



Cross Country Ski Ontario

Quest for Gold – Ontario Athlete Assistance Program 2016-2017

ATHLETE SELECTION CRITERIA

- 1.0** *Quest for Gold – Ontario Athlete Assistance Program 2016-2017 (OAAP)* is funded by the Government of Ontario, through the Ministry of Tourism, Culture and Sport (MTCS), and operated through the Sport, Recreation & Community Programs Division. The overarching goal of the *Quest for Gold – OAAP* is directly related to the High Performance Sport goal of the *Canadian Sport Policy* – that Canadians are systematically achieving world-class results at the highest levels of international competition – by improving the performance and number of Ontario athletes performing at the national and international level, thereby contributing to the improved performance of Canada at international competitions.

Specific objectives of the program are:

- a) To help athletes continue their pursuit of athletic excellence at the highest levels of national and international competition;
- b) To encourage athletes to stay in Ontario to live and train;
- c) To compensate athletes for earnings lost while training;
- d) To enable athletes to successfully pursue excellence in sport while fulfilling their educational goals;
- e) To increase athlete access to improved high performance coaching; and
- f) To enhance training and competitive opportunities available to athletes.

The intent of the OAAP is to provide funding to individual athletes in the sport's Train to Train and Train to Win categories based on their demonstrated commitment to high performance sport, allowing them to continue to pursue athletic excellence at the highest levels of national and international competition. **Only those athletes that meet the required minimum performance standard detailed in this Selection Criteria will be considered for this program.** Ideally an athlete will first receive a Quest for Gold "Ontario Card" for 1 to 3 years, which will allow them to train towards the goal of a national team position in subsequent years. Once an Ontario athlete reaches the national level and becomes a recipient of Sport Canada's carding program, they become eligible for the Quest for Gold "Canada Card". Athletes who are not planning to train towards this level of competition should not apply for this program.

2.0 How does it work?

In accordance with the OAAP guidelines, CROSS COUNTRY SKI ONTARIO develops sport-specific selection criteria and forms a Selection Committee that will apply these criteria. The top-ranked athletes, based on the criteria, will be awarded Ontario Card status in 2016-2017. This Selection Criteria has been approved by the Board of Directors and reviewed by MTCS staff. Nominated athletes will be required to sign and comply with an Athlete Agreement between the athlete and CROSS COUNTRY SKI ONTARIO. Carding status will be for one year starting April 1, 2016 ending March 31, 2017.

- 2.1** For 2016-2017, the MTCS has allocated CROSS COUNTRY SKI ONTARIO a total of 10 Ontario cards (split evenly as 5 male and 5 female Cards).

CROSS COUNTRY SKI ONTARIO is not obligated to assign all Ontario Cards if there are an insufficient number of athletes who have demonstrated potential to be considered for future National Teams.

2.3 The Selection Committee, as approved by the CROSS COUNTRY SKI ONTARIO Board of Directors is comprised of the following members:

Don Nixon, Past Chair, CROSS COUNTRY SKI ONTARIO

Doug Ranahan, NCD High Performance Rep, CROSS COUNTRY SKI ONTARIO

Richard Lemoine, Treasurer, CROSS COUNTRY SKI ONTARIO

How much funding is available?

The exact level of funding for the 2016-2017 carding year will be determined by the MTCS after the total number of athletes nominated for Ontario Card status has been determined. Funding will be released prior to March 31, 2017.

How will the CROSS COUNTRY SKI ONTARIO Selection Committee decide who receives funding?

The CROSS COUNTRY SKI ONTARIO Selection Committee will use the Ministry of Tourism, Culture and Sport Eligibility Criteria and the Sport Specific Selection Criteria detailed below to determine which athletes will be nominated for Ontario Card status in 2016-2017:

3.0 Ministry of Tourism, Culture and Sport Eligibility Criteria:

All athletes must meet the Ministry of Tourism, Culture and Sport's minimum athlete eligibility criteria:

- Athlete must be a Canadian citizen or permanent resident (previously known as a Landed Immigrant).
- Athlete must be a permanent resident of Ontario **for one year prior** to his/her nomination for carding status, (and continue to be a permanent resident throughout the term of the agreement).
- Athletes who have achieved Canada Card status (carded by Sport Canada) are not eligible for Ontario Cards.
- Athletes must be living in and continuing to train in Ontario.

