



# CYCLING CANADA ATHLETE HANDBOOK

June 2024





# Welcome!

Cycling Canada's goal is to develop a sustainable and aligned National Team program that continuously delivers gracious champions to the world stage and lifelong ambassadors to our community.

Established in 1882, Cycling Canada is our nation's oldest National Sport Organization. The Canadian National Cycling Team has a rich history of success that stretches back to the 1908 Olympic Games, where Canada won bronze in the Team Pursuit. Athletes competing for the Canadian National Cycling Team have won 34 Paralympic medals, 16 Olympic medals and numerous Elite and Junior world titles.

Representing your country in sport is an honour, congratulations on being named to the Canadian National Cycling Team!

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# Introduction

This handbook is meant to aid and inform, and we have attempted to write it in simple and accessible language. If there is a disagreement between this document and Cycling Canada's official policies and procedures, Cycling Canada's official policies and procedures take precedent.



# About Cycling Canada

At Cycling Canada, we're all passionate people who work collectively to make our organization an indispensable resource for all Canadians directly or indirectly involved with cycling.

## **OUR PURPOSE**

Inspire Canadians to cycle.

## **OUR ROLE**

To lead, regulate and empower.

## **OUR MANDATE**

To holistically develop the sport of cycling in Canada.

## **OUR KEY SUCCESS FACTORS**

Focus – Capacity – Alignment, Collaboration and accountability – Sustainability and Inclusion – Adaptability

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## About Cycling Canada

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### FOUR INTERRELATED AREAS OF STRATEGIC FOCUS

#### COMMUNITY

We will create a COMMUNITY with deep connection, affinity and pride in cycling; the community is our greatest collective opportunity and is the foundation for our path to sustainability, diversification and growth.

#### GRASSROOTS

We will teach Canadians the joy of cycling skillfully; a nationally aligned GRASSROOTS development program will drive the flow of new participants, members into the club systems and develop future champions from across the country.

#### EVENTS

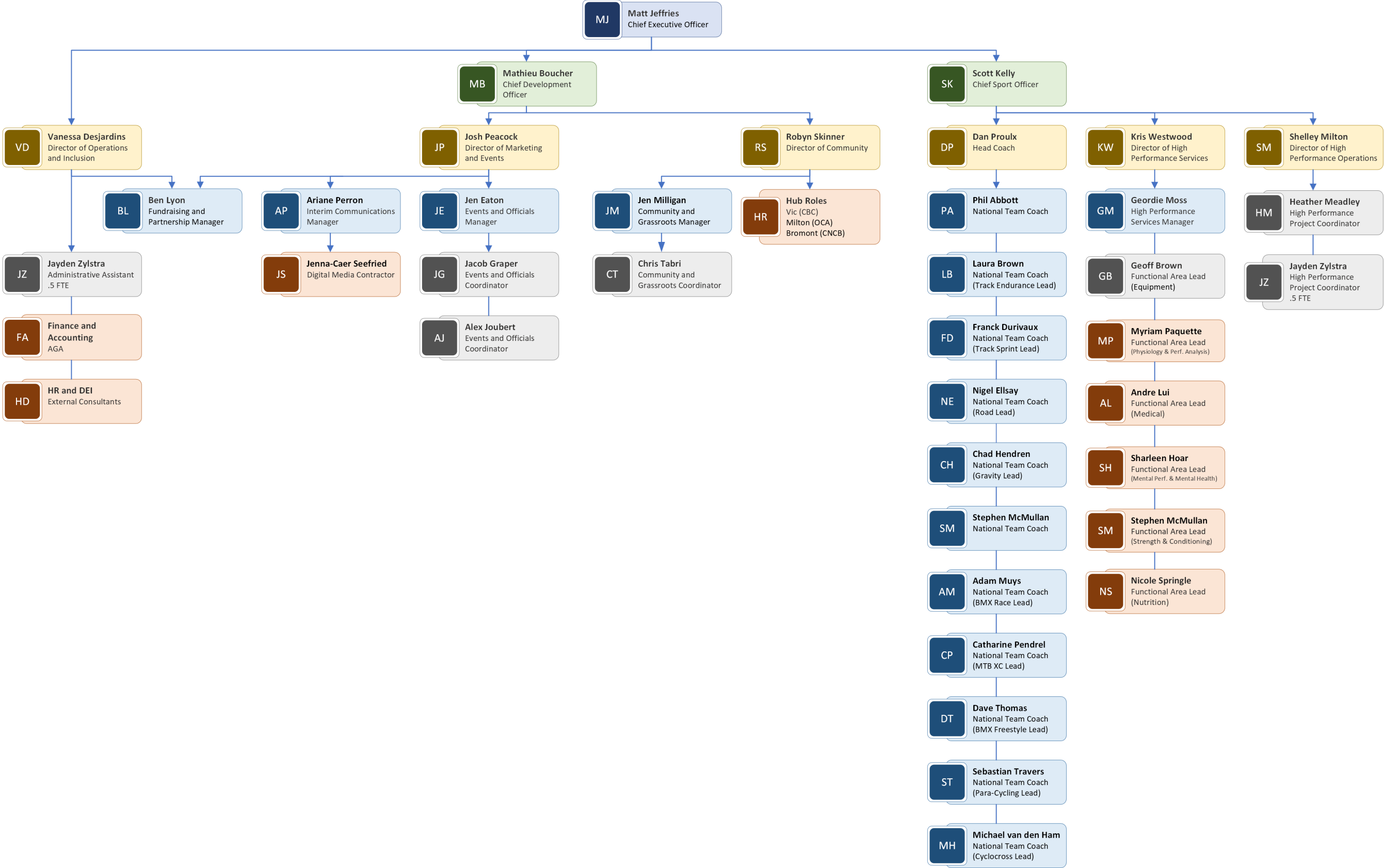
We will produce and facilitate EVENTS that get Canadians genuinely excited about our sport; this will engage our community and stimulate new interest while supporting development pathways for our athlete, coaches and officials.

