

<i>Para Archery Program -</i>		
Athlete Support Personnel Travel Guidelines		
<i>Date of Approval</i>	<i>Activation Date</i>	<i>Updated:</i>
Feb 1 2023	Feb 1 2023	
<i>Review Cycle</i>		<i>Linking to</i>
Para Technical Leadership Team, annually		N/A

Preamble:

This policy is intended to outline and address the overarching needs and support that Para Archers may require related to their daily training environment or in competition that is usually supported by either family or through Support Workers. This document is intended to help archers in their planning and organization for travel to events as a member of a National Team. Please review the following policy. If adjustments need to be made please contact the Program Manager, to discuss an appropriate plan. Funding for support outside of what is appointed by Archery Canada, is outlined in the annual Para Archery Athlete Agreement, Appendix 2.

Purpose:

The purpose of this document is to address the roles, responsibilities and parameters related to the support that may be needed in a Para-Archers daily life and training environment, while attending an event as part of the National Team. Archery Canada recognizes that each athlete may have different levels of support that is needed on a daily basis. The goal is to support athletes in order to maximize their independence at events and in the process towards the Paralympic or Para Pan Am Games, while still recognizing that support may be needed outside of the competitive environment.

Application of this Policy:

This policy applies when an archer has been selected to represent Archery Canada at any of the following events and within the competitive environment:

- Paralympic Games
- Para Pan American Games
- World Archery Para Archery Championships
- World Archery Para Ranking Events
- Other major events where Archery Canada may send and name a National Team

The competitive environment is defined as any training session, competition, or meeting in which the athlete is receiving event specific support and training. This includes the Field of Play, team meetings and debriefs as well as any other session as identified by the coach and or/event team manager.

Roles & Responsibilities:

Please note, that Coaches and Team Managers are often volunteers appointed by Archery Canada for a specific event. Their scope is to provide technical support to athletes during competition, and to help create an environment within which the archer feels supported and can succeed. Anything outside of the

event and or training camps is outside of their scope, and they are not expected, nor may they be able to, assist.

- I. Archery Canada Appointed Coach
 - A. Arrange all team meetings and training sessions
 - B. Provide technical support to athletes during practice and competitions
 - C. Act as agent for athletes in which an agent is needed
 - D. Report any incidents (health, environmental etc) to Archery Canada via Incident Reports if no Team Manager is present at the event
 - E. Adhere to Archery Canada Policies and Procedures
- II. Athletes
 - A. Represent the Archery Canada to the best of their abilities at all times.
 - B. Communicate any problems or concerns to the coaches and/or Team Manager
 - C. Adhere to Archery Canada policies and procedures, particularly the Code of Conduct and Ethics, and Team Member Agreement
 - D. Connect with Team Manager about any issues off the field of play
 - E. Connect with the coach about any technical issues or issues related to competition.
 - F. Connect with the coach related to the athletes equipment in the lead up to and during the event.
 - G. Adhere to coach or manager requests for team meetings, or team functions and be punctual to such events
 - H. Report any athlete illness or injury
- III. Team Managers
 - A. Responsible for all logistics related to the event, from travel, hotel, transport, entries etc.
 - B. Assist with all on the ground logistics, such as communicating transportation schedule, changes to competition schedule or practice.
 - C. Mitigate any event specific problems as they arise at the event
 - D. Support athletes and coaches while at the competition, on the field of play, and during any event - such as team meetings, as outlined by the coaching staff.
 - E. Report any incidents (health, environmental etc) to Archery Canada via Incident Reports.
 - F. Adhere to Archery Canada Policies and Procedures
- IV. Athlete Support (Support Workers and/or Familial Support)
 - A. Able to assist your athlete in any activities related to their daily life, outside of the competitive environment - at the hotel, or during non-competition or practice times
 - B. Adhere to coach or manager requests for team meetings or team functions
 - C. Respect the competitive environment and remove yourself from the competitive environment. May spectate where appropriate.
 - D. Report any illness or injury that may affect that athlete during the event.
 - E. Adhere to Archery Canada policies and procedures, particularly the Code of Conduct and Ethics
 - F. Responsible for own transport to the venue if spectating - Athlete support personnel will not be allowed in the competitive environment, which means no access to event transportation, or field of play.