



ATHLETE HANDBOOK



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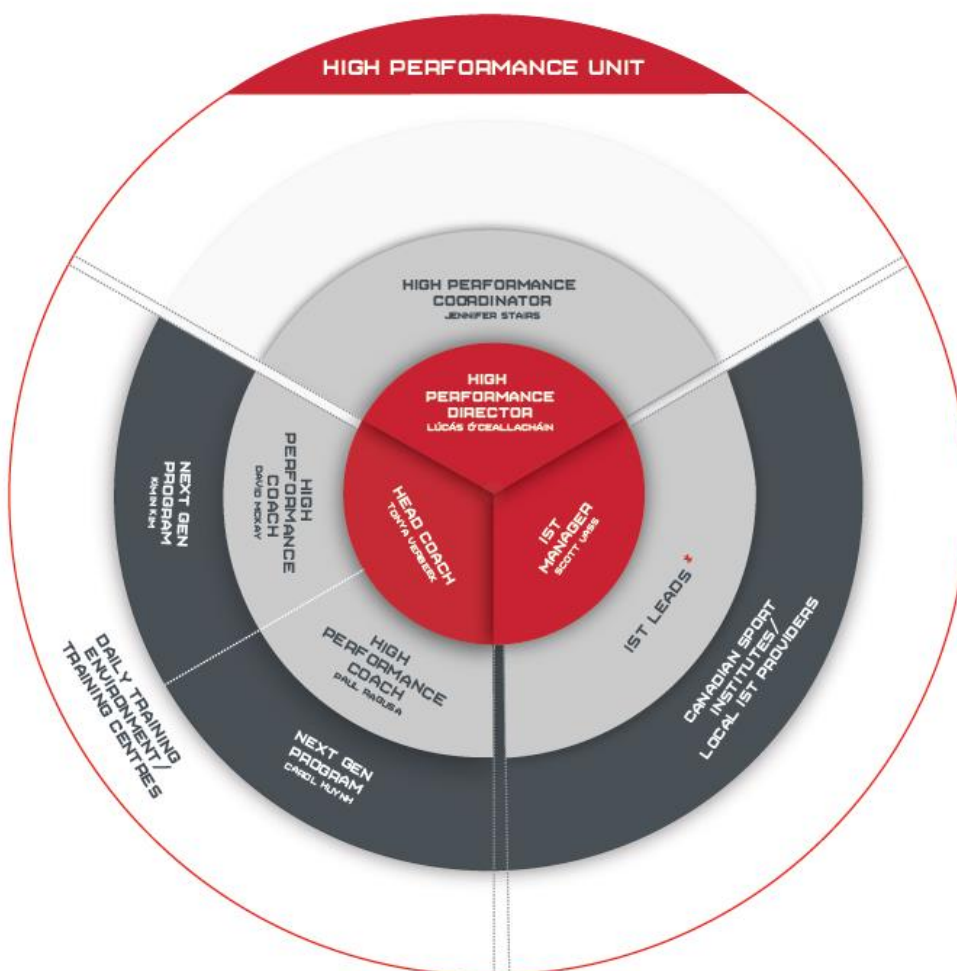


ORGANIZATION AND OPERATION

OVERVIEW

Wrestling Canada Lutte (WCL) is the national sport governing body for Olympic style wrestling in Canada, recognized by the Canadian Olympic Committee (COC), Sport Canada, and United World Wrestling (UWW).

WRESTLING CANADA LUTTE HIGH PERFORMANCE ORGANIZATIONAL CHART



STAFF ROLES

Lúcás Ó'Cealláchain – High Performance Director – loceallachain@wrestling.ca

Responsible for the leadership of WCL's high performance programs. This includes the development, implementation, and monitoring of all technical aspects of WCL's High Performance program and associated HP development (NextGen) programs, grounded on Long-Term-Athlete-Development principles. The HPD develops the system plans, and accountabilities necessary for Canada's continued success necessary for the continued success at upcoming Olympic and World Championships.

Jennifer Stairs – High Performance Coordinator – jstairs@wrestling.ca

Supporting the High Performance Director in executing WCL's High Performance Plan, including coordinating and operating WCL's High Performance and NextGen programs (Senior, U23, Junior, and Cadet National teams). This includes services such as anti-doping and the Athlete Assistance program; management of WCL's international teams and IST delivery; management of WCL's podium pathway, and high-performance program administration, accountability and planning support.

Tonya Verbeek - Head Coach – tverbeek@wrestling.ca

Supporting the High Performance Director in areas of technical leadership, international performance standards, and high performance coach support across the high performance program. The Head Coach, in consultation with the HPD, will help to plan, oversee, and lead international and domestic training camps for the Junior and Senior teams.

Carol Huynh & Kimin Kim - NextGen Coach – chuynh@wrestling.ca; kkim@wrestling.ca

Coordinate the NextGen Program & Athletes in consultation with the HPD and implement the NextGen program that feeds into the national performance objectives. The NextGen Coach/es, will develop targeted NextGen athletes towards international performances, develop partnerships with the Canadian Sport Institutes and NextGen programs, and support

the NextGen system. The NextGen Coach/es will travel to events and help to support the delivery of WCL's high performance programs.

COMMITTEE'S ROLES

Athlete Council

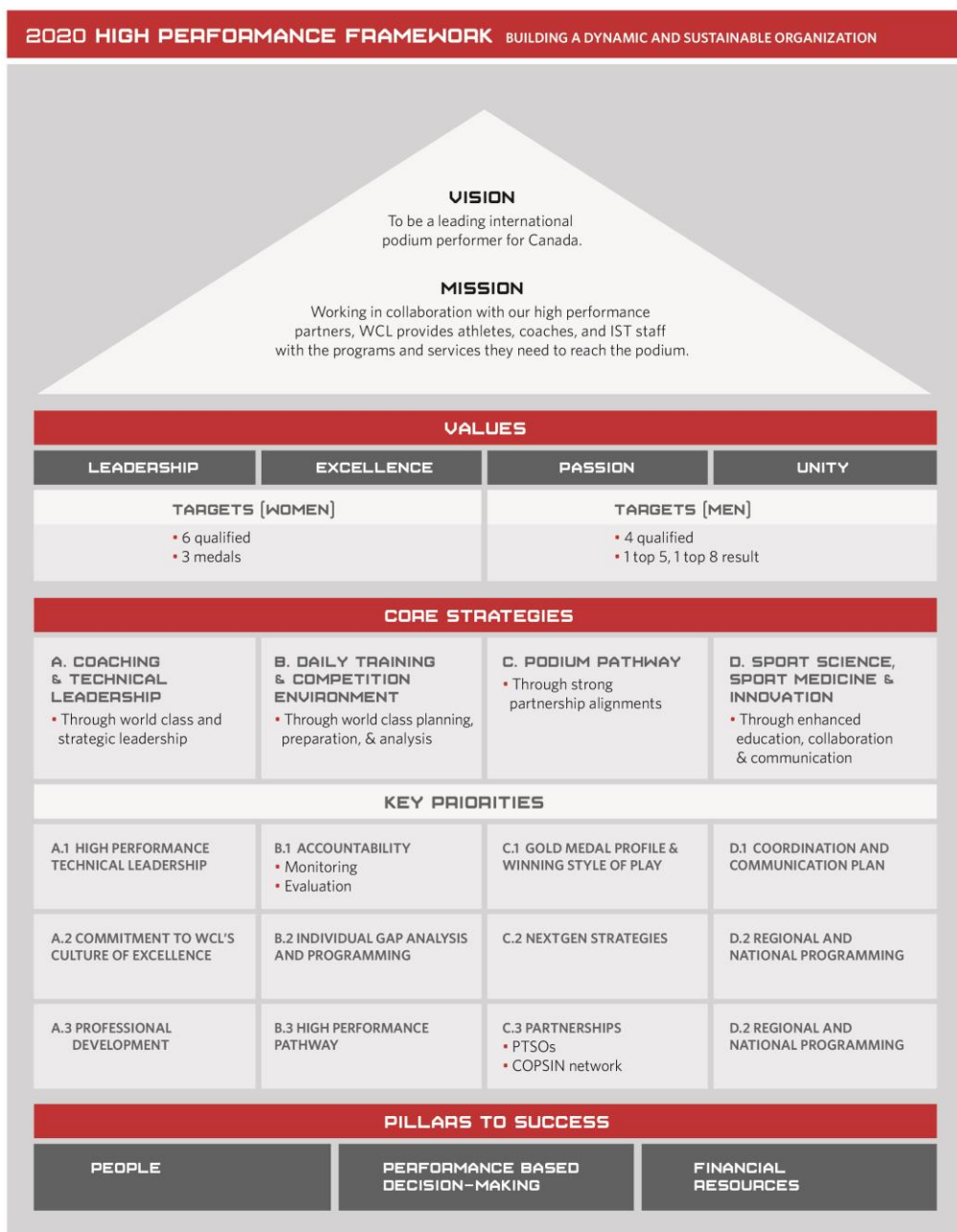
The Athlete Council presents athletes' views and positions to the relevant decision-making body with regard to current or future programs, policies and procedures. Communicate the issues and concerns brought before the committee by the greater athlete community to the relevant body within WCL. Review and provide input into the following; Athlete Agreement for AAP athletes, Team Athlete Agreements, Team Uniform Guidelines. Name representatives as requested by WCL and other bodies for activities where athlete representation is an integral element.

