



# PARACHUTIST INFORMATION MANUAL

## PART 4F *COMPETITION MANUAL*

### *National Teams Policy and Procedure*

MARCH 2025

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Table of Contents

Page

ACKNOWLEDGEMENTS .....	3
LIST OF REVISIONS / CHANGES .....	4
CHAPTER 1: OVERVIEW .....	5
1. Introduction.....	5
2. Abbreviations.....	5
3. Responsibilities.....	5
CHAPTER 2: CANADIAN NATIONAL TEAM DELEGATIONS.....	6
1. Introduction – Canadian National Team.....	6
2. International Events .....	6
3. Eligibility .....	6
4. Delegation Composition and Duties .....	7
5. Responsibilities of all Delegation Personnel.....	9
6. Conduct of Delegation Personnel .....	9
7. Parading Policy.....	10
8. Disciplinary Action.....	10
9. General.....	10
10. Reports.....	10
11. Appeals Procedure .....	10
CHAPTER 3: SELECTION OF NATIONAL TEAM MEMBERS .....	11
CHAPTER 4: NATIONAL TEAM TRAINING AND SKILL DEVELOPMENT .....	12
Skill Development Program.....	12
CHAPTER 5: NATIONAL TEAM - HIGH PERFORMANCE PROGRAM .....	13
CHAPTER 6: MAINTAINING TEAM STATUS – SUPERVISION AND MINIMUMS .....	15
(1) Introduction.....	15
(2) General Policy .....	15
CHAPTER 7: NATIONAL TEAM TRUST FUND AND NATIONAL TEAM SUPPORT .....	16
CHAPTER 8: ATHLETE COMMUNICATION AND DECISION MAKING .....	18
Rule Adoption and Revisions.....	18
National Competitions .....	18
National Teams .....	18
APPENDIX I: ATHLETE AGREEMENT .....	19
APPENDIX II: MEDAL PLACINGS .....	23
APPENDIX III: HEAD OF DELEGATION AGREEMENT.....	24
APPENDIX IV: TEAM SELECTION LETTER.....	27
APPENDIX V: ATHLETE ACCEPTANCE AGREEMENT .....	28

## **ACKNOWLEDGEMENTS**

The National Teams Policy and Procedure Manual has been prepared by the CSPA Competition and National Teams Committee and has been approved by the Board of Directors.

## LIST OF REVISIONS / CHANGES

<u>Date</u>	<u>Chapter - Section</u>
March 2025	-full revision
February 2022	-revision – IPC changed to ISC Chapter 3 – 1(b): clarification including event for CP and Wingsuit Chapter 4 – Skill Development Program, Athlete Development Chapter 8 – revision Trust Fund policy, specifically item 9 – 75% qualification
February 2019	-full formatting revision -full grammar and terminology revision -full manual revision including, but not limited to the following changes: Chapter 1 – 3.2: addition of Team Leader position, selection of positions Chapter 2 – 2: selection process timeline Chapter 2 – 4.3: removal of organization chart Chapter 2 – 4.6(d): revision Chapter 2 – 5.9: addition of AAD requirement Chapter 3 – 1(a): revision of accuracy and addition of wingsuit Chapter 3 – 1(b): removal of style and addition of wingsuit and freestyle Chapter 8: revision of Trust Fund policy, specifically eligibility requirements and qualification in two or more disciplines.

# **CHAPTER 1: OVERVIEW**

## **1. Introduction**

The Competition & National Teams Committee oversees, guides and develops the Canadian National Team Delegation and the National Team Programs.

## **2. Abbreviations**

AAS – Aggregate Allocated Share

AS – Allocated Share

BoD – Board of Directors

CanPara – CSPA magazine

CNTC – Competition & National Teams Committee

CNTD – Canadian National Team Delegation – all personnel comprising those attending the World Parachuting Championships

CSPA – Canadian Sport Parachuting Association

DA – Designated Accounts

FAI – Fédération Aéronautique Internationale (World Air Sports Federation)

FPA – Fund Principal Amount

HoD – Head of Delegation

HP – High Performance

ISC – International Skydiving Commission

NAC – National Airsport Control

NC – National Coach

NCCP – National Coaching Certification Program

NT – National Team are those selected to compete at the World level

The Trust Fund – National Team Trust Fund

WC – World Cup

WPC – World Parachuting Championships

## **3. Responsibilities**

The responsibilities of the CNTC in regard to the National Team Delegation are:

### **3.1.**

- (a) Select competitive team members to the CNTD as defined in Chapter 2.
- (b) Monitor team members activity from the time of selection to the CNTD until the World Parachuting Championships utilizing email and personal contact.
- (c) Determine distribution amounts to NT members from the National Team Trust Funds as defined in Chapter 8.
- (d) Assist CNTD with registration for the World Parachuting Championships and other international competitions where appropriate.

3.2. Recommend to the BoD persons to fill the following positions on the CNTD:

- (a) Head of Delegation
- (b) Team Leaders/Managers/Coaches
- (c) Team Delegation Support Personnel
- (d) Training Judge(s)

National Team members will be solicited for their satisfaction with persons proposed for the positions of HoD, team coaches and CNTD support personnel. It must be remembered these positions are filled by volunteers who are available and have qualifications deemed appropriate by the CNTC. Training Judge(s) will be approved in accordance with policies set out in PIM 4E (CSPA Judge Rating Program).

## **CHAPTER 2: CANADIAN NATIONAL TEAM DELEGATIONS**

### **1. Introduction – Canadian National Team**

Canadian National Team Delegations are selected to represent Canada at the World Parachuting Championships and at other international competitions, in which Canada may participate.

The members of the Canadian National Team Delegation are chosen on the basis of parachuting skills and competitive excellence. CSPA endorses the Canadian National Team Delegations in order to encourage Canadian competitors to upgrade their level of skill and proficiency, to distinguish parachuting as a bona-fide sport, to educate the public on its finer points and to foster good international relations in the field of parachuting.

A lot of hard work and personal sacrifice is involved in being a member of the Canadian National Team Delegations. As representatives of Canada, they must maintain the highest standards of integrity, behaviour and good sportsmanship.

The benefits to individuals are numerous and varied. Being a Canadian National Team Delegation member is the highest competitive honour to which an individual may aspire. It gives the member a chance to demonstrate their skill, to travel and make new friends and to represent Canada in international competition. In addition, through their participation on the CNTD, individuals may derive satisfaction from having played some part towards the advancement of our sport - both on the technical and competitive level and in the field of public relations.