3.1 Residency Exceptions:

Exceptions to these criteria, known as a "Residency Exception" will be considered **on a case specific basis by the CROSS COUNTRY SKI ONTARIO** Selection Committee provided that the athlete can substantiate in writing that:

(a) He/She cannot receive the required level of training in Ontario and is out of the province **temporarily** during the year (i.e. due to lack of facilities, coaching, competitions) ; or

(b) He/She must attend a post-secondary institution out-of-province either because the course of study is not offered by an Ontario institution; or

(c) It is more financially feasible to attend a post-secondary institution out-of-province, or other extenuating circumstances that require the athlete to be out of the province.

Any change in an athlete's residency status must be communicated in writing to the CROSS COUNTRY SKI ONTARIO immediately.

The onus is on the athlete to demonstrate that he/she needs to be out-of-province for one of the above reasons. **The athlete must submit written documentation to the CROSS COUNTRY SKI ONTARIO by no later than November 21, 2016, clearly indicating how they meet a residency exception(s).**

Athlete's applying for a Residency Exception related to exception (a) above, who are training at an NSO-approved National Training Centre MUST include a letter from the NSO outlining their support for the athlete, the progress the athlete is making and the athlete's potential to make the national team level. Additional documentation may include, but shall not be limited to an explanation of why the athlete is training out of province, whether or not the athlete was formally invited by the NSO, what additional opportunities are being

made available beyond those provided in Ontario; and any other information that will illustrate that the athlete is receiving enhanced training while still meeting all obligations of the CROSS COUNTRY SKI ONTARIO.

3.2 Length of time living outside Ontario:

Athletes living outside Ontario for more than 30 consecutive days within the ministry fiscal year 2016-2017 for athletic or academic purposes must demonstrate, to the satisfaction of the CROSS COUNTRY SKI ONTARIO Selection Committee that appropriate training programs are in place and are being monitored by the CROSS COUNTRY SKI ONTARIO. The onus is on the athlete to:

1. Provide a written plan outlining their training and competition plans to the CROSS COUNTRY SKI ONTARIO prior to their departure from Ontario, as part of their Residency Exception request (due **November 21, 2016**); and
2. Adhere to the CROSS COUNTRY SKI ONTARIO-approved competition and training plan throughout the carding cycle. At a minimum, this requires regular (CROSS COUNTRY SKI ONTARIO to define frequency and method in their Selection Criteria) contact by the athlete with the CROSS COUNTRY SKI ONTARIO admin@xcskiontario.ca and
3. Submit regular (monthly) training logs to the CROSS COUNTRY SKI ONTARIO to track progress against the CROSS COUNTRY SKI ONTARIO-approved competition and training plan.

Athletes who were formally invited to and are currently participating in their NSO's national team training program are exempt from this requirement.