High Performance Advisory Committee

The HPAC will advise the High Performance Director and High Performance Coordinator in the following; review and provide input into the High Performance Plan in alignment with WCL's strategic plan; Review and provide input into the training centre framework; review and provide input into the athlete assistance program; review and provide input into national team selection; review and provide input into nomination procedures for major games; review selections for World Championship and major Games teams; provide a forum for identifying and addressing priority issues impacting HP athletes.



2020 HP QUAD FRAMEWORK





UNITED WORLD WRESTLING

LICENSES AND MEDICAL

All athletes, no matter the age group, who wish to participate in a competition entered in the UWW calendar must have an international license of the year validated by UWW. It covers the medical expenses in case of an accident. Licenses must be purchased through Wrestling Canada Lutte. They CAN NOT be purchased at a tournament site. Validation cannot be done same day. You must request a UWW license to WCL prior to departing for your tournament.

To purchase a new license (for an athlete who has never had a UWW license) an athlete must provide WCL with a copy of:

- their current valid Canadian Passport,
- a photo, and
- the UWW medical certificate (https://unitedworldwrestling.org/sites/default/files/2019-10/190925_uww_wrestler_declaration_license_final_2020_0.pdf).

Purchasing a licence will take 3-4 weeks. Please initiate the process with ample time prior to the registration deadline of the first UWW sanctioned event you wish to attend. UWW regulates that all events close to registration of new athletes 30 days prior to the start of the event. This includes the input of all travel information such as flight details and number of days staying onsite.

When purchasing a license for the first time you will receive a personal license card which you must keep with you. These can take several months to arrive to the WCL office so please maintain an electronic and paper copy of your licence as well.

To renew a license (for an athlete who has had UWW license in the past) they must provide WCL with a new UWW medical certificate (https://unitedworldwrestling.org/sites/default/files/2019-10/190925_uww_wrestler_declaration_license_final_2020_0.pdf). When renewing a license, the QR code on the back of the license card will be updated. You will not receive a new license card.

UWW Medical Certificates can be found online or by contacting the High Performance Coordinator.



All athletes are responsible for covering the cost of their licenses. All athletes are responsible for having their licence at any UWW sanctioned events. You can carry an electronic copy or a picture in your phone of the QR code to have on hand as needed.

PARTICIPATION IN EVENTS – SANCTIONED, NOT SANCTIONED

Athletes participating in UWW events that require a valid UWW license and/or registration on UWW's Athena system will need to be sanctioned by Wrestling Canada Lutte. Outside of major continental and international games and championships, where the teams are selected based on the selection criteria, athletes and coaches may send a delegation pending review by the HPD.

For athletes and coaches participating in non-sanctioned wrestling events, there is no approval needed. **However, notice of 1 month must be given to Wrestling Canada Lutte.**

COMMUNICATION TIMELINE

Wherever possible, WCL High Performance staff will attempt to follow the communication timeline below. There are some circumstances where following this timeline is not possible. In such cases, WCL and HP staff will attempt to communicate as quickly and efficient as possible.

90-60 Days Pretournament	Decide on attendees (Athletes, Coaches, Medical, Referees)
60 -30 days Pretournament	Travel plans booked, and communicated with all team members
2 weeks pretournament	Send Tournament Info/Brochure to team Members

REFEREE RULE

When sending more than 3 athletes to an event, Wrestling Canada Lutte must send at least 1 official as a member of the delegation. In conjunction with the Canadian Amateur Wrestling Officials Association (CAWOA), High Performance and CAWOA staff will determine and post events of which



officials may attend. Officials attending the event must be licensed under the proper international referee category required for the event.

Cost of the referee: Where a club(s) decide to attend a UWW sanctioned event that is not being attended by WCL National Team or part of the Senior YTP, the club/athletes/coaches will bear the cost of sending an official if more than three athletes attend.

ATHLETE SELECTION

SELECTION PROCEDURE

Please see the WCL website for copies of the 2020-21 Selection Criteria

<https://wrestling.ca/resources/policy-manual/>

ATHLETE AGREEMENT

The Athlete Agreement can be found on Wrestling Canada Lutte's website, under Resources, Forms and Documents (<https://wrestling.ca/resources/forms-documents>).

APPEALS

The Appeal Policy enables fair and expedient appeals of certain decisions made by Wrestling Canada Lutte. Any individual who is directly affected by a Wrestling Canada Lutte decision shall have the right to appeal that decision; provided there are sufficient grounds for the appeal. The Appeal Policy in its entirety can be found online at: https://wrestling.ca/wp-content/uploads/2018/03/Appeal_Policy.pdf or by contacting WCL staff.

CODE OF CONDUCT

Wrestling Canada Lutte's Code of Conduct provides all participants – athletes, parents, coaches, referees/officials, spectators and administrative officials – with some simple rules that assist in delivering a safe and positive environment to everyone involved with the sport.

To view the Code of Conduct online please visit https://wrestling.ca/wp-content/uploads/2018/03/Code_of_Conduct.pdf.

DISCIPLINE POLICY

Wrestling Canada Lutte is committed to providing an environment in which all Individuals involved with Wrestling Canada Lutte are treated with respect. Conduct that violates the values and integrity of Wrestling Canada Lutte may be subject to discipline and sanctions pursuant to this Policy. Wrestling





Canada Lutte's Discipline Policy enables a fair and expedient process that addresses alleged infractions.

To view the Discipline Policy please visit https://wrestling.ca/wp-content/uploads/2018/03/Discipline_Policy-July-2018.pdf.

ATHLETE FUNDING – OTP

Athlete funding is provided to athletes on the Schedule B list, Next Gen and Carded Athlete List. Schedule B and Next Gen athlete funding is approved by Own the Podium on an annual basis. Carded athletes receive funding via the Athlete Assistance Program.