#### GRACIOUS CHAMPIONS

We will continue to develop sustainable and aligned performance programs that deliver GRACIOUS CHAMPIONS to the world stage and lifelong ambassadors to our community.

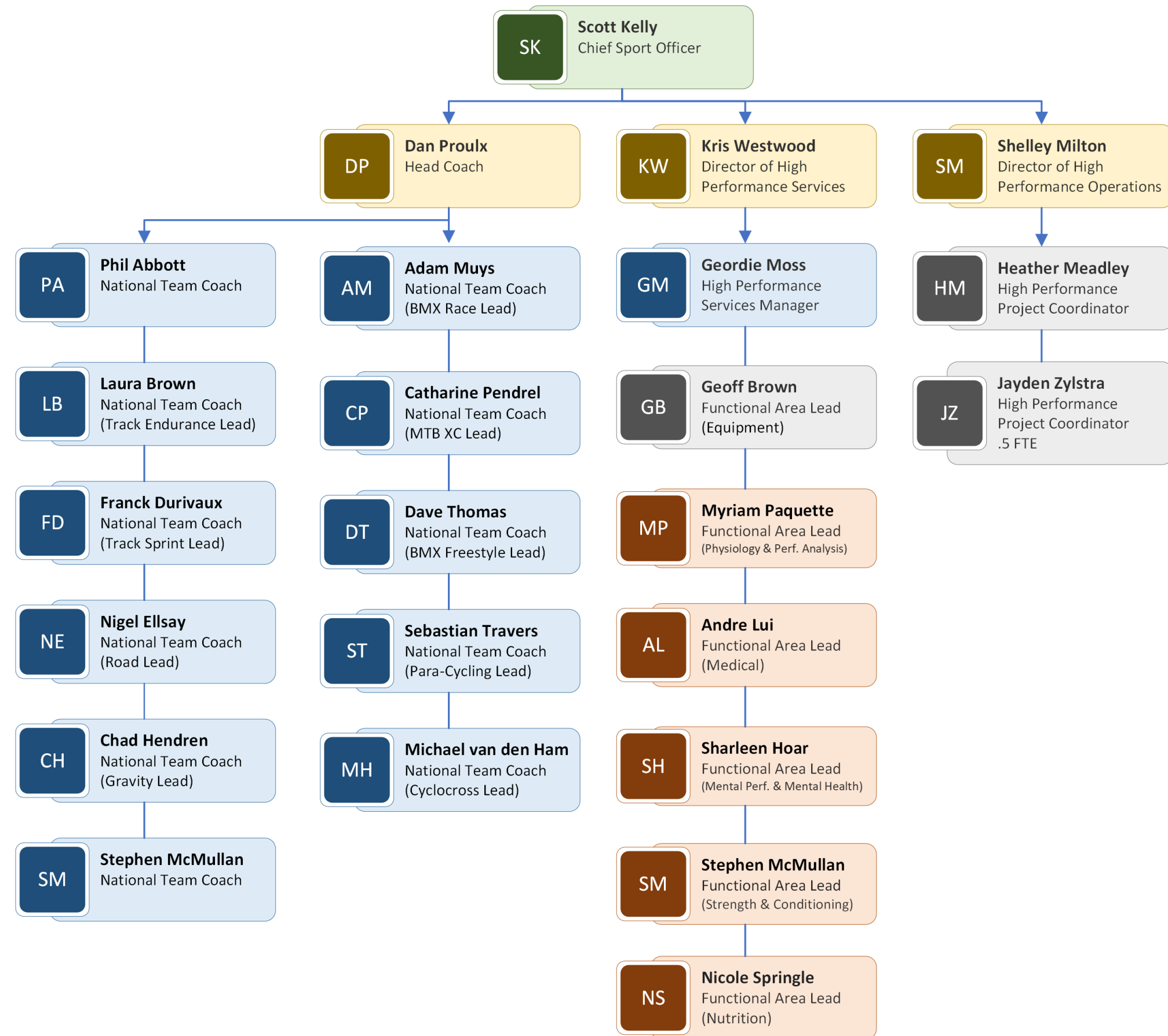


# Staff Structure





# High Performance Staff Structure





# Cycling Canada National Team Programming

One Sport. One  
Team.