3.3 **Ministry criteria continued:**

- Athlete must be a member in good standing with CROSS COUNTRY SKI ONTARIO and NSO where applicable;
- Athlete must have entered into a Sports Organization - Athlete Agreement with his or her CROSS COUNTRY SKI ONTARIO and must be in full compliance with the terms and conditions of that agreement;
- Athlete must have met all terms and conditions of any previous *Quest for Gold* Sports Organization – Athlete Agreements to the satisfaction of the CROSS COUNTRY SKI ONTARIO in order to be eligible for consideration in 2016-2017;
- Athlete must demonstrate a commitment and dedication to a proper training and competitive program, the goal of which is to continue to train towards a national team position and Sport Canada carding;
- Athlete's coach should be minimum Level 2 NCCP certified or trained status Competition Stream or the sport's equivalent in the Instruction Stream, or be engaged in completing this training, as determined by the PSO;
- Athlete must not be under a sanction that prohibits competition as per the Canadian Anti-Doping Policy;
- Athlete must be attending an educational institution full-time (i.e. elementary and secondary schools):
 - Exceptions will be made provided that the athlete can substantiate that his/her training will not allow for full-time attendance or if an athlete requires special needs that preclude full or part-time attendance (e.g. Athlete with a disability (AWAD) athlete);
- Athletes who have completed their area of study at the secondary level (i.e. high school) and who continue to train towards participation in major national or international competitions will also be considered;
- If eligible, the athlete must compete, and continue to compete solely for Ontario and/or Canada for one year from the date of the Minister's letter informing the athlete of acceptance into OAAP program, at Canada Games and other national competitions involving provincial team competitions;
- Athlete must not receive financial support from any other provincial/territorial athlete assistance program. This does not include academic scholarships, bursaries, student grants, student loans, social assistance, disability pensions, and other forms of financial assistance that have nothing to do with competitive sport.
- Eligibility will be limited to Ontario junior-aged athletes, ages 11-22 ("junior-aged" refers to chronological age, not a sport's specific age category - only exception is for CROSS COUNTRY SKI ONTARIOs using 30% of Ontario Card allotment for athletes older than 22 years of age who have been identified as a potential next generation national team athlete by the CROSS COUNTRY SKI ONTARIO's selection process.

3.4 Residency Exemption for Military Families: The one-year Ontario residency requirement is waived for any Ontario Card or Canada Card applicant who is a spouse or dependant of a: Regular Force member of the Canadian Forces; or Reservist currently deployed by the Canadian Forces into active service and who takes up residence in Ontario during the fiscal year. This means that eligible military family members now qualify for OAAP funding immediately upon becoming residents of Ontario. Please contact CROSS COUNTRY SKI ONTARIO for more information if you are applying for this exemption.

- To be deemed a potential next generation national team athlete, the athlete must be age-eligible to compete on the national team in the year following receipt of Ontario Card funding.
- All athletes under the age of 18 must have their parent or legal guardian sign their OAAP application form. Cheques will be processed in the name of the eligible athlete.
- An athlete can only be nominated to receive *Quest for Gold* funding in one sport.

4.0 Athletes funded through the Sport Canada AAP:

Ontario athletes who have been nominated and accepted for funding through Sport Canada's AAP within the government of Ontario's fiscal year (April 1, 2016 to March 31, 2017) and who continue to meet AAP and OAAP eligibility requirements will automatically be considered for a *Quest for Gold* 'Canada Card'. MTCS will contact those athletes directly at the mailing and email addresses the athlete provided to Sport Canada. Athletes are solely responsible for ensuring that their contact information is kept accurate and up to date at all times.

An athlete who received Sport Canada AAP carding during any part of MTCS' fiscal year April 1, 2015 to March 31, 2016 and/or any part of fiscal year April 1, 2016 to March 31, 2017 and is no longer in receipt of Sport Canada Athlete Assistance shall not be eligible to receive *Quest for Gold* funding during fiscal year 2016-2017 (April 1, 2016 to March 31, 2017.)

The intent of this rule is to prevent athletes whose performance levels and rankings no longer qualify them for Sport Canada carding from taking an Ontario Card from a future national-level athlete.

4.1 Canada Card Exception (CCE)

Exceptions may apply to this rule (known as a **Canada Card Exception (CCE)**) and will be considered by the Ministry on a case-by-case basis. Exceptions may include, but may not be limited to logistical or administrative changes (e.g. reduction in Sport Canada carding allocation), injuries, etc.

It is the sole responsibility of the athlete to contact CROSS COUNTRY SKI ONTARIO Selection Committee no later than noon Eastern **November 21, 2016** to request a CCE. The athlete must submit, in writing, an explanation of why they have not been, or do not expect to be re-carded by their NSO. The submission must include a statement from the NSO, signed and dated on their letterhead, confirming that the athlete still has potential to return to the NSO's carding program in the future. It is the responsibility of the athlete to submit this letter to the PSO; the CROSS COUNTRY SKI ONTARIO will not obtain this letter from the NSO on the athlete's behalf.