NEXTGEN

The goal of the WCL NextGen program is to support the implementation of WCL's high performance development system at the NextGen level. Next Gen Athletes are those identified as 5-8 years out from a podium performance at the Olympic or World level. The WCL Next Gen Program is reserved for athletes under the age of 23. This ensures that a progressive stream of athletes and coaches are being trained to the high standards needed to win at the World Championships and Olympic level.

For more information related to the NextGen program please contact:

Carol Huynh

NextGen West Coach

chuynh@wrestling.ca

Kimin Kim

NextGen East Coach

kkim@wrestling.ca

SELF-PAY PROJECTS

Prior to each project, where possible, WCL will communicate funding policies for the event. Self-pay athletes will be provided an estimate of the cost of the trip and be required to fill out a Payment Plan Form (Appendix A).



BELL ATHLETES CONNECT

Through the Athletes Connect program, athletes who meet the WCL Bell athletes connect criteria, can receive a free smartphone and Bell Mobility service. The rate plan includes talk time, data and text messages in both Canada and the U.S.

Criteria

All top 2 ranked athletes at the Senior Canadian Championships (or Olympic Trials in an Olympic year) in the 6 Olympic weight classes are eligible for this program.

Some of the mandatory Terms and Conditions are:

- Social Media Support for Bell Let's Talk Day

- Use of likeness for the Bell Athletes Connect Program

- Promotion of the 'Olympic Club', an all-access community for Team Canada fans

To register for the program click [here](#), and follow the Eligibility and Registration steps and options.

For more information visit: <https://www.bell.ca/Bell-Athletes-Connect-Program/Program.tab>


FACE

Petro-Canada's FACE Program supports athletes who are up-and-coming and don't yet qualify for government funding.

For more information, visit: <https://retail.petro-canada.ca/en/olympics/face.aspx>

RBC TRAINING GROUNDS

Wrestling Canada Lutte is proud to partner with RBC Training Grounds. RBC Training Ground is an athlete identification and development program aimed to uncover athletes with Olympic podium potential and provide them with access and funding for high-performance sport. There are regional qualifying events throughout Canada. For more information visit the website at <http://www.cbc.ca/olympics/trainingground/#/schedule>





IST SERVICES

IST OVERVIEW – COPSI

ATHLETE OBLIGATION – ILLNESS AND INJURY

If the athlete has a pre-existing illness or injury, they should notify the IST member or Head Coach for the event before traveling. Athletes SHOULD NOT self-medicate, even for minor illnesses or pain. Athletes should seek the advice of WCL's IST staff. This helps to ensure that all symptoms and cases are recorded and treated, as well as, helping to manage the possibility of the athlete inadvertently ingesting any banned substances.

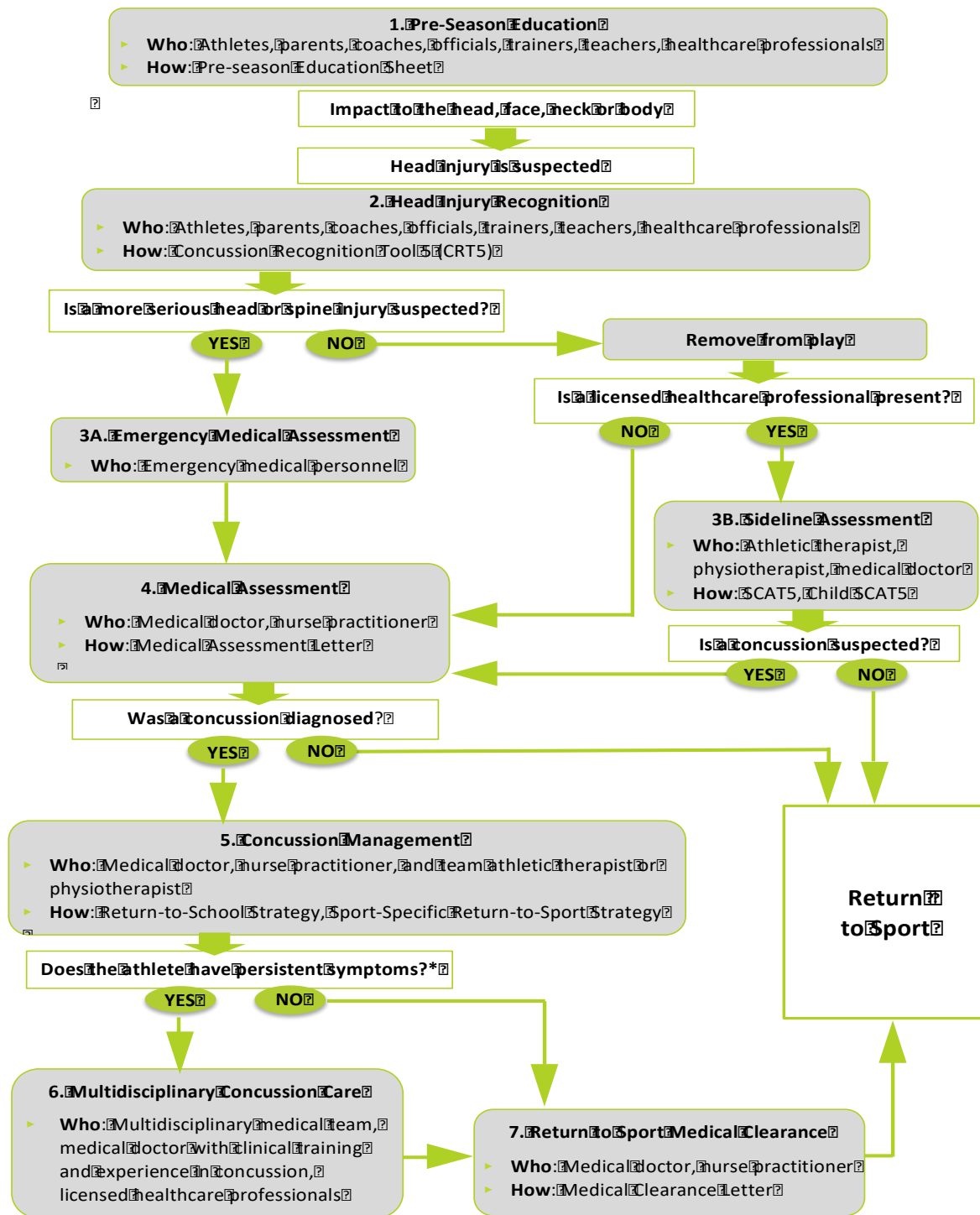
COACH OBLIGATION – ILLNESS AND INJURY

The coach shall take all necessary precautions should an injury or illness occur including taking all reasonable steps to minimize further illness or injury. The coach shall also direct the athlete to the proper medical care practitioner or health care professional a part of the WCL IST network. Reinforce and work with the athlete to allow them the best possible pathway to recovery.

CONCUSSION PROTOCOL

Wrestling Canada Lutte has developed a Concussion Protocol to help guide the management of athletes who may have a concussion. Its purpose covers the "recognition, medical diagnosis, and management of athletes, who may sustain a suspected concussion". Its aim is to ensure that an athlete with a suspected concussion receives the appropriate care in a timely manner, and with proper management will allow them to return back to sport safely. Wrestling Canada Lutte's Concussion Guideline for Athletes can be found online at https://wrestling.ca/wp-content/uploads/2018/03/Discipline_Policy-July-2018.pdf.





*Persistent symptoms: Lasting > 4 weeks in children & youth or > 2 weeks in adults





ATHLETE EXPECTATIONS

FAILURE TO MAKE WEIGHT

Athletes that are funded by Wrestling Canada Lutte and fail to make their weight must reimburse WCL all expenses and costs. Please note that we have access to nutritionists/dietician to assist you in developing a weight cutting plan.