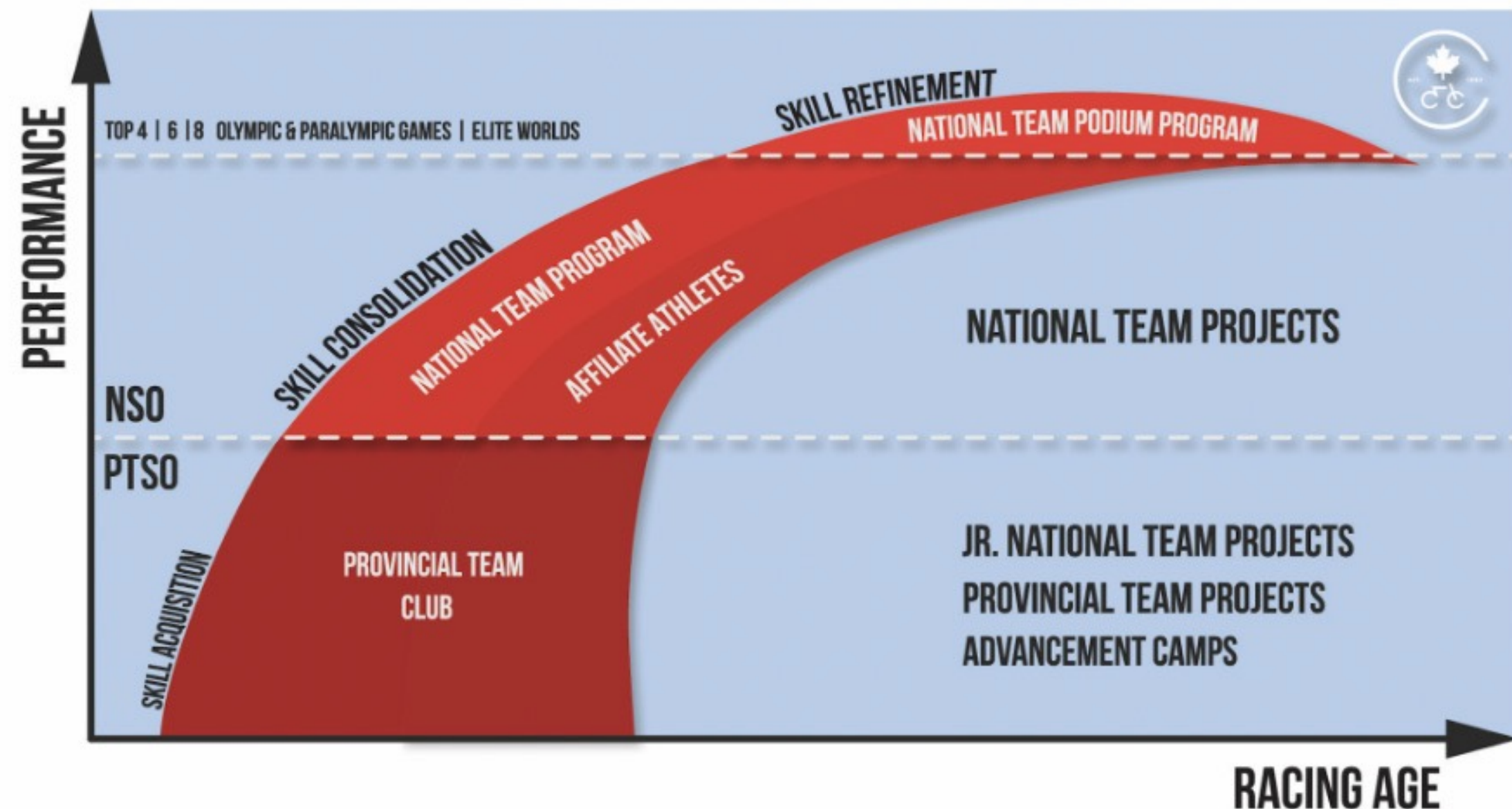


The Canadian National Cycling Team is comprised of athletes from all disciplines that represent Canada at international competitions, World Championships and Major Games.

Cycling Canada refers to both camps and races as 'Projects'. Each year Cycling Canada organizes more than 80 National Team competition and training projects in road, track, mountain bike, BMX, para-cycling and cyclo-cross. In a typical season more than 200 athletes will compete for Canada as a member of the National Team.

The graphic below shows how National Team programming corresponds with the Performance Pathway for cyclists developing from the club level to international podium performances.

The list of athletes who have represented Canada in previous years can be found [HERE](#).





## National Team Standards

## Building a Positive Performance Environment

Performing at a World Class level requires a performance environment where athletes and staff feel safe and supported. To help create this, Cycling Canada has created a list of expectations shared by all athletes and staff.

- Bring an optimistic attitude.
- Create a solution-oriented environment.
- Set meaningful personal goals.
- Take responsibility for your training and your performance.
- Ask for help when needed.
- Show up prepared and on time.
- Commit to doing your best.
- Be present and engaged.
- Choose to be coachable – learning faster is a competitive advantage.
- Share feedback in a way that brings out the best in others.
- Be kind.
- Learn to maintain composure under pressure.
- View setbacks and challenges as opportunities to learn.
- Celebrate your success and the success of others.





# Cycling Canada National Team Performance Pools

Athletes are eligible for nomination to Cycling Canada Performance Pools. These pools are used to determine the level of service each athlete receives.

The Performance Pools are as follows:

## PODIUM PERFORMANCE POOL

- **Performance Level:** Athletes who have achieved results equivalent to an International (SR1) Card in the previous 24 months.
- **Coaching:** Provided at no cost
- **Services:** First priority for customized performance solutions optimized to increase the athlete's potential to earn medals at World Championships and Major Games.
- **Project fees:** None.

## CORE PERFORMANCE POOL

- **Performance Level:** Athletes who have achieved results equivalent to a National (SR) or Development (D) Card in the previous 12 months.
- **Coaching:** Provided at no cost
- **Services:** Services for each athlete are determined based on a detailed assessment of the athlete's Individual Performance Plan (IPP). The IPP is created by the National Team Coach in collaboration with the athlete, the athlete's personal coach (if applicable), and the PSRI team. Service availability will depend on Cycling Canada's capacity once services have been allocated to Podium Pool athletes.
- **Project fees:** Core athletes are required to pay project fees.





# Cycling Canada National Team Performance Pools



## AFFILIATE ATHLETE POOL

- **Performance Level:** Athletes selected to World Championships and Major Games are named to the Affiliate Pool for the following year. Athletes selected to National Team projects (other than Privateers) are considered part of the Affiliate Pool for the duration of that project only.
- **Coaching:** Provided at no cost
- **Services:** PSRI services delivered when athlete attends a national team project (training or competition) with Cycling Canada. Typical support on projects includes mechanical support and sport therapy. Athletes in the affiliate pool also have access to PSRI education sessions, which are intended to increase athlete knowledge and confidence in a number of PSRI areas.
- **Project fees:** Affiliate athletes are required to pay project fees.