CROSS COUNTRY SKI ONTARIO will then contact MTCS in writing prior to the submission of the Athlete Nomination Form to seek individual Canada Card Exceptions. CROSS COUNTRY SKI ONTARIO is not responsible for seeking a CCE for any athlete unless requested to do so by the athlete as detailed above.

5.0 National College Athletic Association (NCAA):

On August 1, 2013, the NCAA revised their By-law that previously prevented an athlete from accepting grants from a governmental entity, such as Quest for Gold. Despite this change, any athlete considering an application to an NCAA institution is strongly encouraged to contact the NCAA Eligibility Center prior to applying for QFG funding.

The onus is entirely on the athlete to determine the impact of accepting OAAP funding on current or future NCAA eligibility and to decide whether or not to accept OAAP funding. The athlete will be required to acknowledge this onus and responsibility when signing the OAAP Ontario Card application form and agreeing

to the related terms and conditions of the program. Athletes are strongly encouraged to contact the NCAA Eligibility Center to determine the impact of *Quest for Gold* - OAAP funding on current or future eligibility for a NCAA scholarship or on eligibility to compete in a non-scholarship NCAA sport.

National Collegiate Athletic Association www.ncaa.org

NCAA Eligibility Center mailing address:
 NCAA Eligibility Center P.O. Box 7136, Indianapolis, IN 46207
 Toll-free phone number (U.S. callers) - Customer service line – 877-262-1492
 Phone number (international callers) - Customer service line – 317-223-0700
 Fax number - 317-968-5100

6.0 CROSS COUNTRY SKI ONTARIO Athlete Selection Criteria:

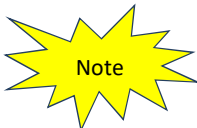
This section contains the sport-specific athlete selection criteria to be used in the identification, ranking and selection of athletes for Ontario Cards. In order to avoid the possibility of a conflict of interest in the OAAP selection process, any member of CROSS COUNTRY SKI ONTARIO’s High Performance Committee, Board of Directors, or employee of CROSS COUNTRY SKI ONTARIO with a child/relative who is eligible for nomination for an Ontario card, will not participate in the application or development of the criteria or the selection process.

What are XCSO’s Objectives for OAAP funding?

XCSO’s Selection Committee is looking to support Ontario athletes who have the best chance of making a national team in the next three years. The determination of who has the best chance of making a national team will be based on an athlete’s performance on CROSS COUNTRY CANADA’S 2016 Final Seeding List and their percentage proximity to the International CPL Points Benchmarks (IPB) as shown on <http://cccski.com/getmedia/b7ddc61b-73a8-4ff1-9896-df189c3b9b38/Summary-IPB-revision-2015.pdf.aspx> From this data a ranking list will be created that shows each athlete's sprint and distance performance as a percentage of the age-appropriate IPB for his or her year of birth.

XCSO Selection Criteria for Full Cards

1. XCSO’s Selection Committee will generate a list of all Ontario club athletes, holding a CCC racing licence year of birth (YOB) 1999 or earlier, that is based on each athlete’s CPL for distance and sprint, as well as the IPB distance and IPB sprint values, respectively, for the athlete's applicable YOB. Each athlete's distance and sprint CPL values will be compared to the athlete’s corresponding distance and sprint IPB values to determine the proximity of each athlete's CPL values to IPB values on a percentage basis. The athletes will be ranked in descending order using their best proximity value in either sprint or distance.