The failure to make weight is considered a breach of a carded athlete's carding contract with Wrestling Canada Lutte.

Athlete Management System (Kinduct, Other)

Wrestling Canada Lutte has recently implemented online monitoring using Kinduct as its collection tool. The purpose of monitoring is to collect, analyse and interpret the information so that training programs can be adjusted to achieve optimal athlete preparation and performance. In an effort to build collaboration with this initiative, WCL has created a list of do's and don'ts as their agreement with the athlete to use the information ethically and with integrity.

Who Has Access?

A full breakdown of who can see which pieces of data can be found online under the Athlete Protected Resources page. For password please contact the High Performance Coordinator.

We Can't

- Disclose medical information outside of the medical team. No coach or WCL staff can obtain it unless agreed upon.
- Use information to create a competitive advantage
- Share any personal information without athlete permission

We Will

- Work proactively with coaches
- Monitor the health and well-being of the athlete and respond to the athlete needs





- Monitor weight (Sport Dietician only) to ensure the athlete is maintaining health and can effectively make their weight class. It will be used proactively to provide support for an athlete
- Activate medical help when necessary (Team Physician only)
- Provide feedback to your coach on a regular basis (Physiology)
- Allow athletes access to their data
- Use information collected to help make better decisions
- Use your historical athlete data to improve your future training plans
- Utilize summary data regarding injury rates to implement future preventative programs

We Won't

- Make 'knee jerk' reactions based on the data. We will look for trends in the data over longer terms (days/weeks) rather than changing every day
- Over monitor
- Make it the same for everyone. We will work with the coach to allow for customization for each training centre
- Make decisions solely on monitoring alone. We will ensure that monitoring will only be one part of the decision-making process. It will not replace athlete/coach conversations, performance and performance in training

YTP PROGRAMMING

Expectation is that all carded and targeted Senior, NextGen, and Junior athletes have a live YTP. The HPC, HPD, and IST will compile a mandatory YTP in early fall which will drive funding and programming. This is updated regularly. Every nominated carded athlete, NextGen, Schedule B must submit their YTP by April 03, 2020 (unless otherwise indicated by the HPD).





CODE OF CONDUCT

The following is an excerpt of WCL's Code of Conduct which can be found at:
<https://wrestling.ca/resources/policy-manual>.

All Participants are expected to:

- **Show positive acts of sportsmanship**, discouraging all instances of foul or illegal play, or acts of violence, both during and after competitions and training.
- **Demonstrate the greatest levels of respect**, protecting the rights, dignity and worth of every person regardless of their race, national or ethnic origin, colour, religion, age, gender, gender identity and expression, sexual orientation, marital status, family status, disability and/or a conviction for which a pardon has been granted
- **Use Social Media Responsibly**, and will not author, forward or post vulgar or offensive notes, texts, photographs or other content that reflects negatively on Wrestling Canada Lutte
- **Lead by positive example**, and condemn the use of recreational and performance enhancing drugs and doping practices; their use endangers the health of athletes and is contrary to the concept of fair competition
- **Demonstrate integrity in all matters involving the sport** by behaving with honesty and transparency
- **Resolve any potential conflict of interest situation**
- **Respect and protect confidential information acquired** in the conduct of his/her role by safeguarding it when it is in use, storing it properly, and discussing it only with those who have legitimate business with Wrestling Canada Lutte and have a need to know

Athlete Expectations

- Always respect the referee's decision
- Never become involved in acts of foul play
- Honour both the spirit and the letter of the competition rules and live up to the highest ideals of ethics and sportsmanship





- Never engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks, trash-talking, taunting or other actions that are demeaning to other players, officials or supporters
- Care for and respect facilities and equipment made available to you during training and competition
- Safeguard your health; don't use any illegal or unhealthy substances. More specifically, WCL adopts and adheres to the Canadian Anti-Doping Program
- Recognize that coaches, officials, and referees are volunteers who give up their time to provide their services. Treat them with the utmost respect.

SURVEYS

Wrestling Canada Lutte may also send out other surveys related to the High Performance program or programming as a whole throughout the year. It is expected that each athlete take the time to respond to the survey in a timely manner so that WCL may use this information moving forward.

An in person before action review and after action review will be held prior and post each event where possible.

FAMILY AND SUPPORTERS

Family and supporters of WCL athletes are encouraged to attend events, however it is expected that the family and supporters will adhere to the following guidelines:

- No family or supporters will book accommodation in team hotels. In outstanding circumstances, this may be waived pending approval by the HPD. For example, chaperones for Cadet international events where underage athletes are attending.
- Athletes will be expected to attend and act as part of the team at the event. This includes traveling with the team, eat with the team, etc.
- Athletes will not be allowed to attend non-team sanctioned events, sight-seeing, meals, etc. before or during the competition unless approval is granted by the event Team Leader. All reasonable requests will be considered with the intention of maintaining peak performance.





- When out with family and supporters, it is important for athletes to recognize they are still a member of a national team and as such, act and live as a National Team member.
- It is also asked that family and supporters consider and follow the guidelines as outlined in WCL's Code of Conduct:
 - Respect the referee's decisions – don't complain or argue about decisions during or after a match
 - Unsportsmanlike language, harassment or aggressive behaviour will not be tolerated
 - Never ridicule or scorn an athlete for making a mistake – respect their efforts
 - Participate in positive cheering that encourages athletes you are supporting; do not engage in cheering that taunts or intimidates opponents, their fans, or officials.





SPORT CANADA AAP

Most of the following information was taken from Wrestling Canada Lutte's *'Carded Athlete Program 2020-21* which can be found online at: [https://wrestling.ca/wp-content/uploads/2018/09/Carded Athlete Program 2020 2021 FINAL.pdf](https://wrestling.ca/wp-content/uploads/2018/09/Carded_Athlete_Program_2020_2021_FINAL.pdf).

POLICY

The Wrestling Canada Lutte carding program is funded by Sport Canada through the Athlete Assistance Program. The purpose of the carding program is to ensure that athletes identified with international potential are afforded the necessary opportunities in order to achieve international success. WCL policy must comply with the Sport Canada AAP Policy. It can be found <https://www.canada.ca/en/canadian-heritage/services/funding/athlete-assistance.html>.

Carded athlete status is a privilege designated for athletes that have demonstrated, and continue to demonstrate, outstanding abilities and commitment to the sport of wrestling. Sport Canada policies, including the Athlete Assistance Program, are designed to support amateur high-performance pathway athletes that demonstrate the potential to progress to the Top 8 in the World. The Sport Canada AAP will only fund athletes who are competing in UWW 2020 Olympic weight classes.

Senior International Cards (SR1/2) will be awarded to an athlete who achieves a top 8 and top half performance at a Senior World Championship or Olympic Games.

Senior National Cards (SR) criteria has been developed by Wrestling Canada Lutte.

For more information for Sport Canada Athlete Assistance Program download the program brochure at: <https://wrestling.ca/resources/policy-manual>

TUITION

Sport Canada provides tuition support for post-secondary level education for eligible athletes. Sport Canada covers up to a lifetime maximum of \$22,500 and a limit of \$5,500 per carding cycle. Tuition





support is available for courses at Canadian Universities or Colleges that are publicly supported. Other Canadian educational institutions may be considered for Tuition support on a case-by-case basis and MUST BE PRE-APPROVED.

Courses that are recognized for credits toward apprenticeships in trades or professions and correspondence/on-line courses leading to a degree, diploma, or certificate, as determined by the AAP, may also qualify for tuition support.