The Performance Pool eligibility criteria and nomination process can be found [HERE](#).





## National Team Coaching Services

Coaching is a key element of National Team Programming and Cycling Canada's National Team Coaches are amongst the best in the world. Cycling Canada's Coaches have supported athletes to World Cup, World Championships, Paralympic and Olympic podium performances.

All National Team coaches are Chartered Professional Coaches (ChPC) with Coaches of Canada and maintain high standards of coach education and ongoing professional development.

When athletes attend a training or competition project with the National Team they will be led and coached by a National Team Coach.

Personal coaching is also available through the National Team. Personal coaching is provided without fees for National Team athletes who qualify into the Podium, Core or Affiliate Performance Pools.

Based on an assessment of the athlete's location, interests, performance and results progression, athletes will be placed with an appropriate National Team Coach in our system. Athletes interested in working with a National Team coach should contact Cycling Canada's Head Coach **Dan Proulx**.

The coach will develop an Individual Performance Plan (IPP) that will help to guide athlete training and competition plans throughout the year. The IPP is also used by the PSRI team to determine what services are available to each athlete. The intent of the IPP is to ensure a maximal rate of learning and progression. It is a road map that enhances performance and results progression for each athlete.





## Personal and Private Coaches

Coaching is available to all National team athletes; however, athletes are not required to be coached by a National Team Coach in order to progress through the National Team system. It is important to build good collaboration between the athlete, personal coaches and Cycling Canada – all sharing the same goals and expectations.

Cycling Canada's main point of contact and communication will always be directly with the athlete. We believe that this leads to more efficient communication and empowers the athlete to take responsibility for their training. Athletes are encouraged to include their personal coach, and/or team director in all communication with the National team. National Team coaches will work with the athlete and their personal coach to develop an Individual Performance Plan if required.

Athletes attending a DTE (Daily Training Environment), training camp or competition project with the National Team are expected to follow the training program set out by the National Team Coach during that project.





## Athlete Education

Throughout the off-season, Cycling Canada offers a series of athlete education workshops. The aim of these sessions is to improve each athlete's level of knowledge and skill in areas like event preparation, mental performance, nutrition, recovery, travel, career planning and many other topics. These sessions are typically offered through video conferencing and will include athletes from all disciplines in the National Team. We feel these sessions are critical modules of base knowledge that are needed if athletes hope to benefit from any individualized PSRI services in the future.

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## Selection Criteria

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All athletes, regardless of Performance Pool, tenure or status within National Team programming, must earn selection for each National Team project.

It's important that athletes thoroughly read and understand selection criteria. All official selection policies can be found [\*\*HERE\*\*](#).

Information on Cycling Canada's Appeal Process can be found [\*\*HERE\*\*](#).

Once an athlete has been selected to a project, the National Team Coach will inform them and will put them in touch with our Operations team, who will plan the logistics for each project.

If you have any questions about selection policies, please contact [\*\*Kris Westwood\*\*](#), Director of High Performance Services.





## National Team Project Fees

Project fees represent roughly 5% of Cycling Canada's total high-performance budget but allow for Cycling Canada to deliver robust programming across all cycling disciplines. Cycling Canada strives to keep athlete fees as low as possible.

Specific information on project fees, flights and baggage can be found [HERE](#).

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# National Team Projects: Before the Project

## Project Prerequisites

Each Athlete traveling with the National Team is required to complete the following requirements before travel:

- Create an athlete profile on CCN
- Sign the UCCMS
- Complete required CCES training
- Complete required Safe Sport training
- Sign the current year's Athlete Agreement
- Pay the required project fee in full

## Project Technical Guide

Before you leave on a project with Cycling Canada, you will receive a PDF of a technical guide which outlines the following:

- Project Introduction
- Contact Information
- Staff
- Athletes
- Schedule
- Travel and Hotel
- Safe Sport
- Therapy Guidelines
- Centre for Ethics in Sport
- Critical Incident Protocol
- Insurance

If you have not received a technical guide before departure, or if you have any questions about the information in the technical guide, please contact the Lead Coach or HP Project Coordinator.





## National Team Projects: Before the Project

### **Behaviour**

It's an honour to be able to represent your country in sport. Please conduct yourself in a respectful and appropriate manner at all times, while participating in Cycling Canada projects.