Please note: For the purposes of calculating an athlete’s proximity to the IPB curve, the discipline (either distance OR sprint) will be used, whichever is better. This process will naturally select athletes who have the greatest likelihood of being named to a national team, or selected to represent Canada on an international racing tour, as it more closely mirrors the selection principles used for such nominations.

| Please note: This calculation is provided as an example | | | | | | | | | |
|---|--------|----------|------------|----------|------------|--------------------|------------------|-------------------|----------------------|
| YOB | Gender | Dist CPL | Sprint CPL | IPB Dist | IPB Sprint | Distance Proximity | Sprint Proximity | ‘Best of’ Sp/Dist | ‘Best of’ Based rank |
| 1998 | F | 79.89 | 85.71 | 84.0 | 86.5 | 95.12% | 99.09% | 99.09% | 1.00 |
| 1996 | F | 85.13 | 89.18 | 88.5 | 91.0 | 96.19% | 98.00% | 98.00% | 2.00 |

Separate ranking lists will be created for males and females.

2. A performance cut-off will be established such that only athletes who rank **93.00%** or higher on the ‘Best Of’-based ranking lists will be eligible for carding.

3. The selected athletes will be the five females and five males who are ranked one through five on both of the gender lists AND who meet or exceed the minimum performance cut-off described in 2) above.
4. If the application of the minimum performance cut-off results in fewer than five OAAP-eligible athletes within a gender, unused cards may be reassigned to the next highest ranking athlete(s) who meet or exceed the minimum performance cut-off on the other gender list and who have not already been assigned a card.
5. If the application of the minimum performance cut-off results in fewer than five OAAP-eligible athletes within a gender, and there exists no other athlete from the other gender who has met the minimum performance cut-off, the unused card(s) will go unassigned for this carding year.

Cross Country Ski Ontario Selection Process

Note to athletes, coaches and/or parents/guardians making application to the selection process:

In order to ensure the integrity and efficiency of the selection process, it is essential applicants read and understand fully the selection criteria and process. Documentation submitted to CROSS COUNTRY SKI ONTARIO must be complete, accurate and, without exception, received by the deadline(s) specified. Nominated athletes who meet the Minimum Eligibility Requirements and the XCSO Selection Criteria will be invited to apply for OAAP carding as detailed below.

Please note: The three items detailed below are mandatory submissions enforced for all NON-National Training Centre and NON-OST athletes. Submission deadline is by no later than 12:00 noon (Eastern) on **November 21, 2016.**

NOTE!

Information to be provided to CROSS COUNTRY SKI ONTARIO (admin@xcskiontario.ca) will be reviewed and approved by a XCSO-appointed independent coaching representative. The training plan/log will be approved based on a comparison to CCC's training guidelines as identified in the CCC athlete development matrix. This will include comparisons in all aspects of training, including training load/hours and ski specific training. The information **must** include:

1. A detailed training plan which must show the athlete's current training and racing plan and the steps they intend on following to achieve national and international success.
2. A written/online record of the athlete's training log demonstrating adherence to the above plan, including proof of attendance at appropriate, specific training camps or events through the 2016 dryland season. Training information is to be provided either in written form or to the appointed independent coaching representative via access to the athlete's online training log.
3. A competition plan for the 2016/2017 competition season.

Nominated athletes may submit additional documentation, prepared by their personal or club coach, in support of their nomination.

CROSS COUNTRY SKI ONTARIO's Administrator will send a copy of an Athlete Agreement to all nominated athletes. The agreement covers the athlete's obligations and commitments for the period of funding. This agreement will include a commitment to engage the services of a qualified coach, and to participate in a number of specified training camps and races over the carding period (i.e., April 1, 2016 to March 31, 2017). Athletes will be required to confirm their intent to sign the agreement in order to maintain their eligibility for nomination.

