlete in their pursuit of excellence.
- b) The athlete will always maintain a high level of specific physical fitness satisfactory to his/her coach, and understands that failure to maintain such levels may result in being removed from the team.
- c) The athlete acknowledges that he/she is aware of the FIL International Competition Rules, and agrees to abide fully by these rules and to refrain from any activity that would put the athlete or the Federation in violation of the rules or that would jeopardize his/her eligibility for competition.
- d) The athlete accepts the principle that, due to the ultimate individual nature of the sport, the final responsibility for the observance of rules rests with the individual athlete.

## 5. FINANCIAL

### **Payment of SDC Fees:**

The SDC fees are adjusted annually according to approved plans, budgets and funding. Training fees need to be paid before the sliding season starts unless a payment plan has been approved.

### **Travel and Competition Expenses:**

Families and/or athletes will be invoiced for travel costs associated with training and competition projects that are identified in athlete's individual training and competition plans. These invoices will come from either BCLA or WSL depending on the trip. WSL and BCLA will make every effort to provide an accurate estimate of costs prior to travel. Payments are due upon receipt of invoice.

On the rare occasion when it becomes necessary for the coach to purchase equipment for an athlete, the athlete will be invoiced.

## 6. GENERAL OBLIGATIONS OF THE ATHLETE

- a) Athletes who are with the SDC program are required to accept certain important responsibilities in pursuit of athletic excellence, including:
- i. The responsibility to achieve excellence in all aspects of their individual careers, including athletic performance, personal conduct, behaviour, role modeling and self-management.
  - ii. The responsibility to contribute to the overall development of the sport by assisting SDC and BCLA in ventures like fundraising, promotion and participation in domestic competitions.
- b) The athlete agrees to:
- i. Represent the SDC Team in a dignified and responsible manner
  - ii. Not consume alcohol, use tobacco or consume other drugs for non-medical reasons while attending any team activity
  - iii. Avoid any form of public behavior which brings discredit to the SDC
  - iv. Adhere to the anti-doping policies of the CCES (all information can be found at [www.cces.ca](http://www.cces.ca)). It is the athlete's responsibility to contact their coach in the event that the athlete needs to take any form of medication OR nutritional supplement
  - v. Exemplify the attitude, work ethic and dryland fitness requirements as expected by the coaching staff
  - vi. Set goals and work towards those goals
  - vii. Attend all functions. Punctuality is expected.
  - viii. Communicate with the coach on all equipment needs. The coach will work with the athlete to help with equipment if requested by the athlete.
  - ix. Ensure that personal travel documents such as visas, passports are kept current
  - x. Be available at any time, without notice, to be tested for banned and restricted substances
  - xi. Respect the position of coach of the SDC by: discussing training plans with the coach; following training programs and other training advice offered by the coach; submitting all required information on training progress and performance during competition; attending all organized team activities whenever possible and supplying an explanation of absences from team activities
  - xii. In the case of an injury, a certificate from a medical doctor, setting out the specific nature of the injury and the anticipated length of recovery, must be forwarded to the SDC within one (1) week of incurring the injury.
- c) Athletes and parents will discuss any disagreements over coaching or team activities with the coach, and will refrain from public criticism. The SDC Handbook outlines the process in the event that communication goes beyond the coach.
- d) In the event that an athlete acquires a sponsor, he/she must contact the Vice President, Sport of Whistler Sport Legacies to ensure it is not a conflicting sponsor with the Whistler Sliding Development Centre, and that all logo placements on the athlete is agreed to by WSL.



- e) An athlete may resign from the SDC at any time at the cost of forfeiting any fees paid to the date of resignation. Upon written request, forfeit fees will be reviewed by the VP, Sport.
- f) RESPECT themselves, other athletes, coaches, sponsors, WSL representatives, members of the Luge community in general and equipment. Be aware of the role sports play in all athletes lives and respect the pressures that may be placed on themselves and other athletes as they strive to balance physical, mental, emotional and spiritual elements of their life. Athletes must:
  - i. Uphold the rules and regulations as defined by the Fédération Internationale de Luge (FIL) in the IRO International Luge Regulations
  - ii. Participate in a manner that ensures the SAFETY of themselves and others
  - iii. Treat opponents, coaches and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
  - iv. Maintain all equipment, including personal belongings, team equipment, assignments, lodgings, vehicles, etc.
- g) Demonstrate sportsmanship and an attitude towards fair play. Set standards of behaviour that avoids pranks, cause a nuisance or discredit themselves or the sport. Athletes must:
  - i. Support their teammates. Direct comments and criticism at performance rather than the individual.
  - ii. Not cheat or lie in competition or training.
  - iii. Avoid rude, impolite and inappropriate behavior.
  - iv. Respect other athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
  - v. Avoid any action or conduct that would reasonably be expected to significantly disrupt or interfere with a competition or the preparation of any athlete for a competition.

## 7. HARASSMENT

Harassment takes many forms but can generally be defined as behaviour including comments and/ or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups of individuals, or which creates an uncomfortable environment.

Harassment may include:

- a) Written or verbal abuse or threats
- b) Sexually oriented comments
- c) Racial or ethnic slurs

- d) Unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion, etc.
- e) Displaying of sexually explicit, racist or other offensive or derogatory material
- f) Sexual, racial, ethnic or religious graffiti
- g) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- h) Unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation
- i) Leering (suggestive staring), or other obscene or offensive gestures
- j) Condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions
- k) Physical conduct such as touching, kissing, patting, pinching, etc.
- l) Vandalism
- m) Physical assault

## 8. INJURY

If the athlete is unable to participate in the program for the balance of the term due to an injury suffered in an activity carried out under this agreement, WSL will negotiate with the parent on an equitable solution.

## 9. TERMINATION

This Agreement may be terminated by the Athlete at any time during the term hereof by providing ten (10) days prior written notice to WSL, to the attention of the Managing Director, WSC or VP, Sport, provided that the program fee will not be refundable except as otherwise specifically negotiated with WSL.

## 10. SIGNING OF AGREEMENT

The SDC Athlete agreement has a SDC Handbook as an addendum that outlines policies, codes and processes part of this agreement. The SDC handbook is integral to the understanding of the athlete agreement and the management of the SDC. For this reason, it is included with the SDC Athlete Agreement. The signing of the SDC Athlete Agreement confirms that the athlete and parent(s) have read and understand the SDC Handbook.



## Whistler Sliding Development Centre ATHLETE AGREEMENT

An agreement between Whistler Sport Legacies and:

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

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

*Parents or Guardians of the current SDC, Development Team or Training Group athlete must sign below confirming that they have read and understood this Agreement and all of its terms.*

Parent (or Guardian) Name: \_\_\_\_\_

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

Parent (or Guardian) Name: \_\_\_\_\_

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

### Whistler Sport Legacies

Vice President, Sport (print): \_\_\_\_\_

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

**Complete, sign and scan this form (one page) to Matt McMurray (mMcMurray@whistlersportlegacies.com)**