### **Safe Sport**

Cycling Canada is committed to the Safe Sport movement and believes that all members have the right to participate in a safe environment that is free of abuse, harassment or discrimination. Both staff and athletes will receive regular communication on what constitutes a Safe Sport violation and how to report it.

**Before the project**, there will be meeting held with staff to go over the High Performance guidelines and answer any questions they may have. The HP Project Coordinator will confirm that they understand the guidelines and they will be informed on how to report Safe Sport violations through Cycling Canada's third-party reporting system.

**On the first day of the project** (or prior to the project via video conferencing) a meeting will be held with the athletes communicating the importance of safe sport and how athletes can report Safe Sport violations through Cycling Canada's third- party reporting system.

Any questions or concerns regarding Safe Sport should be immediately brought forward to the Lead Coach or HP Project Coordinator.





# National Team Projects: During the Project

## Important Safe Sport Guidelines:

- A staff person should never be alone with an athlete and all interactions should be open, observable and justifiable. This includes while driving. However, there may be exceptions to this such as a treatment session with the therapist or in emergency situations
- There will be a staff person of the same gender, as each athlete on a project.
- Minor athletes must be accompanied by an adult when going to anti-doping, or hospital visits and stays.
- Relationships between staff and athletes will not be permitted regardless of the athlete's age.

## Communication

High performance environments can be stressful. Clear, concise and respectful communication is key. When communicating with fellow athletes and staff, please remember to be positive and respectful with both your tone and content. Staff are required to follow the Rule of Two when communicating with minors, as such all communication with minors, including email and texting, must be transparent and be sent to a group.

## Accommodations

Hotel rooms will be booked as double or single occupancy. Rental houses may have as many people as beds per room. In rental houses, common spaces may be shared by all. Assume that you will be sharing a room and be prepared to be a respectful roommate (ie bring pajamas, earphones and earplugs.)

Only National Team staff and athletes are allowed in accommodations booked by Cycling Canada at all times, with the exception of Para athletes who require a companion during projects. Para companions must be approved by the Lead Coach or HP Project Coordinator prior to travel. Athletes and staff must be in their assigned rooms each night.





# National Team Projects: During the Project

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## Transfers

In specific situations in para-cycling, some athletes may require the assistance from a staff member to complete a transfer. This may be the result of a crash in competition, from a vehicle to a wheelchair, from a wheelchair to bike, during classification or therapy, amongst many other scenarios. If a transfer is needed, staff are required to ask the athlete for verbal consent before any physical manipulation.

## Injuries

An incident report must be completed if anyone gets hurt on the project (staff or athlete) and requires a hospital visit or can no longer perform their tasks (for athletes, that means not being able to race). This form will be completed by the team therapist or medical staff, or the lead coach if there is no medical professional on the project. As soon as reasonably possible an on-site staff member will initiate a claim with Cycling Canada's insurance provider as listed in the project tech guide.

## Concussions

Concussions are a frequent injury in cycling crashes. Please familiarize yourself with the Cycling Canada Head Injury Protocol found in the resources section of this document. If an athlete has a suspected head injury, staff will follow the steps outlined in the protocol, after the athlete has immediately been removed from competition/training.

## Friends and Family

Friends and Family who choose to attend a race must provide their own transportation and accommodations and respect the boundaries of the National Team environment.



## National Team Projects: During the Project

### Paramedical

All athletes will be educated on their rights prior to treatment, in accordance with each therapists/ medical staff's governing body, including but not limited to the option to request the presence of another staff member or teammate in the room, or to decline the treatment entirely.

All therapists/medical staff will obtain written consent to perform treatment on sensitive areas. Doors will always remain open during treatment or medical sessions. The athlete may request private treatment or appointment (door closed, private room) however consent must be signed.

All therapy treatment scheduled in the DTE or on a project should be shared with another staff or contractor in the building or working on the project.





## National Team Projects: Post Project

### Expenses

If an expense report is required, it will be sent out by the HP Project Coordinator and must be remitted within two weeks of the completion of a project. Failure to comply may result in the delay or nonpayment of the reimbursement.

### Post Project Survey

You may be sent a survey following a project. Your honest and constructive feedback is encouraged and allows Cycling Canada to identify opportunities for improvement.