NCCP COVERAGE

National Coaching Certification Program courses taken at a National Coaching Institute or through another avenue qualify for tuition support. These courses may be taken on a full-time or part-time basis.





CCES

NATIONAL ATHLETE POOL

WCL has formally adopted the 2015 Canadian Anti-Doping Program as the primary domestic anti-doping policy. As part of this policy, WCL creates a National Athlete Pool (NAP) and identifies athletes to be included within it. Athletes in the NAP have the following responsibilities:

- Complete the *True Sport Clean* online education course
- Sign the athlete contract
- Verify the status of all medications you are taking and find out if you require a Therapeutic Use Exemption (TUE) for any of them.
- Ensure WCL has up to date and accurate mailing address and cell phone number.

If you are a minor, please let your parent(s) or guardian(s) know that you've been added to the NAP. WCL staff will forward you the Athlete Contract and information regarding registering to complete the True Sport Clean course when you are notified of your inclusion into the program.

For questions please contact Bradlee Nemeth at CCES at bnemeth@cces.ca

REGISTERED TESTING POOL

Under the World Anti-Doping Code, each national anti-doping organization must designate a pool of athletes who are subject to the highest level of anti-doping rules. The Canadian Centre for Ethics in Sport (CCES) is responsible for maintaining Canada's Registered Testing Pool (RTP).

Athletes who will be included in the RTP will be communicated with separately from being notified regarding the NAP. Athletes in the RTP will have specific obligations including the submission of whereabouts information to the CCES.

For additional athlete resources, please visit the CCES' Athlete Zone at cces.ca/athletezone.

ADAMS/WHEREABOUTS





ADAMS is a web-based whereabouts system used by the CCES and the World Anti-Doping Agency (WADA). If you are an athlete within the RTP then you will be expected to learn and use the ADAMS system.

The system allows you to report your whereabouts from anywhere at anytime. The whereabouts submission deadlines are:

<u>Quarter</u>	<u>Deadline</u>
January – March	December 31 st
April – June	March 31 st
July – September	June 30 th
October – December	September 30 th

To obtain a username and password, send an email with your name and sport to whereabouts@cces.ca.

TRUE SPORT CLEAN

Athletes and support personnel under the CADP are required to complete anti-doping education on an annual basis. The CCES provides access to the course True Sport Clean through its online learning portal. The course addresses numerous topics including ethical sport, the Prohibited List, supplements, steroids, athlete rights and responsibilities, doping control, and violations and sanctions. Eligible athletes who keep their education current will not need to complete the full course again the following year; rather they will be assigned a shorter course, The True Sport Clean Review.

To access the e-learning portal, you will be emailed an invitation containing an enrolment key when you are notified of admittance into the NAP or RTP. If you did not receive an email and believe you should have, please contact the High Performance Staff immediately.

More information can be found at <http://cces.ca/e-learning>.





TUEs

Therapeutic Use Exemptions (TUEs) can give an athlete authorization to take needed medication. TUEs would cover illnesses or conditions that require an athlete to take medications that fall under the World Anti-Doping Agency's Prohibited List. It is important to note that athletes are not automatically granted authorization and must ensure they follow the appropriate processes.

All athletes should be aware of TUE rules and requirements. They will vary on a case by case, sport by sport, and athlete by athlete basis.

Some examples of TUEs are:

- Insulin for treatment of Type 1 Diabetes Mellitus
- Beta-2 Agonist inhaler, such as terbutaline, for asthma treatment
- Methylphenidate for ADD or ADHD treatment

PLEASE NOTE: These are merely examples and do not guarantee approval for an athletes specific TUE request.

For more information regarding Therapeutic Use Exemptions, please visit:
<http://cces.ca/therapeutic-use-exemptions>





MEDIA TRAINING

SOCIAL MEDIA PROTOCOL

Wrestling Canada Lutte believes in the use of social media to improve communications between our national teams, fans of the sport, media, and our partners. Wrestling Canada Lutte encourages the use of social media in a positive, responsible manner.

GENERAL NOTES

- Your primary responsible is to the team you are on. Do not let social media become a distraction
- Avoid negativity on social media
- Understand your social media settings, and who can view what in your profiles
- You are ultimately responsible for what you post.

CONFIDENTIALITY

The following information should not be disclosed on social media:

- Information discussed in team meetings including quotes, mottos, goals, and personal information
- Confidential information about wrestlers, coaches, volunteers, or staff

CONDUCT

- Always express ideas and opinions in a positive, respectful manner
- Do not engage in arguments, personal attacks, or hostile communications
- Maintain appropriate language. Do not curse or use profanities
- If you disagree with or see a mistake in something posted by Wrestling Canada Lutte, avoid commenting on social media. Instead, inform us through email, a phone call, or in person

CONTENT

- Avoid posting about controversial topics including politics, religion, or sex
- Ensure all material posted is factually correct
- Do not post photos that include nudity or obscenities
- Do not follow or interact with inappropriate accounts





- Avoid promoting brands outside the approval of WCL during an event
- Avoid social media takeovers without prior approval from WCL

USE DURING COMPETITION

- The use of social media during competition is at the discretion of coaches and staff
- Social media should not be used in a way that distracts from competition or training
- Consider your role on the team when deciding whether content / timing of post is appropriate (e.g. tweeting during competition, posting photos of minors or vulnerable individuals, etc.)

MEDIA STRATEGY

WHY MEDIA?

- Media give you a chance to tell your story
- Your story can make Canadians care about you and the sport
- Media will help raise your profile which can lead to other opportunities
- You shape your story and your “personal brand” by controlling what you say in interviews

DEVELOPING YOUR STORY

- Prepare for media before the event
- Have best stories ready
- Prepare for the worst questions
- Use media as an opportunity to educate
- Sometimes your best opportunity to tell your story comes at what feels like the worst moment

KEY MESSAGES

- Prepare and know your key message
- Remember to answer questions directly and honestly before thinking about key messages
- Use key messages in context

BRIDGING

- Know your key messages, and “bridge” to them





- Bridge from the question to the point you are going to make
- Examples: “What I can tell you...” “What I do know...” “I think it’s important...”

TIPS ON DEALING WITH THE MEDIA

- Relax and pause
- Some media may not know your sport – keep it simple
- Cherish the opportunity
- Bring them into your world
- Anticipate the questions
- Show personality
- Remember that you are in control

CONTROVERSY

- Avoid discussing controversial topics with the media
- Focus the conversation on your experiences (your preparation, your matches, your results)
- Take the high road – avoid negativity, focus on the positives

DO

- Take your time if you need it
- Talk about what you know (bridge)
- Be prepared and be yourself
- Use positive, professional language and body language
- Be “in the moment”

DON'T

- Talk about team issues
- Use wrestling “jargon”
- Be rude or disrespectful
- Go too far off topic
- Fill dead air





INSURANCE

CAIP SUMMARY

CAIP is available in the following tiered manner (budget dependent):

- Targeted Schedule B athletes will be covered at a Bronze level minimum (WCL covered)
- CAIP is available for purchase to all WCL affiliate member athletes and coaches – please contact Jennifer Stairs for more information.
- Travel Insurance
 - All event athletes will be charged travel insurance (\$5/day)
 - The CAIP travel medical insurance is 24 hours a day coverage as a result of an injury or sickness. CAIP also includes a travel assistance program, available to members when traveling.

It is recommended that each athlete reads and understands the coverage provided by Wrestling Canada Lutte through CAIP and decide on his/her own whether additional coverage is necessary when traveling.