7.0 Breaking a Tie:

A tie between two or more athletes on the ranking list will be broken by comparing their lower ranking discipline as illustrated below.

| | Dist Proximity | Sprint Proximity | Best of Sp/Dist | Alternate proximity | Tie Breaker rank |
|-----------|----------------|------------------|-----------------|---------------------|------------------|
| Athlete 1 | 94.90% | 98.52% | 98.52% | 94.90% | 2 |
| Athlete 2 | 95.52% | 98.52% | 98.52% | 95.52% | 1 |

8.0 Failure to Meet Selection Criteria for Health-related Reasons

Athletes who, for strictly health-related reasons, have not achieved the standards required for nomination of carded status **may** be considered for nomination under the following conditions:

- The athlete has fulfilled all reasonable training and rehabilitation requirements aimed at a speedy return to full high-performance training and competition during the period of his or her injury, illness or pregnancy and, despite making every reasonable effort to attain the applicable carding standards during the year in which the injury, illness or pregnancy occurred, has failed to do so, in the view of CROSS COUNTRY SKI ONTARIO's Selection Committee, for reasons strictly related to the injury, illness or pregnancy.
- CROSS COUNTRY SKI ONTARIO's Selection Committee, based on its technical judgement and that of a CROSS COUNTRY SKI ONTARIO team physician or equivalent, indicates in writing the expectation that the athlete will achieve at least the minimum standards required for carding during the upcoming carding period.
- The athlete has demonstrated and continues to demonstrate his or her long-term commitment to high-performance training and competition goals, as well as his or her intention to pursue full high-performance training and competition throughout the carding period for which he or she wishes to be considered despite not having met the carding criteria.

Force Majeure documentation to be provided to CROSS COUNTRY SKI ONTARIO must include but is not limited to:

1. Letter from the athlete's personal physician outlining the extent of injury/illness. Details to be provided must include but are not limited to:
 - a. Date of onset of injury/illness
 - b. Date of initial physician consultation
 - c. Date and course of treatment prescribed
 - d. Prognosis and recovery plan
2. Letter from Personal/Team Coach which must include but need not be limited to:
 - a. Confirmation of resumption of training
 - b. Perspective on athlete's ongoing commitment to training and competition
 - c. Expectations surrounding athlete's ability to meet OAAP commitments
3. Letter from athlete outlining their commitment to training and competition

Athletes who apply for OAAP carding consideration under Force Majeure will be ranked against one another and the other athletes on CROSS COUNTRY SKI ONTARIO's Selection Committee's OAAP ranking list as follows:

1. A performance figure for the Force Majeure candidate will be determined based on the average of the CPL for the best two distance races and the best two sprint races attained by that athlete in the competitive season where training and/or competition was curtailed or restricted for health reasons.
2. This performance measure will be used to generate an OAAP ranking for the Force Majeure athlete(s) in the same manner (i.e., proximity from distance and sprint IPBs, on a percentage basis, based on YOB, and 'Best Of' performance (either distance OR sprint) that is used for all other eligible athletes on the OAAP ranking list.

3. The addition of a male Force Majeure athlete to the ranking list will not affect the selection process for female athletes and vice versa.
4. A maximum of two Force Majeure appeals (one male and one female) will be accommodated in any one OAAP carding cycle.
5. A Force Majeure athlete must demonstrate a performance figure on the XCSO OAAP ranking list that would put them in the top 50% of the ranking list for the available number of cards in their gender.
6. CROSS COUNTRY SKI ONTARIO's Selection Committee reserves the right to revert to the CPL performance history from the previous year of competition in the case where a Force Majeure candidate was not able to participate in the minimum number of races specified in item # 1 above.

Force majeure documentation must be submitted no later than 12:00 noon (Eastern) November 21, 2016 to:

Liz Inkila, XCSO Administrator
admin@xcskiontario.ca

- 9.0 Alternates:** CROSS COUNTRY SKI ONTARIO will also nominate alternates to those athletes nominated for Ontario Card status. Alternates will be those athletes who are ranked directly behind those athletes nominated for the allotment of Ontario Cards in a particular category/discipline. The names of alternates will be published along with the names of nominated athletes. If an athlete drops out or is removed from the OAAP an alternate will be substituted into that athlete's position, provided that:
- Alternate is substituted within 2016-2017 fiscal year;
 - An alternate meeting all requirements is available from the same category/discipline/card level (Full/Half);
 - Funding for athlete being substituted is still available within fiscal year (e.g. full funding for card has not already been paid out to athlete no longer in program).