# Sport Canada Athlete Assistance Program (AAP)

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The Sport Canada Athlete Assistance Program (AAP), known as “carding,” provides direct financial assistance to athletes competing in Olympic and Paralympic disciplines.

AAP Criteria will be published by April 30<sup>th</sup> each year.

The AAP criteria for cycling can be found [HERE](#).

To be nominated to the AAP all athletes, regardless of their status on the National Team, must submit an application by Oct. 31st each year.

If you have any questions about the AAP, please contact [Kris Westwood](#), Director of High Performance Services.





## Performance Services, Research and Innovation (PSRI)

Cycling Canada supports National Team athletes and coaches with Performance Services, Research and Innovation.

Cycling Canada's PSRI services include:

- Therapy
- Mechanical/Equipment
- Mental Performance
- Physiology
- Strength and Conditioning
- Biomechanics
- Sport Analytics/Analysis
- Nutrition

Each National Team Coach works with a team of practitioners who provide input into the athletes' individual performance plan and monitoring, and who may directly support the athlete depending on need and on the athlete's Performance Pool status. Each athlete's PSRI support is defined in their IPP.

Access to PSRI services in the DTE and on projects is determined by an athletes' Performance Pool status. To clarify what PSRI or project-based PSRI services you have access to, please contact the Lead Coach.





# Cycling Canada Daily Training Environments (DTEs)

Cycling Canada provides daily training environments (DTEs) in Cycling Canada Hubs in Abbotsford, BC; Milton, ON; and Bromont, QC.

Services and facilities in each Hub differ, but they all provide:

- Training facilities
- Training sessions directed by a National Team Coach
- Access to PSRI services through Cycling Canada practitioners
- Connection with a Canadian Sport Institute (CSI)
- Connections with club and provincial cycling programs





## Equipment

National Team athletes are responsible for having their own bikes for both training and competition.

The exception to this is when athletes are competing in Elite National Team Track and Para Track projects. These athletes are provided Argon 18 track bikes for competition and training.

Cycling Canada provides spare wheels, trainers and mechanical support for National Team projects in all disciplines. The level of support provided on each project will be communicated to selected athletes prior to travel.

All National Team equipment remains the property of Cycling Canada unless specified otherwise in writing and must be returned upon request. Athletes who take equipment home may be asked to sign a contract and are responsible for any loss or damage.

It is the expectation that all Cycling Canada equipment is returned to the National Team Service Course in Milton at the end of each season.





## National Team Clothing

Cycling Canada is incredibly fortunate to have had Louis Garneau Sports as National Team clothing partner for the past 40 years. Louis Garneau Sports provides National Team competition clothing for all National Team projects.

Every year Louis Garneau Sports provides a generous amount of clothing. However, given the amount of programming we run we each year, we cannot provide new clothing to each athlete on every project.

Athletes will receive clothing once per year unless additional clothing is required based on the specific needs of a subsequent project.

The quantity and types of clothing distributed are based on the specific needs of any given project and the amount of clothing an athlete may have already received.

Athletes attending a project are expected to bring any current National Team clothing they have already received.

Any athlete who needs clothing replaced due to loss or damage must contact Cycling Canada prior to travelling to a project. The athlete may be asked to provide proof of the loss or damage, and to return the damaged item for quality control.





## Personal Sponsors

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Many athletes have personal sponsors they may wish to promote while competing for the National Team.

This can include everything from adding sponsor logos to the National Team uniform to promoting the sponsor on social media while acting as a member of the National Team.

Cycling Canada will work with athletes and their personal sponsors to accommodate this, providing:

- The personal sponsor is not in conflict with one of Cycling Canada's sponsors
- Any logo placements conform with the UCI regulations
- All costs are borne by the personal sponsor
- The athlete has written permission from Cycling Canada

Athletes wishing to explore this further should contact Cycling Canada in advance of the project they are attending. Any request involving the National Team uniform must be made at least two months prior to the event in which they wish to promote their personal sponsors to allow for approval and production timelines.

If you have any questions about personal sponsors please contact **Kris Westwood**, Director of High Performance Services.





## Safe Sport

Cycling Canada believes that everyone is entitled to participate in a safe and inclusive sporting environment, and that proper protocols, education and screening practices must be in place to ensure this environment is maintained.

As of Dec. 21, 2022, Cycling Canada is a signatory of the Abuse-Free Sport program managed by the Canadian Centre for Ethics in Sport.