### **2. International Events**

It is the intention of CSPA to sanction and sponsor a Canadian National Team Delegation to represent Canada at all World Parachuting Championships.

Participation in other international competitions (World Cups, World Games, World Air Games, etc.) is encouraged. Assistance with information and registration requirements will be given where appropriate.

It is the policy of CSPA to select the Canadian National Team Delegation members at the National Championships that take place in the year prior to the year in which the WPC will be held. The CNTC will announce, at the Canadian National Championships, those competitors who have qualified for the National Team. Final confirmation of team makeup will be made approximately three months after the Nationals to allow time for confirmation of participation and selection of replacements, if needed (see Chapter 3). The CNTC will confirm participation with those eligible and advise the BoD of National Teams selection. The CNTC will solicit applications for Head of Delegation, Team Coach and other support personnel, as appropriate.

### **3. Eligibility**

In order to be eligible for a position on the Canadian National Team Delegation, an individual must:

- Be a CSPA registered participant in good standing (exceptions are allowed for foreign coaches, medical, trainers and accompanying persons).
- If a competitor:
  - Possess a valid FAI Sporting License as required by the ISC Sporting Code
  - Hold the respective CSPA/FAI CoP valid for the event entered
  - Meet the selection protocol as defined in Chapter 3
  - Be either, a Canadian citizen, or a permanent resident, or seeking permanent resident status with at least one year's residency in Canada, prior to the start of the World Championships and satisfy the provisions of the Sporting Code General Section 3.1.3.1.2 and 3.1.3.6.4 with respect to residency, and not having competed for another country within a specified period.

Exceptions to these provisions will be decided by the BoD, upon recommendation from the CNTC.

#### **4. Delegation Composition and Duties**

4.1. **Approval Required:** If a formal delegation is not to represent Canada at any particular competition or event, any individual or group wishing to represent Canada must apply to the CNTC for approval. The CNTC will make their recommendation for approval to the BoD.

4.2. The Canadian National Team Delegation to a World Parachuting Championships or other international competition may include:

- Head of Delegation
- Team Manager/Leader
- Team Coach
- Training Judge(s)
- Team Members
- Medical Trainer
- Sport Psychologist
- Interpreter
- PR Officer

4.3. The BoD will, by way of recommendation from the CNTC, be asked to approve the composition of the delegation to represent Canada at any international competition.

4.4. The positions of Head of Delegation, Team Manager/Leader and Team Coach may, in consultation with the CNTC, be consolidated into one or two positions. The CNTC shall define the responsibilities in the event of a merger of positions.

4.5. The CNTC will solicit and recommend, to the BoD, persons to fill the following positions:

- Head of Delegation
- Team Manager/Leader
- Team Coach
- Training Judge (s)
- Medical Trainer
- Sport Psychologist
- Interpreter
- PR Officer

4.6. Responsibilities of Team Delegation Support Personnel

##### **(a) Head of Delegation**

The Head of Delegation will be chosen on the basis of their reputation as an accomplished and respected individual in the Canadian parachuting community. He/she should have some contact with international parachuting events in the past few years, particularly in those events in which the current team will participate. He/she must be willing to represent the team to the host and organizers and to accept the responsibilities of their position.

The Head of Delegation is the leader of the team delegation. He/she is expected to be a diplomat and a lobbyist. He/she must attend all official functions as the representative of the CNTD. He/she is responsible for ensuring that all members of the team delegation carry out their duties as prescribed, and that all BoD directives are satisfied. He/she will be involved in the general planning and preparation for the team. He/she may take an active role concerning team transportation, lodging, food, expenses, equipment, clothing, documentation and training facilities. He/she will make a detailed report to the Chair of the CNTC within 30 days of the return from the WPC.

**(b) Team Manager/Leader**

The Team Manager will be chosen on the basis of their knowledge and appreciation of the unique physical and mental requirements of accomplished competitors and their ability to lead while maintaining a rapport with the other delegation members.

The Team Manager is directly responsible to the Head of Delegation for NT members and their activities during the delegation training camp and at the international competition. He/she attends Team Leader meetings and briefings, checks on the daily schedule and the manifest order of NT members.

He/she makes sure that NT members receive fair treatment by judges and meet management and helps file any necessary protests.

He/she will settle any differences among NT members. He/she is expected to be thoroughly familiar with the FAI Sporting Code, (regulations for sport parachuting), and with the official rules of the international competition.

**(c) Team Coach**

The Team Coach will be chosen on the basis of their knowledge of competitive techniques and coaching experience for specific disciplines.

The Team Coach provides on-site support to NT members during the WPC training period and throughout the duration of the WPC.

The Team Coach works co-operatively with the Team Manager/Leader to ensure team members receive the support they require throughout the WPC. The Team Coach is responsible to the Head of Delegation.

The Team Coach is expected to be thoroughly familiar with the FAI Sporting Code, and with the official rules of the international competition.

**Delegation Officials' Approach to Responsibilities**

It is understood that roles of Head of Delegation, Team Manager/Leader and Team Coach are complementary and that those persons selected to these positions, individually or in combination, will work together in an atmosphere of mutual respect and co-operation. The primary goal of all members of the delegation is to aid the team members during training and the international competition, and thus all members of the delegation should ensure that any personal disputes do not affect team morale.

**(d) FAI Judges and Training Judges**

While FAI Judges and Training Judges are under the direction of the Chief Judge and the Chief of Training Judges at an international competition, they are Canadians and can ask for help or assistance from the HoD if needed.

**(e) Team Captain**

The Team Captains will be selected by the team members from their ranks and will act as representative spokespersons for team members and will aid the Team Manager/Leader/Coach in matters pertaining to team members. The captain may have duties assigned to him/her in the absence of the Team Manager/Leader or Team Coach.

**(f) Medical Trainer**

The Medical Trainer assists the Team Coach in working with the athletes on physical activities as well as addressing recovery from injuries.

**(g) Sport Psychologist**

The Sport Psychologist assists the Team Coach with mental preparation activities and competition support.



## (h) Interpreter

The Interpreter assists the CNTD in communications during travel to and stay in the host country. The Interpreter should be thoroughly versed in the language of the host country, including any necessary technical terms related to parachuting.

## (i) PR Officer

Responsible for ensuring that the CNTD receives as much media coverage as possible, to include:

- Coverage of the selection of team members at the National Championships.
- Regular reports on training camp progress.
- Press conference prior to departure
- Sending back daily reports on team performance and standings to CSPA and/or previously arranged news organizations.
- Report on final standings and ceremonies.
- Press conference upon the teams return to Canada.
- Team, individual and action photographs.