10.0 To Apply:

All eligible athletes are automatically considered and ranked by the selection criteria process, therefore no application is specifically required. Athletes who are nominated as per the selection criteria will be directed to apply online at www.questforgold.ca.

Questions regarding the selection criteria and process should be directed to:

Liz Inkila
Email: admin@xcskiontario.ca
Address: 738 River St, Thunder Bay, ON, P7A 3S8
Phone: 807-768-4617

- 10.1** Any athlete requesting a "Residency Exception", Canada Card Exception, and/or Force Majeure must submit the required information detailed above by **12:00 noon (Eastern) November 21, 2016** to:

Liz Inkila
Email: admin@xcskiontario.ca
Address: 738 River St, Thunder Bay, ON, P7A 3S8
Phone: 807-768-4617

- 10.2** It is the sole responsibility of the athlete to provide a full and complete application that meets all stated requirements. CROSS COUNTRY SKI ONTARIO will neither review applications in advance of the deadline in order to make applicants aware of any missing/incorrect information and/or attachments nor make corrections on behalf of the athlete. Any revisions on the part of the athlete will only be accepted prior to the posted submission deadline.

Applications that are sent directly to the Ministry of Tourism, Culture and Sport rather than to CROSS COUNTRY SKI ONTARIO will not be considered valid or to have been received by the CROSS COUNTRY SKI ONTARIO deadline.

- 10.3** An email will be sent by **November 23, 2016** confirming receipt. It is the athlete's responsibility to contact the CROSS COUNTRY SKI ONTARIO if this email is not received to be certain that the application has been successfully received by the deadline date.

The Sports Organization – Athlete Agreement will only come into effect if an athlete is selected and accepts carding status through the OAAP program. Athletes who fail to return a signed Athlete Agreement by the deadline date will not be carded.

- 10.4** **CROSS COUNTRY SKI ONTARIO** will publish or make known a draft list of athletes nominated for Ontario Card status by no later than **January 19, 2017**.

In the event of a conflict or inconsistency between the MTCS eligibility requirements detailed in the MTCS binder provided to CROSS COUNTRY SKI ONTARIOs and duplicated in the Athlete Handbook provided to each nominated athlete and the eligibility requirements listed in the CROSS COUNTRY SKI ONTARIO Athlete Selection Criteria Document prepared by the CROSS COUNTRY SKI ONTARIO, the MTCS Binder/Athlete Handbook shall prevail.

11.0 Appeals

Athletes who have not been nominated for an Ontario Card by the CROSS COUNTRY SKI ONTARIO Selection Committee or who have been nominated for a 'Half Card' versus a 'Full Card', where applicable will be allowed to appeal that decision by filing a "Notice of Appeal" with MTCS. Appeals will be heard by an Appeals Committee comprised of representatives from the sport community, selected by the MTCS.

Grounds for appeals will be limited strictly to issues related to:

- A) Whether or not the Selection Committee has completed the selection process in accordance with its own published selection criteria and related procedures;
- B) Whether or not the Selection Committee applied the selection criteria in a manner that was free from bias, discrimination and/or conflict of interest.

Issues related to the specific content or selection requirements contained in the CROSS COUNTRY SKI ONTARIO Selection Criteria are not grounds for an appeal and should therefore be discussed directly with the leadership of CROSS COUNTRY SKI ONTARIO.

Please note that before an athlete can file a Notice of Appeal, he or she must first ask CROSS COUNTRY SKI ONTARIO for reasons explaining why he or she was not nominated for an Ontario Card.

If the athlete is not satisfied with the CROSS COUNTRY SKI ONTARIO response, the athlete may submit a **Notice of Appeal**, found below. A Notice of Appeal will only be accepted from the athlete or their parent/guardian on the MTCS-provided template (typed or hand-printed, no hand-written entries) through email, regular post, registered mail, courier or delivered in person. One appeal cannot be written on behalf of multiple athletes. The Notice of Appeal must be received by MTCS by noon on the deadline day. Appeals that are delivered personally or by courier shall be deemed to be received on the date of delivery.