It is important to note that some health services that are not covered by CAIP may be covered by parents' benefits, school benefits, or work benefits. For example, Registered Dietitian is not covered in CAIP but is often included in benefits packages. It is recommended that each athlete takes the time to learn about CAIP and his/her other health services options.

More Information can be found at <http://mkirsch.ca/home-caip/>

CAIP CLAIMS GUIDELINES

The following guidelines are an abbreviated version. The full CAIP Claims Guidelines are available anytime online at <http://mkirsch.ca/claims/>

1. Insured (Claimant) Statement Section

The first step is to complete the claim forms, which can be found online at the link above. If you have insurance with another company, submit your claim to that insurer first, before





submitting with CAIP. Once you receive your partial or non-claim from your other insurer you should submit your claim to CAIP. KEEP ALL RECEIPTS AND SUBMISSION INFORMATION as these will be needed when submitting to CAIP

2. Sport Body Authorization Section

This Section should be signed by a person who is authorized by the sport organization (WCL).

3. Attending Physician Statement Section

This section is to be completed, signed, and dated by a Registered Physiotherapist or Certified Athletic Therapist, member of the Canadian Athletic Therapists Association (CATA) for treatment for Physiotherapy, Athletic Therapy, and/or Massage Therapy only.

All other insured treatments require a Physician to complete and sign this section.

4. Helpful Points

Submit the claim as soon as possible, preferably within 90 days of the accident/injury or the date you first received treatment.

Keep all receipts to be submitted with your claim. If you have additional receipts after your initial claim submittal, you can forward your receipts along with an 'Additional Receipt Letter' as opposed to resubmitting a claim.

5. How to Submit your Claim

You can submit a clear and legible scan by email to:

English: claims.spgroup@ssq.ca

French: reclamations.spgroupe@ssq.ca

You can fax your claim to: 1-855-690-9895

You can mail claim to

SSQ Insurance Company
1225 St-Charles Street West
Suite 200
Longueuil, Québec
J4K 0B9

6. Claim Payments





You can receive your claim via direct deposit by filling out the 'Direct Deposit Form'. Copy of a cheque marked 'VOID'. This process only needs to be done once per member. If your banking information changes, this process may need to be redone.

You can receive a payment by cheque. Please make sure that the insurance company has your updated mailing address.





TRAVEL POLICIES

Fees are pre-paid by Wrestling Canada Lutte prior to arrival at the destination. Athletes / staff not being fully funded will receive an invoice following the event, once all currency conversions have been processed. Those on a self-pay trips MUST complete the payment plan prior to departure.

If an individual chooses to travel outside of the specified dates and is on a funded trip, then the difference in fare of the flights during the specified dates and the individual's new dates will be at the individual's own expense.

CADET AND JUNIORS

When traveling domestically (within Canada) every attempt will be made to ensure that athletes are travelling with a coach or guardian.

When traveling internationally, athletes under the age of 18 will be traveling with a WCL approved coach or guardian.

U23 AND SENIORS

When possible, Wrestling Canada Lutte will attempt to fly team members together on the same flights. There are certain instances however where this is not possible.

ROCA

It is recommended by Wrestling Canada Lutte and the Government of Canada that all Canadians register when traveling abroad. The Registration of Canadians Abroad (ROCA) is a free service to register in case of an emergency abroad or at home. To register, please visit:

<https://travel.gc.ca/travelling/registration>





ACCOMMODATION

For UWW sanctioned tournaments and most events / trips, Wrestling Canada Lutte staff and athletes will be staying at the host accommodations. There is a minimum stay of 4 days for UWW sanctioned events and it is expected that all athletes and staff follow this guideline. Any athletes withdrawing from the event or adjusting their schedule past the approved deadline are responsible for any fees or unrecovered costs.

Generally, athletes will be staying two to a room, and IST/Medical staff will be given their own room to allow space for treatment. Exceptions may be allowed given enough notice is given to the event Team Leader and / or Head Coach.

Athletes will be held responsible for any damages. Any expenses incurred by any athlete with respect to damaged property will be invoiced back to the individuals responsible for the damages.

CLAIMABLE EXPENSES

Wrestling Canada Lutte expense reports can be found online under the Forms and Documents section of Resources: <https://wrestling.ca/resources/forms-documents> . Receipts are required when submitting the report.

Wrestling Canada Lutte will cover one bag per funded athlete and medical therapy tables. The full expense policy is available here: <https://wrestling.ca/resources/policy-manual/>. Please note that expenses such as taxi fares, airport parking, etc. must be pre-approved for coverage.

MISSED / CHANGE IN FLIGHTS

Once your flight has been booked and the confirmed itinerary has been sent to you, it is considered final. If there are any requests to change your flight plan after it has been confirmed, the athlete will be responsible for all fees incurred (including airline change fees, and the difference in flight fares).





For travel emergencies after 5pm and on weekends (for flights booked by WCL) call TASS at Uniglobe 1-866-459-8995 or email callme@tass247.com and quote access code G5JA. All others please call WCL High Performance Staff.

PASSPORTS AND VISAS

As part of your Athlete Agreement, you must keep your passport up-to-date and forward any new passport information to WCL. WCL will use this to help apply for any Visas necessary when travelling to tournaments or events.

It is expected that athletes keep up to date on their emails should any information be required for visas or other information needed to attend any trip or event.

SEATS AND BOOKING

All flights booked through Wrestling Canada Lutte are booked with Uniglobe Travel. All athletes have been requested to fill out a Uniglobe Traveller Form. If you have not received or your information has changed, you can request a new form by emailing jstairs@wrestling.ca

Seat selection is available at the time of check-in. Each airline is different with respect to their check-in time. Air Canada for example will allow you to check-in 24 hours prior to your departure time.





UNIFORM POLICY

NATIONAL TEAM UNIFORM

The national team uniform is available for members of all WCL's national teams who represent Canada at an international event, where a selection to be on the team occurred. WCL reserves the right to charge fees to offset uniform costs.

BRAND AWARENESS

UWW approved and WCL issued singlets must be worn during all assigned international events when representing Team Canada. WCL issued podium suits must always be worn on awards podiums when representing Team Canada. Casual wear is encouraged to be worn during training at international events (competition, training camps, etc.). Please do not wear club singlets when representing Canada at a National Team event (as per the Athlete Agreement).

Please ensure that you wear the uniform as provided. Adjustments/modifications are not permitted.

NATIONAL TEAM UNIFORM TIERING

National Teams are grouped by tier depending on their level of competition (see below). What each team receives will vary based on tier level and availability of inventory at the time of the event. It is the general practice of WCL that all team members have the same uniform; however, some items might vary slightly in style or colour based on gender or age category.

Tier	Category	Teams
1	Senior Team	Senior World Championship Team Senior Pan American Team Senior World Cup Team Senior AAP Athlete Olympic Games Team Pan American Games Commonwealth Games Teams





		Senior National Champs + Alternates (Olympic Weight Classes) Senior World Team (non-Olympic weight classes)
2	Junior Team	Junior World Championship Team Junior Pan American Championship Team Development AAP Athletes Francophone Games Team
3	Cadet Team	Cadet World Championship Team Cadet Pan American Team Youth Olympic Games Team
4	Event Team	Assigned international competition (for Purchase only)

Please note the following:

1. Team members will receive ONE podium suit (warm-up) and ONE backpack every two years;
2. Team members will receive the team kit assigned to their team every new year named to a team
3. Team members will only receive the above once a year regardless of how many teams to which they are named. The total kit received for the year will be that assigned to the highest tiered team to which the athlete is named.

NOTE: WCL reserves the right to change or amend the items that team members receive as required subject to sponsorship and inventory availability.