The Head of Delegation may handle the above duties if it is deemed financially impractical to send a professional to the site of the international competition.

## 5. Responsibilities of all Delegation Personnel

5.1. Delegation personnel must sign the Athlete Agreement Form, which forms part of this manual (Appendix I). Copies can be obtained from the National Teams Coordinator or the Chair of the CNTC at cntc@cspa.ca.

5.2. Delegation personnel must meet all documentation and payment deadlines imposed by the organizers and set by the National Teams Coordinator.

5.3. Delegation personnel must take with them; all required documents, their parachute equipment in good working order; and adequate clothing and personal money for the required period.

5.4. Not used

5.5. Delegation personnel will make their own travel arrangements to and from international competition and advise the National Teams Coordinator of flight information, extra days of accommodation required, etc.

5.6. Delegation personnel must participate in all required activities during international competition. Under unusual circumstances, the Head of Delegation may exempt members from activities after consultation with the Team Manager and/or Team Coach.

5.7. Delegation personnel must obey all rules established by the host country.

5.8. The delegation will be provided with matching uniforms (when funds are available) so as to clearly identify them as members of the Canadian National Team Delegation

5.9. Every team member will bring personal parachuting equipment in good working order, including an AAD where required by the host country, and implicitly commits him/herself to making all competition jumps as scheduled.

5.10. If any of the delegation personnel is unwilling or unable to fulfill any of the above obligations, he/she may be removed from the CNTD. The necessary replacement will be sought by the CNTC with recommendation to the BoD.

5.11. If any of the delegation personnel is unwilling or unable to fulfill any of the above obligations during the WPC, the HoD may remove him/her from the competition. **A report of the circumstances must be made to the Chair of the CNTC as soon as possible.**

## 6. Conduct of Delegation Personnel

Delegation personnel are, in effect, ambassadors for our sport, our Association and our country.

They must therefore maintain the highest standards of behaviour and dress. Good sportsmanship, friendliness, cooperation and team spirit are expected of every member. These expectations can be found in further detail in PIM 5.

Use of non-medicinal drugs by any member of the CNTD will not be tolerated at any time, before, during and after return from the international competition. Violation of this will result in an automatic suspension from the team. This policy can be found in PIM 5.

Delegation personnel must be aware that doping control and testing could take place at any time and any place. Delegation personnel should check the list of prohibited substances and ensure compliance. CSPA complies with the [Canadian Anti-Doping Program](#) as stated by the Canadian Centre for Ethics in Sport which complies with WADA ([World Anti-Doping Association](#)).

## **7. Parading Policy**

In the event that delegation personnel attend an official opening or closing ceremony at an international competition the following criteria shall govern their participation in the ceremonies:

- (a) All competitors must march with the exception of those that may be involved in a display jump that is part of the ceremonies.
- (b) Delegation persons with official status (HoD, etc) should march but may decline at their prerogative.
- (c) Accompanying persons shall not march.
- (d) The competitors shall decide, by majority vote, who shall carry the national flag.
- (e) The competitors shall decide, by majority vote, who shall participate in any display jump that is part of the ceremonies.

## **8. Disciplinary Action**

Any delegation member who conducts himself/herself in such a manner as to embarrass the team or discredit our country will be subject to disciplinary action at the discretion of the BoD.

If necessary, during the absence of the delegation from Canada, the Head of Delegation may convene, or must convene at the request of a delegation member, a hearing of three delegation personnel in order to consider and decide upon any disciplinary action to be taken in respect of any delegation member, who conducts her/himself in such a manner as to embarrass the team or discredit the country. Any disciplinary action taken, and the circumstances thereof must be reported to the BoD as soon as possible. In any such hearing the rights of natural justice will prevail. These are:

- (a) Presumption of innocence until proven guilty;
- (b) Right of freedom of speech;
- (c) Right to call a relative or lawyer; and
- (d) Right to call witnesses.

## **9. General**

9.1. Although personnel and job descriptions have been mentioned in connection with international competitions the same policy and procedures will apply to any competition or training camp that a CNTD attends.

## **10. Reports**

The Head of Delegation, Team Manager, Team Leader, Team Coach and Public Relations Officer must submit a complete and detailed report of their activities in their respective capacities. These reports must be submitted to the CNTC (to be forwarded to the BoD) within **30 days** of completion of the event.

Other delegation personnel may be required to submit a report.

## **11. Appeals Procedure**

11.1. Any member of the Canadian National Team Delegation who feels they have a grievance concerning any matter connected with the delegation may proceed with the process as laid out in PIM 5.

## CHAPTER 3: SELECTION OF NATIONAL TEAM MEMBERS

The Competition & National Teams Committee will make the selection of NT members to the Canadian National Team Delegations. The CNTC will be guided by the need to have the best representation at the international competition.

- (1) The selection to the NT team members will be based on the standings at the National Championships held in the year prior to the WPC and the performance standards specified for each discipline:
  - (a) The following standings will be considered for the following disciplines:
    - Accuracy - the individual placing in the accuracy event
    - Formation Skydiving, Canopy Formation and Freely - the team placing in each event
    - Canopy Piloting - the overall event placing
    - Wingsuit - the overall event placing
  - (b) The performance standards:
    - Accuracy – an overall average of 10 cm per jump or less
    - Formation Skydiving/Vertical Formation Skydiving – an overall average falling within the top 75% range at the most recent WPC
    - Freely – an overall average falling within the top 75% range at the most recent WPC
    - Canopy Formation – an overall average falling within the top 75% range at the most recent WPC
    - Canopy Piloting – an overall or event average falling within the top 75% range at the most recent WPC and an ability to score in each event
    - Wingsuit - an overall or event average falling within the top 75% range at the most recent WPC
    - Freestyle - an overall average falling within the top 75% range at the most recent WPC
- (2) It must be understood that the standings at the National Championships may **not** mean automatic selection to the National Team. The CNTC may choose a particular competitor or team (regardless of overall or event placing) or may decide that no competitor or team otherwise eligible will be designated for a place on the National Team.

In all its deliberations the CNTC will take into account:

- (a) Previous competition experience and performance standings at the national or international level;
- (b) The participation of the athlete or team in a training program or other CNTC approved independent training activity;
- (c) The athlete's "ability to perform effectively at this level of competition" demonstrated by an ability to perform consistently at or above the mid-point of the World Cup field during training and designated competitions; and
- (d) "Potential ability to perform effectively at this level of competition" is demonstrated by an ability to perform consistently within the top 20% at National Championships, and other designated competitions.