Once MTCS has received the Notice of Appeal, it will share it with CROSS COUNTRY SKI ONTARIO, who will then submit a “**Response**” with MTCS by a specified deadline. The Response will outline why CROSS COUNTRY SKI ONTARIO believes that the Selection Committee’s decision not to nominate the athlete should be upheld by the Appeals Committee. MTCS will share the CROSS COUNTRY SKI ONTARIO Response with the athlete.

If, after receiving the CROSS COUNTRY SKI ONTARIO Response, the athlete believes that CROSS COUNTRY SKI ONTARIO has raised new or additional reasons to justify the Selection Committee’s decision not to nominate the athlete for an Ontario Card, then the athlete will have an opportunity to file a “**Reply**” with MTCS, responding to these additional reasons. The Reply must be limited to these additional reasons and cannot be used to make submissions already raised in the Notice of Appeal, or that the athlete neglected to include in the Notice of Appeal. The Reply will only be accepted on the MTCS-provided template.

Once MTCS receives the Notice of Appeal, the Response, and the Reply (if applicable), it will provide those materials to the Appeals Committee. The Appeals Committee will discuss all appeals at once. During its review of the appeals, the Appeals Committee reserves the right to request additional information from both the athlete and CROSS COUNTRY SKI ONTARIO.

After reviewing an appeal the Appeals Committee will have the authority to:

1. Direct CROSS COUNTRY SKI ONTARIO to redo the selection process using the correct criteria/process and submit a new list of nominated athletes;
2. Deny the appeal; or
3. Allow the appeal and nominate the appellant for carding status.

Once the Appeals Committee has reached its decision, it will contact the athlete and CROSS COUNTRY SKI ONTARIO in writing to communicate its decision and the reasons therefore.

An athlete who has had his or her appeal denied is not permitted to submit a second appeal to the Appeals Committee on the same or different grounds.

Note: CROSS COUNTRY SKI ONTARIO is encouraged to resolve disputes or disagreements informally with athletes who have not been nominated to avoid, wherever possible, formal appeals.

11.1 The deadline for athletes to submit an “**Athlete’s Notice of Appeal**” to the Appeals Committee is January 30, 2017 at 12 noon

11.2 Appeals must be completed on the Notice of Appeal template below and will be directed to:

Quest for Gold Appeals Committee
c/o Sport, Recreation and Community Programs Division
Ministry of Tourism, Culture and Sport
777 Bay Street, 18th Floor
Toronto ON M7A 1S5

**2016-2017 Quest for Gold – Ontario Athlete Assistance Program
Athlete’s Notice of Appeal Template**

The deadline for an athlete to submit an appeal to the Appeals Committee is 12 noon on January 30, 2017. Appeals will only be accepted on the MTCS-provided Notice of Appeal template. **Please refer to the appeals section of your CROSS COUNTRY SKI ONTARIO’s Athlete Selection Criteria document prior to completing this form.**

Return form to:

**Quest for Gold Appeals Committee
c/o Ministry of Tourism, Culture and Sport
Sport, Recreation and Community Programs Division
777 Bay Street, 18th Floor, Toronto ON M7A 1S5 Email: Scott.Cooper@ontario.ca**

Full Name _____
Address _____ City _____
Postal Code _____ Phone _____ Email _____
Sport / PSO _____

Reason for Appeal (Check all that apply):

- Whether or not the CROSS COUNTRY SKI ONTARIO has completed the selection process in accordance with its own published selection criteria and related procedures;
- Whether or not the CROSS COUNTRY SKI ONTARIO applied the section criteria in a manner that was free from bias, discrimination and/or conflict of interest.

Provide a two-line summary of the reason for the appeal:

In the space below, (continue on to next page as needed) provide the reasons communicated to you by your CROSS COUNTRY SKI ONTARIO as to why you were not nominated for an Ontario Card, and the date the information was provided. (Note: This Appeal will not be accepted unless it contains a response from your CROSS COUNTRY SKI ONTARIO.)

Date of PSO response: _____