The table below outlines the uniform items provided to teams (subject to availability):

Tier	Singlets (1 set includes 1 red & 1 grey)	Podium Jacket	Podium Pant	Hoodie / Sweatshirt	Short Sleeve	Long Sleeve	Shorts (M) Tights (F)	Backpack	Wrestling Boots	Running Shoes
1	1	1	1	1	1	1	1	1	TBD	TBD
2	1	1	1	1	1	0	1	1	0	0
3	1	1	1	0	1	0	1	1	0	0
4	1	0	0	0	1	0	0	0	0	0





Every effort will be made to provide athletes with the correct sizes. Where possible, and subject to availability of inventory, WCL will make reasonable efforts to arrange for exchange of items as requested by the team members as long as the exchanged item has not been worn. Team members should contact the Communications Coordinator Chris Reith at creith@wrestling.ca to arrange for an exchange of sizes. Where exchange is not possible, team members should try to exchange with another team member.

REPLACEMENT

If an athlete needs to replace an article of clothing prior to the assigned times noted above, it will be at the cost of the athlete, subject to availability of inventory.

PERSONAL CLOTHING SPONSORSHIP ACOMMODATIONS

Where athletes have their own clothing sponsors, the following requirements and conditions must be met:

1. UWW approved and WCL issued singlets must always be worn when representing Team Canada in competition
2. WCL issued podium suits must always be worn on awards podiums when representing Team Canada
3. Personal sponsor logos (TBD). Please contact WCL's marketing department for more information.





RETIRING

CHECKLIST

The following is a list of steps to take once you have decided to retire from international wrestling to ensure that all relevant sporting bodies are informed.

- Wrestling Canada Lutte – Please email the High Performance Director and Manager
- CCES – To be removed from the NAP
- Sports Canada – To access the 1-time retirement card

GAME PLAN

Game Plan is a collaboration between the Canadian Olympic Committee (COC), Canadian Paralympic Committee (CPC), Canadian Olympic and Paralympic Sport Institute Network (COPSIN) and Sport Canada to provide the best resources this country has to offer to our national team athletes – a team that has given so much and inspired so many.

Game Plan supports and empowers high-performance athletes to pursue excellence during and beyond their sporting careers. Taking a proactive approach to total athlete wellness, the program is designed to help athletes navigate change and focus on performing when it matters most. To learn more, please see our introduction section.

Game Plan is a source of competitive advantage for Canada and for Canadian athletes that will position Canada as a global leader in the sport community.

More information can be found at: www.mygameplan.ca

Each CSI also has a staff member responsible for the delivery of Game Plan in their province. For the four centres WCL is partnered with, the contacts are as follows:

Sarah Kiengersky

CSI Pacific

skiengersky@csipacific.ca



Cara Button

CSI Calgary

cbutton@csicalgary.ca

Rolf Wagschal

CSI Ontario

rwagschal@csiontario.ca

Sophie Brassard

INS Quebec

sbrassard@faeq.com

CCES

If you are no longer competing in sport and have decided to retire, you are not automatically removed from the CCES Registered Testing Pool (RTP) or National Athlete Pool (NAP). You will remain in the CCES RTP and/or NAP until the following steps occur:

- You sign and submit a Retirement Notification Form
- The CCES receives and confirms your form
- The CCES informs you that you have been removed from the CCES RTP and/or NAP

Only after these steps have occurred, will you be relieved of your requirements as an RTP or NAP athlete, such as submitting whereabouts information.

For further information, please see CADP Rule 5.6.4 and 5.7.1 and refer to <http://cces.ca/retirement>

Resuming Competition / Coming Out of Retirement

If you have given notice of retirement to the CCES and then decide you want to resume competing in international or national events, you need to take these steps **six months* before returning to competition:**

- Give CCES written notice of your intent to resume competing.
- Make yourself available for testing.
- Comply with whereabouts requirements if requested to do so.

For further information, please see CADP Rule 5.7.1.



* If a strict application of the six-month written notice rule would be manifestly unfair to the athlete, an exemption can be requested using the CCES [Rule 5.7.1 Exemption Application](#).

SPORT CANADA

Carded athletes who have been carded for a minimum of three years at a Senior Card level (C1, SR, SR1, SR2 and SR) may apply for a one-time maximum Retirement Assistance of \$5,000 to assist in their transition to retirement within one year of the last day of their retirement. The three year minimum may be waived for carded athletes in a NSO approved coaching training program leading to certification.

Carded athletes applying for Retirement Assistance must provide:

- 1) A statement of their current income and expenses. These expenses include rent, food and transportation expenses;
- 2) The statement of income and expenses must be verified by the NSO as part of the request for Special Needs Assistance;
- 3) A copy of the Canada Revenue Agency's Notice of Assessment for the most recent taxation year;
- 4) A statement of expected income and expenses for the following year.

All of the above must be sent to Sport Canada via WCL, please contact the High Performance Coordinator in order to proceed.

ATHLETESCAN

As AthletesCAN members, retired athletes can apply for the Dale Carnegie scholarship for leadership training: <http://www.athletescan.com/programs-services/dc-speakers-training/>

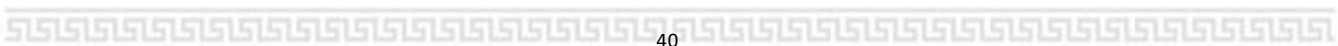
They're also eligible for:

Health and dental plan: <http://www.athletescan.com/programs-services/health-and-dental-plan/>

Purolator discount: <http://www.athletescan.com/programs-services/purolator/>

HALL OF FAME

The Wrestling Canada Lutte (formerly Canadian Amateur Wrestling) Hall of Fame was established in 1975 to recognize outstanding achievement and contribution to Olympic wrestling in or for Canada. There are two categories of membership in the Hall of Fame:





- **Athlete Category** – formally recognizes the achievements of those wrestlers who have represented Canada at major international competitions or Games;
- **Builder Category** - formally recognizes the contribution, leadership and abilities of those individuals who participate in the development of wrestling. This category is open to any individual who has served or is serving wrestling as a Coach, an Official, an Administrator, a Manager or a combination of these functions.

Wrestler candidates other than Olympic or World gold medal winners, shall not be considered until after a five year waiting period following retirement from major championship competition.

For more information, please download the Hall of Fame policy at <https://wrestling.ca/resources/policy-manual>

ACKNOWLEDGEMENTS

This Athlete Handbook incorporates wording and concepts from a cross section of Handbooks available in the public domain with appreciation. Several Canadian Sporting Organizational Athlete or National Team Handbooks served as a guiding framework and was edited and adopted to reflect Wrestling Canada Lutte requirements.



APPENDIX A: Payment Plan Form

PAYMENT PLAN FORM

I, _____, recognize that failure to pay all charges by the agreed payment plan due dates may result in a loss of privileges regarding WCL services and reduced or loss of access to training camps and trials. I also understand that any payment to WCL will be credited first to any delinquent charges and then applied to the Event Costs. I also understand that retirement from the sport and consequently membership to WCL does not release me from this payment plan obligation.

ATHLETE INFORMATION:	
Athlete Name	
Email Address	
Phone (cell)	
Phone (home)	
Mailing Address	
City, Province	
Postal Code	
PARENT / GUARDIAN INFORMATION (if athlete is under 18 years of age):	
Parent Name	
Email Address	
Phone (cell)	
Phone (home)	
Mailing Address	
City, Province	
Postal Code	
WCL EVENT INFORMATION:	
Event Name	
Cost of Event (CAD)	
Date of Departure	
FUNDING SOURCE (if applicable):	
Funding Source	
Amount	



Duration of repayment is dependent on the original event costs. **A 25% deposit of the estimated cost and payment plan is required prior to departure.** Below are the timelines for repayment.