Designated competitions will include Level I, Level II and Level III competitions. Level I competitions include WPC, WC, World Games and World Air Games. Level II competitions include National Championships both domestic and foreign governed by NAC's affiliated with the FAI and/or competitions approved by the FAI. Level III competitions include provincial championships and other selected competitions.

- (3) Athletes selected and offered a position as a member of the National Team will have **2 weeks (14 days)** from the date of the offer to accept or decline the position.
- (4) When a specific discipline event is not offered at the Canadian National Championships an athlete may apply to represent Canada at an international event. Anyone applying for a position on the National Team or to represent Canada at an international meet will generally be expected to have competed at a Class III competition or higher, in that event, in the 18 months prior to the international competition. Athletes interested in applying for a position on the National Team must provide a resume of competition experience, documentation of scores, placings of their competition experience, a specific training plan and should contact the Chair of the CNTC.

## **CHAPTER 4: NATIONAL TEAM TRAINING AND SKILL DEVELOPMENT**

- (1) National Team members and their coaches must develop an annual training plan in keeping with the stages of Flight Plan – Long Term Athlete Development for Skydiving. At this level the training plan must equate (as a minimum) to Stage 5 – Train to Compete. The National Coach is a resource for team members and coaches.
- (2) Upon initial selection to the National Team, the annual training plan will reflect a training program commencing from the Canadian National Championships where the individual/team qualifies as a member up to and including the World Parachuting Championships of the specific discipline.
- (3) The annual training plan will be submitted to the CNTC who will forward it to the National Coach for review. The National Coach will keep the CNTC apprised of NT members training plans.
- (4) Team Status Reports re required quarterly or at a more frequent level as established by the National Coach or CNTC. The Team Status Reports are submitted to the CNTC who forwards them to the National Coach.
- (5) The National Coach will provide advice to the team members and their team coaches on adjustments/modifications to the training plans in order to achieve performance objectives.
- (6) The National Coach assists the CNTC in maintaining performance records and evaluating performances of team members.
- (7) Team members and their coaches are responsible for providing performance statistics to the CNTC and National Coach.
- (8) Team members are expected to further their competitive experience as part of their training for WPCs.
- (9) The National Teams Coordinator will assist with registration for FAI - Level I and Level II meets where appropriate.
- (10) Funding for team members is available as per the provisions in Chapter 8 (Team Trust Fund) and may be available through the provisions of PIM 5, and in the guidelines of Chapter 5 (High Performance Program).

### **Skill Development Program**

The CNTC historically, in collaboration with CSPA members and registered participants, provided opportunities for skill development camps, seminars and workshops which promote and develop competition performance skills in keeping with Flight Plan, Stages 4 through 6. This task was transferred to the Long Term Athlete Development committee for implementation as of November 2015.

Over the past few years, CSPA has provided funding to assist with the costs of providing skills development in various disciplines. The Long Term Athlete Development (LTAD) committee will, in collaboration with CSPA Registered Participants and Members, support opportunities for skill development camps, seminars and workshops which promote and develop skills related to the competitive disciplines in keeping with [Flight Plan](#), Stages 3 through 7.

The goal in providing skill development opportunities is:

- (1) To promote the competitive disciplines\* to CSPA Registered Participants and develop skills which lead to successful competition and increase safe participation in the sport.
- (2) To provide competition opportunities for CSPA Registered Participants as an introduction to competition and a means to identify potential National Team Members.
- (3) To provide opportunities for Competition Development coaches and officials to further develop their skills and progress to the next level of certification.

\* The competitive disciplines are: 4-way/8-way Formation Skydiving/4-way Vertical Formation Skydiving; Canopy Piloting; Canopy Formation; Artistic Events; Accuracy Landing; and Wingsuit Flying.

More information can be found on the CSPA [website](#).

## **CHAPTER 5: NATIONAL TEAM - HIGH PERFORMANCE PROGRAM**

The National Team High Performance program is approved by the Board of Directors and is under the direction of the Competition & National Teams Committee. The capacity of CSPA to provide this program is specified in PIM 5.

- (1) The High Performance (HP) program will be carried out in accordance with the HP selection protocols and the financial capacity of CSPA to support athletes at international level competition.
- (2) National Team members will have **10 days** from the date of their selection to confirm their acceptance of the invitation to participate in the HP program.
- (3) The HP selection protocols will be reviewed annually by the CNTC in consultation with the National Coach and approved by the Board of Directors. The HP selection protocols will be posted on the CSPA website. The ability to perform at a level equal to the top **40%** of the most recent WPC's is considered the entry level for the HP Program.
- (4) Athletes invited to participate in the HP program will ordinarily be performing at Stage 6 (Train to Win) of Flight Plan - the Long Term Athlete Development Plan for Skydiving. During the implementation phase of Flight Plan, athletes at Stage 5 (Train to Compete) may be invited to participate in the HP program.
- (5) The National Coach will provide HP athletes with an annual training plan, in keeping with the stages of Flight Plan – Long Term Athlete Development for Skydiving. The National Coach, Team Coaches and HP coaches are resources for HP athletes.
- (6) Training cycles will be based on one-year cycles commencing from acceptance to the HP Program to the WPC, followed by acceptance to continue in the HP program to the following Canadian National Championships.
- (7) The annual training plans will be approved by the CNTC and monitored by the National Coach. The National Coach will work with other support personnel to evaluate, monitor and adjust the training plans, goals and performance benchmarks of the members.
- (8) HP athletes will be required to contact the National Coach on a bi-monthly basis to provide a status report of their training. Any interruptions to the training plan (due to illness, injury or other circumstances) should be reported immediately to the National Coach.
- (9) Team members will be advised of funding that may be available to assist with their training and competition expenses as outlined in PIM 5. In order to qualify for support with training and/or competition expenses, individuals/teams must follow the annual training plan and submit status reports as outlined above.
- (10) The National Coach is the contact between the CNTC and the HP athletes. The National Coach acts in the capacity of a subcommittee to the CNTC and will be chosen on the basis of their knowledge of high performance competitive techniques and requirements plus the ability to advise HP athletes on annual training plans.
- (11) The National Coach will be selected for a two-year term from the roster of coaches meeting the qualification criteria. Final selection will be made by the CNTC based on the coach qualifications and coaching experience.
- (12) National Coach Qualifications:
  - (a) CSPA Coach 3 or NCCP Competition Development Coach designation or equivalent coach designation
  - (b) Demonstrated competitor and/or coaching capacity at two or more Level II (national) competitions with at least one podium finish
  - (c) Attended at least one international competition as a CNTD member, or if an internationally rated coach attended at least one World Parachuting Championship
  - (d) Demonstrated knowledge of the ISC Sporting Code, competition format and event rules
  - (e) Be proficient in either English or French language, preferably both