As such, all Cycling Canada staff members are subject to the Universal Code of Conduct to prevent and address Maltreatment in Sport (UCCMS); have fulfilled Cycling Canada's Safe Sport Education and Screening requirements; and have given their consent for any complaints to be managed by the Office of the Sport Integrity Commissioner (OSIC).

Athletes and staff are reminded that if they feel unsafe or concerned about anything they see or experience while on a Cycling Canada project, they should bring it to the attention of the Project Manager or Head Coach. If you feel uncomfortable doing so, we encourage individuals to explore the appropriate channels for a complaint, which depend on the nature of the complaint but include:

- Submitting a complaint to Cycling Canada's third-party contact using the Complaint Form
- Reporting maltreatment or abuse to the Abuse-Free Sport program

Cycling Canada's complaints form can be found on our [\*\*governance web page\*\*](#).

For more information on Abuse-Free Sport program, including how to submit a complaint, please visit the [\*\*Abuse-Free website\*\*](#).

The Abuse-Free Sport phone and texting Helpline is accessible at **1-888-83-SPORT** and is monitored from 8 am to 8 pm Eastern time.





## Anti-Doping

All athletes and staff should familiarize themselves with the rules of the Canadian Centre for Ethics in Sport (CCES) and the World Anti-Doping Agency (WADA). In particular, you should familiarize yourself with the current Prohibited List of Substances available at [HERE](#).

In particular, any athletes who require restricted medications for therapeutic purposes should ensure their medications are properly registered with the CCES and UCI and that an Abbreviated Therapeutic Use Exemption form (TUE) is completed and submitted to them. More information can be found at the following web links:

### Athletes who are not part of the UCI Registered Testing Pool:

TUE Application Process



### Information for UCI RTP athletes:

TUE Exemptions



If you are not sure about a medication or supplement that you are taking, please contact the CCES. This will help you avoid any unpleasant surprises while on site. For further information, please contact:

CCES  
1-800-672-7775 (Canada wide)

[info@cces.ca](mailto:info@cces.ca)

[www.cces.ca](http://www.cces.ca)





## Social Media & Marketing and Partner Information

**Please remember, as an athlete, you are also a role model. Please use social media responsibly.**

We encourage you to learn more about our Official Partners, Official Suppliers, Sport Partners, Funding Partners and Provincial Sport Organizations that all contribute to making our National Team programming a reality.

Athletes, coaches and staff are encouraged to engage with Cycling Canada digitally and help in promoting Cycling Canada social platforms and marketing campaigns. Please take the time to ensure you are following Cycling Canada digitally and where possible include mentions or hashtags for Cycling Canada promotions.

Cycling Canada's official social media handles and tags are:

- [@CyclingCanada](https://www.instagram.com/CyclingCanada)
- [@CyclingCanadaOfficial](https://www.instagram.com/CyclingCanadaOfficial)
- [#CyclingCanada](https://www.instagram.com/CyclingCanada)
- [#HoponCanada](https://www.instagram.com/CyclingCanada)
- [#EmbarquezCanada](https://www.instagram.com/CyclingCanada)

Please know that our National Team also relies on the generous support of donors and volunteers to develop the next generation of World Class athletes. Please visit [Club 1882](https://www.club1882.ca) to find out more.

### OFFICIAL PARTNERS



### OFFICIAL SUPPLIERS



### SPORT PARTNERS



### COMMUNITY PARTNERS



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## Resources

[Cycling Canada Code of Conduct and Ethics](#)

[Cycling Canada Safe Sport Policy](#)

[Cycling Canada Screening Policy](#)

[Cycling Canada Complaints & Discipline Policy](#)

[Equity, Access and Eliminating Discrimination Policy](#)

[Cycling Canada Head Injury/Concussion Protocol](#)

[Coaches Association of Canada Rule of Two](#)

For concerns/complaints related to National Team and Cycling Canada events/activities, we encourage individuals to complete the following Complaint Submission Form to the best of their ability and submit to our independent, third-party contact at:

[safesport\\_wwdrs@primus.ca](mailto:safesport_wwdrs@primus.ca)

[Complaint Safe Sport Submission Form](#)





## CONTACT US

[general@cyclingcanada.ca](mailto:general@cyclingcanada.ca)

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