Event Cost	Timeline
< \$2,000	Completion within 2 months of end of project
\$2,000 to \$4,000	Completion within 3 months of end of project
> \$4,000	Completion within 6 months of end of project

I, _____, hereby authorize WCL to charge the listed credit card according to the payment plan listed below.

NOTE: You may choose a different method of payment (e-transfer, cheque) prior to the date of payment. If no alternative is provided WCL will process the credit card provided herein.

Credit Card Number: _____ Exp (mm/yy): _____ CVV: _____

Name on Credit Card: _____

*Credit card payments are subject to a 3% service charge.

Total Amount Owing (beginning balance): _____

Payment Date	Payment Amount	Balance	Processed (Office Use)

*additional lines can be added to suit your needs

I, _____, agree that the above Payment Plan is an acceptable plan to repay WCL for my debts owing and I remain current with this payment plan.

Athlete Name
(Parent / Guardian Name)

Athlete Signature
(Parent / Guardian Signature)

Date





#7 - 5370 Canotek Rd. • Ottawa, ON K1J 9E6 • Tel: 613.748.5686 • Fax: 613.748.5756

WRESTLING.CA

METHODS OF PAYMENT FOR DEPOSIT AND SUBSEQUENT PAYMENTS

E-Transfer

E-transfer to Eric Smith: ericsmith@wrestling.ca

Cheque – must be received prior to date of departure

Wrestling Canada Lutte
7-5370 Canotek Rd.
Ottawa, ON
K1J 9E6

Credit Card

Please call Eric Smith at Wrestling Canada Lutte 613.748.5686 x.1
Please note a 3% service charge will apply.

OFFICE USE ONLY

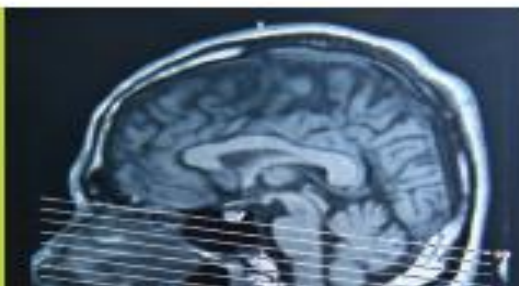
Invoice Sent Date: _____ Project Name: _____

Receipt Sent Date: _____ Budget Line Item: _____



APPENDIX B: Concussion Guideline for Athletes

Concussion Guidelines for THE ATHLETE



WHAT IS A CONCUSSION?

A concussion is a brain injury that cannot be seen on routine x-rays, CT scans, or MRIs. It affects the way a person may think and remember things for a short time, and can cause a variety of symptoms.

WHAT ARE THE SYMPTOMS AND SIGNS OF CONCUSSION?

YOU DON'T NEED TO BE KNOCKED OUT (LOSE CONSCIOUSNESS) TO HAVE HAD A CONCUSSION.

THINKING PROBLEMS	ATHLETE'S COMPLAINTS	OTHER PROBLEMS
<ul style="list-style-type: none"> Does not know time, date, place, period of game, opposing team, score of game General confusion Cannot remember things that happened before and after the injury Knocked out 	<ul style="list-style-type: none"> Headache Dizziness Feels dazed Feels "dinged" or stunned; "having my bell rung" Sees stars, flashing lights Ringing in the ears Sleepiness Loss of vision Sees double or blurry Stomachache, stomach pain, nausea 	<ul style="list-style-type: none"> Poor coordination or balance Blank stare/glassy eyed Vomiting Slurred speech Slow to answer questions or follow directions Easily distracted Poor concentration Strange or inappropriate emotions (ie. laughing, crying, getting mad easily) Not playing as well

WHAT CAUSES A CONCUSSION?

Any blow to the head, face or neck, or a blow to the body which causes a sudden jarring of the head may cause a concussion (ie. a ball to the head, being checked into the boards in hockey).

WHAT SHOULD YOU DO IF YOU GET A CONCUSSION?

You should stop playing the sport right away.

Continuing to play increases your risk of more severe, longer lasting concussion symptoms, as well as increases your risk of other injury. You should tell your coach, trainer, parent or other responsible person that you are concerned you have had a concussion, and should not return to play that day. You should not be left alone and should be seen by a doctor as soon as possible that day. You should not drive. If someone is knocked out, call an ambulance to take them to a hospital immediately. Do not move them or remove athletic equipment such as a helmet until the paramedics arrive.

CONCUSSION GUIDELINES FOR THE ATHLETE

HOW LONG WILL IT TAKE TO GET BETTER?

The signs and symptoms of a concussion often last for 7-10 days but may last much longer. In some cases, athletes may take many weeks or months to heal. Having had previous concussions may increase the chance that a person may take longer to heal.

HOW IS A CONCUSSION TREATED?

CONCUSSION SYMPTOMS ARE MADE WORSE BY EXERTION, BOTH PHYSICAL AND MENTAL. THE MOST IMPORTANT TREATMENT FOR A CONCUSSION IS REST.

You should not exercise or do any activities that may make you worse, like driving a car, reading, working on the computer or playing video games. No snow shoveling, cutting the lawn, moving heavy objects, etc. If mental activities (eg: reading, concentrating, using the computer) worsen your symptoms, you may have to stay home from school. You may also have to miss work, depending on what type of job you have, and whether it worsens your symptoms. If you go back to activities before you are completely better, you are more likely to get worse, and to have symptoms last longer. Even though it is very hard for an active person to rest, this is the most important step.

Return to school should not happen until you feel better, and these activities do not aggravate your symptoms. It is best to return to school part-time at first, moving to full time if you have no problems. Once you are completely better at rest, you can start a step-wise increase in activities (see "When can I return to sport?") It is important that you are seen by a doctor before you begin the steps needed to return to activity, to make sure you are completely better. If possible, you should be seen by a doctor with experience in treating concussions.

WHEN SHOULD I GO TO THE DOCTOR?

Anyone who gets a head injury should be seen by a doctor as soon as possible. You should go back to the doctor IMMEDIATELY if, after being told you have a concussion, you have worsening of symptoms like:

1. being more confused
2. headache that is getting worse
3. vomiting more than twice
4. not waking up
5. having any trouble walking
6. having a seizure
7. strange behaviour

WHEN CAN I RETURN TO SPORT?

It is very important that you do not go back to sports if you have any concussion symptoms or signs. Return to sport and activity must follow a step-wise approach:

STEP 1) No activity, complete rest. Once back to normal and cleared by a doctor, go to step 2.

STEP 2) Light exercise such as walking or stationary cycling, for 10-15 minutes.

STEP 3) Sport specific aerobic activity (ie. skating in hockey, running in soccer), for 20-30 minutes. **NO CONTACT.**

STEP 4) "On field" practice such as ball drills, shooting drills, and other activities with **NO CONTACT** (ie. no checking, no heading the ball, etc.).

STEP 5) "On field" practice with body contact, once cleared by a doctor.

STEP 6) Game play.

Note: Each step must take a minimum of one day. If you have any symptoms of a concussion (e.g. headache, feeling sick to your stomach) that come back either with activity, or later that day, stop the activity immediately and rest until symptoms resolve, for a minimum of 24 hours. See a doctor and be cleared before starting the step wise protocol again.

You should not go back to sport until you have been cleared to do so by a doctor.

Please sign below acknowledging that you have read and understood this Concussion Information document. A guardian's signature is also needed if the Athlete is under the age of 18.

Athlete's Name (Print): _____

Athlete's Name (Signature): _____

Guardian's Name (Print): _____

Guardian's Name (Signature): _____

Date: _____