(13) National Coach Responsibilities:

- (a) Establish, monitor and evaluate annual training plans for HP athletes
- (b) Establish, monitor and evaluate annual goals and performance benchmarks for HP athletes
- (c) Coordinate services to the HP athletes with the CNTC Chairperson, National Teams Coordinator, Team and/or Personal Coach, office staff and other HP support personnel
- (d) Respond to all communications from HP athletes within **72** hours
- (e) Assist the CNTC in maintaining performance records and evaluate athlete performances in relation to established goals
- (f) Assist the CNTC in reviewing HP selection criteria
- (g) Develop systems to assist in further developing, monitoring and evaluating the HP program.

## **CHAPTER 6: MAINTAINING TEAM STATUS – SUPERVISION AND MINIMUMS**

### **(1) Introduction**

All National Team members must provide information regarding team status, makeup and training as requested by the National Coach (or CNTC designated personnel) on behalf of the CNTC. Such information shall be reported on the Training Plan and/or Team Status Report (Appendix IV) to be provided to the team members by the CNTC.

In addition, all teams chosen to represent Canada at the World Parachuting Championships must maintain a minimum standard regarding the makeup of the team from the time of the Nationals until actual competition at the WPC. In order to maintain the standard, a team must have a minimum number of original members who competed at the National Championships. Failure to maintain the standard will disqualify a team from competing at the WPC.

### **(2) General Policy**

- (1) 4-way teams must have at least three of the original team members to maintain their status. A 4-way team (consisting of four members plus an alternate) may only replace two of its five members. In the case of teams that do not have an alternate at the Nationals they may only replace one member.
- (2) 8-way teams must have at least six of the original team members to maintain their status. An 8-way team (made up of eight members plus an alternate) may only replace three of nine team members. In the case of teams who do not have an alternate at the Nationals they may only replace two members.
- (3) Where teams compete without an alternate at the Nationals, they may add an alternate to their team after the Nationals and take him or her to the WPC.
- (4) Teams may change videographers without affecting their status.
- (5) If teams cannot meet the above standard or choose not to compete at the WPC, the CNTC may either invite the second-place team at the Nationals to represent Canada at the WPC or choose a replacement team (or not) by such means as the CNTC may decide.

## **CHAPTER 7: NATIONAL TEAM TRUST FUND AND NATIONAL TEAM SUPPORT**

An objective of the CSPA is to provide funding for NT members who represent Canada at World Parachuting Championships. In carrying out this objective the CSPA provides financial assistance to team members through disbursements from the National Team Trust Fund (the Trust Fund) and through monies designated by the BoD and set out below.

Each year, at the discretion of the CSPA BoD, \$5.00 is designated for National Teams support from affiliation (registered participant) revenue (new and renewal) as long as the CSPA Defense Fund balance exceeds \$ 125,000.00. This \$ 5.00 amount may be divided, at the discretion of the BoD, into two amounts. The first amount is deposited to the Trust Fund (for distribution under the Trust Fund policy). The second amount is distributed directly to the National Teams using the equitable principles set out below for administration of the Trust Fund. Reasons for dividing the funds must be clearly stated and understood by the Trust Fund Supervisors.

The purpose of the Trust Fund is to provide funding for National Teams who represent Canada at World Parachuting Championships. The Trust Fund relies upon donations from the members, registered participants and other third parties. The interest and/or income generated by the Trust Fund principal amount plus the accumulated designated accounts are disbursed from the Trust Fund. No funding will be given to any person who/or a team that attends an international competition other than a WPC.

The Trust Fund will be administered with the goal of preserving an ever-growing principal amount so that, in future years, income will be generated to support the National Teams at WPCs. The Trust Fund will be under the direction of the Trust Fund Supervisors, comprised of:

- (a) the Chair of the CNTC;
- (b) the CSPA Treasurer; and
- (c) the CSPA Executive Director/Secretary.

The Chair of the CNTC will act as Chair for the deliberations of the Trust Fund Supervisors. In the event that any of these positions are at any time unfilled, the CSPA BoD will appoint a BoD member or other person(s) to act as a Trust Fund Supervisor for the time period in question.

The accounting for the Trust Fund shall be the responsibility of the CSPA bookkeeper/accountant, with oversight and direction from the CSPA Treasurer.

The Trust Fund consists of:

- (a) The Fund Principal Amount (FPA)
  - (b) Income generated by the Fund Principal Amount
  - (c) Designated Accounts (DA)
- less;
- (d) Payments made in accordance with the provisions in (1) and (2) below

The Fund Principal Amount is the sum of the balance of the FPA at the end of any CSPA fiscal year and all donations, other than designated donations, made during the following fiscal year and all portions, as determined by the BoD, of the \$5.00 amounts allocated from registered participant affiliations received during the previous fiscal year(s). The FPA will not be spent or disbursed but will be maintained in perpetuity in order to generate income.

The FPA and DA will be invested in such a manner as directed by the Trust Fund Supervisors in order to generate income.

A designated donation is a donation given for use by a specifically named National Team.

A Designated Account is the sum of all designated donations and all income earned therein.

The Trust Fund will operate as follows:

- (1) The income of the Trust Fund will be spent on or disbursed to a National Team in each year there is a World Parachuting Championship. The disbursement of funds will be in an equitable manner as determined by the supervisors with amounts pro-rated according to the size of the respective disciplines competing in that fiscal year.



- (2) The total disbursed from the Trust Fund to a given National Team in any fiscal year is the sum of:
  - (a) The Aggregate Allocated Share (AAS) of the income generated by the FPA as at the end of the previous fiscal year and
  - (b) The Designated Account for that specific National Team as at the end of the previous fiscal year.
- (3) The Allocated Share of the income generated by the FPA shall be determined as of November 1st of each fiscal year. The Trust Fund Supervisors will determine the allocation of that fiscal year's FPA income to be given to a specific National Team. This allocation will be known as the Allocated Share and it will be credited to the specific Designated Account as of November 1<sup>st</sup> of that fiscal year.
- (4) The Aggregate Allocated Share is the sum of the Allocated Shares in a Designated Account that has not yet been paid out.
- (5) The disbursement to a given National team shall be paid on a prorata basis to the individual team members of the designated teams as established and approved by the CSPA.
- (6) In the event that the income, or a portion of the income, is not spent on a National Team or a particular discipline of a National Team in any given year, said income will remain in a Designated Account and will be carried forward to a future team of that particular discipline
- (7) The Trust Fund Supervisors will determine the distribution of disbursements from the Trust Fund. Amounts will be paid either:
  - (a) To the Head of Delegation for distribution to the team members;
  - (b) To CSPA general revenue with a corresponding reduction in the amount of money collected by CSPA from team members for WPC entry fees;
  - (c) Directly to the team members; or
  - (d) If circumstances warrant it, in any other manner to be determined by the Trust Fund Supervisors.
- (8) The Trust Fund Supervisors will determine the date the approved disbursements will be made, but this date should be no later than November 30 or 30 days after the last WPC in any given year.
- (9) Once a person or team is accepted as part of the CNTD he/she/it is entitled to a fair share of the AAS income and DA as described in 1 and 2 above and subject to conditions below:
  - (a) The person or team must have competed at the Canadian National Championships or an alternate National Championship, as approved by the CNTC, in the preceding selection year. An alternate Championship will only be designated by the CNTC, in a particular discipline, if that discipline is not offered at the Canadian National Championships in the selection year.
  - (b) Replacements, alternates and camera flyers are entitled to equitable shares of the AAS income of the FPA and DA in 1 and 2 above.
  - (c) Any person competing in more than one discipline/event at a WPC is entitled to "one share" of the AAS income of the FP and one share of the DA of each discipline they competed in.
  - (d) Any person who qualifies for more than one CNT in different disciplines and competes in separate WPC's in the same year in different locations, will be allowed two shares of the AAS income of the FPA and DA for the specific disciplines. Two shares are the maximum number shares per individual regardless of the number of WPC's attended.
  - (e) The donations in the DA for each discipline that competes at a WPC shall be distributed equally to each team member regardless of performance at the WPC;
  - (f) Each discipline that competes at a WPC shall have for distribution to its team members the pro-rated amount as determined by s.(1) above and this amount shall be distributed to the team members, based on performance, as follows:
    - i. To each team member that does not place in the top 75% of their discipline, 10% of the portion of income set aside for their discipline;
    - ii. To each team member that does place in the top 75% of their discipline, an equal share of the balance of the income after the subtraction of the amounts in i) above;
    - iii. In the case of Wingsuit and Canopy Piloting placings in the top 75% in any task/event or Overall within the discipline qualifies for funding.
- (10) If a team member receives money from the Trust Fund and does not compete at the WPC, then that money will be returned to the Trust Fund by the team member. Exceptions to this rule may be applied on a case-by-case basis if circumstances existed which were beyond the control of the team member.

## **CHAPTER 8: ATHLETE COMMUNICATION AND DECISION MAKING**

The CSPA views its relationship with competitors as a partnership. In this relationship there should be appropriate communication and opportunity for feedback regarding the adoption and revision of rules and other decision and policy making that may impact on competitors. This chapter outlines the conduct of the Association with regard to athlete communication and decision making.

### **Rule Adoption and Revisions**

It is the policy of the CSPA to, for the most part, conduct competitions based upon the ISC International Rules so that our national level competitors can compete within a rules framework that represents, as closely as possible, the conditions and atmosphere of an international competition. When there are significant rule changes at the ISC level the CSPA will inform competitors of such changes via Canpara, the CSPA website and/or current team members via email. Where the adoption of rules or their revision by CSPA is considered optional, the Association will seek the input of competitors using the aforementioned communication options.

### **National Competitions**

It is the intention of the CSPA to hold competitor meetings at each National Championships whereat competitors can discuss with the CNTC any and all matters related to the organizing, conduct and rules of national competitions and competition in general in the country. This meeting will be used to disseminate information and seek competitor opinion and input.

### **National Teams**

In the selection and operation of a NT, the system will function best when participants have appropriate input to the decisions that affect them. The Association will use the following methods to involve participants in the process:

- Publish NT selection procedures and competition dates in Canpara and/or on the CSPA website
- Make use of team email discussion groups and mail-outs to disseminate information and solicit feedback and input
- Inform NT members of reporting requirements (appendices II and IV) and provide the opportunity for NT feedback on forms
- Seek the input of NT members with regard to the selection of other delegation personnel, where appropriate, and with regard to the daily operation of the team at competition.

# **APPENDIX I: ATHLETE AGREEMENT**

## **CANADIAN SPORT PARACHUTING ASSOCIATION ATHLETE AGREEMENT**

(National Teams Manual, PIM 4F, Appendix I)

**THIS AGREEMENT** made this day of \_\_\_\_\_, 20\_\_\_\_\_

**BETWEEN:**

THE CANADIAN SPORT PARACHUTING ASSOCIATION,  
having its National Office at 204-1468 Laurier, Rockland, ON K4K 1C7  
(hereinafter referred to as the "CSPA")

**AND:**

\_\_\_\_\_  
(hereinafter referred to as the "Athlete")

Athlete data:

(No Athlete will be registered for the WPC without all current information)

CSPA Number: \_\_\_\_\_

CSPA Affiliation date of expiry: \_\_\_\_\_

Canadian Passport Number: \_\_\_\_\_

Passport Date of Expiry: \_\_\_\_\_

Sporting Licence - Year and Number: \_\_\_\_\_

**WHEREAS:**

- a) the Athlete wishes to represent Canada at International Competition during the calendar year 20\_\_, and to be an active competitor in CSPA sanctioned events with their rights and obligations clearly defined;
- b) the CSPA is recognized by the Aero Club of Canada and Sport Canada as the sole National Association governing the sport of parachuting in Canada; and
- c) the CSPA recognizes the need to clarify the relationship between the CSPA and the Athlete by establishing their respective rights and obligations; and
- d) the Aero Club of Canada requires that the CSPA certify the eligibility of the athlete to compete as a member in good standing;

**NOW THEREFORE** the parties agree to the following:

**CSPA's OBLIGATIONS**

(1) the CSPA shall:

- a) oversee the organization, selection and operation of teams of athletes, coaches and other necessary support staff (a national team delegation) to represent Canada in the sport of parachuting throughout the world;
- b) communicate with athletes both orally and in writing in either official language;
- c) keep in trust affiliation team fund donations and provide for the orderly disbursement of funds to the Athletes pursuant to the National Team Trust Fund Policy;
- d) publish selection criteria for all national teams at least (3) months before the selection for any team;

- e) conduct selection of members to all national teams in a manner that is in conformity with the generally accepted principles of natural justice and procedural fairness;
- f) provide the athlete selected to be a member of the National Team with the National Team uniform;
- g) regularly provide information regarding competitions to the Athlete in the form of email correspondence;
- h) assist where possible by gathering and distributing information regarding travel, entrance requirements and necessary documentation to compete at the international competition; and
- i) provide a hearing and appeal procedure that is in conformity with PIM 4F and PIM 5.

## **OBLIGATIONS OF THE ATHLETE**

(2) the Athlete shall:

- a) be, either a Canadian citizen, or a permanent resident, or seeking permanent resident status with at least one year residency in Canada, prior to the start of the World Championships and satisfy the provisions of the FAI Sporting Code General Section 3.4.1 to and including 3.4.4. with respect to residency and not having competed for another country within 2 years Pursuant to Section 3.5.4.
- b) Maintain continuous affiliation with in CSPA from the appointment to the national team through to the completion of the World Championships.
- c) Meet all CSPA registration and financial payment deadlines to facilitate the orderly pre and onsite registration of the Athlete and Team delegation. Financial payment shall be made to CSPA and deadlines shall be those set by CSPA and said deadlines will supersede any payment information in the Host bulletins.
- d) provide all necessary documentation required by the host for pre and onsite registration including CSPA affiliation, CoP designation, Passport or proof of citizenship or Permanent Resident status, Sporting Licence, travel Visa (if necessary), medical travel insurance that provides for repatriation and International Drivers Licence (if necessary).
- e) Arrange for their own travel and accommodation at the World Championships and arrive on or before the date determined by the organizers. Accommodation arrangements may vary depending on the host arrangements.
- f) notify the Chair of the CNTC immediately in writing of any injury or other legitimate reason that will prevent the Athlete from participating in an upcoming selection event or international event,
- g) Dress in the National Team uniform while competing and taking part in opening/closing/awards ceremonies according to the established protocol of the national team delegation members;
- h) Make their own travel arrangements to and from the international competition and advise the CSPA of flight information and arrive at the competition with their parachute equipment in good working order.
- i) 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;
- j) conduct themselves in a manner that is conducive to achieving the highest performance possible for the individual Athlete and/or Team (as appropriate). Avoid taking any deliberate action that involves significant risks to their ability to perform;
- k) Agree to comply with the standards of integrity and responsibilities as specified in CSPA PIM 5 and PIM 4F, as attached to this Athlete Agreement.
- l) maintain the highest standards of integrity, behaviour and good sportsmanship and not take part in any behaviour that might cause embarrassment, disruption or difficulty for fellow delegation members, the host country, the CSPA or Canada; More

specifically, to avoid using social media during competition in a manner that could be construed to be critical of athletes, coaches, officials, organizers, volunteers, employees or other members.

- m) cooperate with the team delegation officials (ie: Head of Delegation and Team Manager) and obey decisions made by team officials regarding matters within their areas of responsibility;
- n) be aware that as a team athlete there is a chain of command with respect to communication during competition and all questions or issues requiring discussion shall be through the Head of Delegation who shall handle the matter.
- o) Be familiar with the FAI Sporting Code General section and Section 5 (Parachuting rules) and the specific International Skydiving Commission competition rules for your discipline.
- p) Attend the opening, closing and awards ceremonies and any other function as directed by the Head of Delegation unless permission has been received to be absent.
- q) agree to comply with the standards for anti-doping as stipulated in CSPA PIM 5, which adheres to the Canadian Anti-Doping Program ([www.cces.ca](http://www.cces.ca)) and in accordance with the FAI Anti-Doping Rules and Procedures. Athletes are responsible for familiarizing themselves with the anti-doping policies;
- r) at competitions, avoid alcoholic consumption to a level which could reasonably be expected to cause impairment in the Athlete's ability to function or participate in the competition or cause the Athlete to behave in a disruptive manner;
- s) utilize the hearing and appeal procedure referred to in PIM 5 for remedy of complaints and issues.

#### **AMENDMENT**

- (3) This agreement or any portion thereof may not be cancelled, changed or amended in any way without the prior written consent of the Athlete and the CSPA or any of its authorized agents.

#### **DEFAULT**

- (4) Where one of the parties to this agreement is of the opinion that the other party has failed to conform with its obligations under this agreement it shall forthwith:
  - (1) notify that party in writing of the alleged default;
  - (2) indicate in the notice to that party the steps to be taken to remedy the situation;
  - (3) indicate in the notice a reasonable period of time within which such steps shall be taken;
  - (4) the parties agree that the giving of the above referred-to notice by a party will not prevent that party from later asserting that the default was so fundamental as to amount to a repudiation of this agreement.
- (5) If the party receiving the notice remedies the breach within the specified time, the dispute shall be considered resolved and neither party shall have any recourse against the other concerning the matter alleged to comprise the default. If the party receiving the notice fails to remedy the breach within the specified time and either party wishes recourse against the other concerning the matters alleged to comprise the default, that party shall use the dispute settlement mechanism of this agreement to resolve the differences between parties.

**IN WITNESS WHEREOF** the parties hereto have caused these presents to be duly executed as of date first written above.

**SIGNED** in the presence of:

\_\_\_\_\_  
**signature of athlete's witness**

\_\_\_\_\_  
**signature of Athlete**

\_\_\_\_\_  
**print name of athlete's witness**

\_\_\_\_\_  
**print name of Athlete**

\_\_\_\_\_  
signature of CSPA Officer's witness

\_\_\_\_\_  
signature of CSPA Officer or agent

\_\_\_\_\_  
print name of CSPA Officer's witness

\_\_\_\_\_  
print name and title of CSPA Officer or agent.

## **APPENDIX II: MEDAL PLACINGS**

Please visit the [CSPA website](#) for an updated list of Canadian wins at World Parachuting Championships.

# **APPENDIX III: HEAD OF DELEGATION AGREEMENT**

## **Canadian Sport Parachuting Association Head of Delegation Agreement**

THIS AGREEMENT made this this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

### **BETWEEN:**

The Canadian Sport Parachuting Association  
Having its National Office at 204-1468 Laurier Street, Rockland, ON K4K 1C7

**AND:** \_\_\_\_\_ residing at

\_\_\_\_\_  
\_\_\_\_\_

(hereinafter referred to as the "HoD")

### HoD data:

- CSPA Affiliation number: \_\_\_\_\_  
- CSPA Affiliation expiry date: \_\_\_\_\_  
- Canadian passport number: \_\_\_\_\_  
- Date of birth: \_\_\_\_\_  
- Phone number: \_\_\_\_\_  
- Email address: \_\_\_\_\_

### **WHEREAS:**

- a) The HoD wishes to represent Canada and lead the Canadian National Team Delegation to a World Parachuting Championship or other international competition during the calendar year 20\_\_\_\_ and to have their rights and obligations clearly defined;
- b) The CSPA is recognized by the Aero Club of Canada and Sport Canada as the sole National Association governing the sport of parachuting in Canada;

### **AND**

- c) The CSPA recognizes the need to clarify the relationship between the CSPA and the HoD by establishing their respective rights and obligations;

### **NOW THEREFORE the parties agree to the following:**

#### **(1) The CSPA shall:**

- a) oversee the organization, selection and operation of the National Team delegation to represent Canada in the sport of parachuting throughout the world;
- b) communicate with the HoD both orally and in writing in the language of their choice (French or English);
- c) provide the HoD with the National Team uniform when attending a World Parachuting Championship;
- d) regularly provide information regarding competition to the HoD in the form of email correspondence;
- e) assist where possible by:



- f) providing Competition bulletins directly to the HoD if the CSPA office receives them from the host, the ISC or the FAI;
- g) advising of any funding availability with regards to registration fees, travel,
- h) accommodation and meals;
- i) provide current expense claim policy and application form(s) for WPCs;
- j) advising the HoD to read PIM4F regarding National Teams and the policies that clarify what team members may be entitled to, especially regarding access to the Team Fund.
- k) provide a hearing and appeal procedure that is in conformity with PIM5 and PIM 4F.

#### **OBLIGATIONS OF THE HoD:**

##### **(2) The HoD shall:**

- a) Help, if needed, with the general planning and preparation of the team and assist wherever possible with team transportation, lodging and documentation.
- b) Bring to the competition a Canadian flag and a copy of the Canadian anthem (CD,MP3). Update the athletes on the opening ceremonies and determine who will carry the Canadian flag either by team agreement or HoD decision.
- c) Upon arrival at the site, check in with the registration people to ensure all documentation and fees have been received by them, if any discrepancies, liaise with the athlete(s) in question and/or CSPA office.
- d) Attend all HoD/Team manager competition meetings and briefings and keep the athletes informed of the daily schedule and manifest order;
- e) Be directly responsible for overseeing the athletes and their activities during the competition;
- f) Be familiar with the FAI Sporting Code and the international competition rules of the relevant skydiving discipline(s) and have access to, either in paper copy or online, the Competition bulletins and relevant international rules to assist the athletes when issues arise;
- g) Monitor the performance of the athletes and when there is a question regarding fair treatment of the athletes by the judges, host, or other competitors make appropriate enquiries and, if or when necessary, help in the filing of protests;
- h) Make it clear to all members of the Canadian delegation that if there are concerns, complaints or enquires that need to be addressed that any action or steps taken shall be through the HoD;
- i) Make it clear to all members of the Canadian delegation that at all times they must maintain the highest standards of integrity, behavior and good sportsmanship and not take part in any behaviour, including comments on social media, that might cause embarrassment, disruption or difficulty for fellow delegation members, the judges, the competition officials, the Host country, the CSPA or Canada;
- j) Carry out the duties of the HoD in an atmosphere of mutual respect, cooperation and when disputes or differences arise, with the primary goal of preserving team morale and dignity.
- k) Prepare a HoD report at the end of competition and send it to the CNTC within 30 days of their return. The report shall include general comments on how the team got along and any difficulties it experienced including the filing of protests. Also, it should include a short summary of performance, records set, and unusual occurrences and any recommendations or information that might be useful for future teams.
- l) In case of injury or fatality, allow the hosts and emergency services to do their jobs. In the case of injury or fatality of a Canadian delegation member, immediately contact the Executive Director of CSPA and apprise them of the situation.

**IN WITNESS WHEREOF** the parties hereto have caused these presents to be duly executed as a date first written above.

**SIGNED** in the presence of:

\_\_\_\_\_  
**Signature of HoD witness**

\_\_\_\_\_  
**Signature of HoD**

\_\_\_\_\_  
**Print name of HoD witness**

\_\_\_\_\_  
**Print name of HoD**

\_\_\_\_\_  
**Signature of CSPA Officer's witness**

\_\_\_\_\_  
**Signature of CSPA Office or Agent**

\_\_\_\_\_  
**Print name of CSPA Officer's witness**

\_\_\_\_\_  
**Print name and title of CSPA Office or Agent**

## **APPENDIX IV: TEAM SELECTION LETTER**

( X )

CSPA National Team Coordinator  
204 - 1468 Laurier Street,  
Rockland, ON  
K4K 1C7  
November 11th, 2023

Subject: Selection for the Canadian National Team for the 20\_\_\_\_ World Parachuting Championships

Dear ( ),

Congratulations on your recent performance at the 20\_\_ CSPA Nationals.

I am writing you on behalf of the Competition and National Teams Committee (CNTC) as I am the National Teams Coordinator with the task of inviting you to participate on Canada's \_\_\_\_\_ National Team at the World Championships in 20\_\_. The event will be held in \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The CNTC would like to know if you will accept your position on the 20\_\_ Canadian Team. A timely response is required as the Committee may extend the opportunity to other athletes if you do not respond prior to the deadline. To confirm, please sign and return the enclosed Acceptance Agreement prior to \_\_\_\_\_, 20\_\_.

Congratulations again and thank you for your attention to this matter.

( X ), National Teams Coordinator, CNTC

## **APPENDIX V: ATHLETE ACCEPTANCE AGREEMENT**

### **CANADIAN SPORT PARACHUTING ASSOCIATION ATHLETE ACCEPTANCE AGREEMENT**

The undersigned athlete wishes to accept this invitation and by signing agrees to meet specific compliance deadlines set by CSPA with respect to providing personal details required for registration and payment in full to CSPA for registration fees. This athlete further agrees that compliance deadlines set by CSPA will supersede any deadlines set out in the host's competition bulletin. In addition, this athlete agrees to sign the CSPA Athlete Agreement when called upon to do so, a copy of which can be found in CSPA PIM4F, Appendix 1.

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Athlete signature

---

Print name

---

Date