



MEMO

Updated 1/23/07

To: Athlete Assistance Recipients
From: Larry Switzer, President, Athletics Manitoba
Re: How to Access Your Athlete Assistance Funding
Date: January 23, 2007

Congratulations on meeting the Sport Manitoba Athlete Assistance criteria. You should have already received a notice from Sport Manitoba on the level of funding that you are eligible for. It is Athletics Manitoba's responsibility to ensure that you fulfill all the commitments outlined in the program. To this end we ask you to comply with the following process to release your Athlete Assistance Grant:

1. Be a member of Athletics Manitoba
2. Sign the 2007 Athlete Assistance Contract and Code of Conduct
 - a. Contract requires athletes compete at all Provincial Championships and on eligible Provincial / National Teams.
3. Complete an Athlete Profile Form or supply an Athletic Resume / Athletics Canada Profile Form
4. Complete the 2006-2007 Athlete Assistance Expense Report.
 - a. You must have receipts totaling at least the amount of your funding, but do not submit. Receipts may be requested for verification. Receipts must be from the Indoor and Cross Country 2006-2007 season and the 2007 Outdoor and Road Race season.
 - b. Please notify the office if you are unable to compete because of injury or retirement.

Upon receiving these documents, Athletics Manitoba will issue your Athlete Assistance funding, AFTER April 1, 2007. If you need to access the funding prior to submitting the receipts, please submit a letter detailing your specific needs and funds may be issued on a case by case basis.

THE ATHLETE ASSISTANCE EXPENSE REPORT IS DUE OCTOBER 12, 2007.

If you have any questions please call the Athletics Manitoba Office at 925-5745.



TRACK & FIELD / ROAD RUNNING / CROSS COUNTRY

214-200 Main St. ● Winnipeg, MB R3C 4M2 ● Tel: 204-925-5743 ● Fax: 204-925-5792 ● athleticsmb@shaw.ca ● www.athleticsmanitoba.com

2007 Athlete Assistance Contract

Updated 1/23/07

NAME: _____

As a member of the Athletics Manitoba Provincial Team, I understand that I have the following obligations and will abide by these conditions as set out. Failure to comply with these obligations may result in termination of funding or ineligibility to receive future funding.

1. Be a member in good standing of Athletics Manitoba and a member of a Manitoba club.
2. Be involved in a year round training and competitive program, under the supervision of an Athletics Manitoba member coach.
3. To compete in the following major competitions:
 - A. Boeing Indoor Championships
 - B. Manitoba Outdoor Championships,
 - C. Age appropriate Manitoba teams (e.g. the Juvenile Dual Meet).

If there are reasons you wish to be excluded from any of these obligations, a letter must be sent to Athletics Manitoba, 200 Main St., Winnipeg, R3C 4M2, emailed to athleticsmb@shaw.ca or faxed to 925-5792 preferably two weeks prior to the event for consideration of exemption.

4. To compete for either your province, school or a provincially accredited club at all meets.
5. To compete at your age and event appropriate National Championship.
6. To sign and adhere to the Athletics Manitoba Code of Conduct.
7. To contact Athletics Manitoba immediately if you are retiring from competition.
8. **To complete the 2007 Athlete Assistance Expense Report and submit, along with receipts to the Athletics Manitoba office by October 12, 2007. PLEASE MAKE NOTE OF THIS DATE.**

Athlete's Signature _____ Date: _____

Parent's Signature _____
(if under 18 years of age)



ATHLETICS MANITOBA Code of Conduct

This *Code of Conduct* identifies the standard of behaviour which is expected of all Athletics Manitoba participants, including athletes, coaches, managers, and mission staff. Participants who fail to abide by this *Code* may lose the privileges that come with being a member of Athletics Manitoba, including the opportunity to compete in the future.

The responsibilities of all Athletics Manitoba participants are as follows:

1. Be prepared to achieve the best result possible as indicated in your training plans and previous competitions.
2. Participants of Athletics Manitoba Provincial Teams are expected to conduct themselves at all times in a sportsmanlike and responsible manner that reflects credit upon yourself, your team and your coaches.
3. Athletics Manitoba is committed to providing a sport environment in which all individuals are treated with respect. Participants shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist, or sexist.
4. All Athletics Manitoba team members are expected to attend Games or Sport Opening and Closing Ceremonies except those excused by the staff. Athletes must wear their designated Athletics Manitoba uniform for all competitions and ceremonies as directed by the staff. Athletes must be prepared to make personal appearances on behalf of Athletics Manitoba.
5. All athletes, coaches, and managers shall reside in the designated Athletes' Residence and adhere to the Host Society's curfew or a curfew set by the Athletics Manitoba team staff.
6. Use of alcohol is strictly prohibited by an athlete under the legal drinking age of the province or state where the meet is taking place. Adult coaches and athletes shall not be under the influence of alcohol [(ie) excessive use of alcohol] while being a member of an Athletics Manitoba team.
7. Participants shall respect the rights of others and shall not engage in any activity or behaviour which interferes with a competition or with any athlete's preparation for a competition, or which endangers the safety of others.
8. Quiet hours will be in effect at the accommodation site as set down by the staff and must be respected (11:00 PM – 12:00 Noon).
9. Prior to the announcement of the team make-up, athletes and their coaches will be asked to confirm with the team coaches the events that they are committed to participating in.
10. Athletes must attend all team meetings and practices.
11. All relay team members, including alternates, are compelled to attend all practices. Order of running is the responsibility of the coach.
12. Athletics Manitoba recognises the Canadian Anti-Doping Policy from the Canadian Centre for Ethics in Sport. Participants shall not use illegal drugs/narcotics or banned substances or methods. Participants must be prepared for random drug testing prior to and during the competition. **ANY POSITIVE DRUG TEST WILL RESULT IN AUTOMATIC REMOVAL FROM ATHLETICS MANITOBA.** Other sanctions by Sport Manitoba, Sport Canada and the National Sport Organization may also apply.



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13. The Head of Delegation, in consultation with team managers and coaches, and, where necessary, parents, shall have responsibility for discipline. Depending on the severity of the offence, sanctions may include any one or a combination of the following:
- ◆ earlier curfew
 - ◆ confinement to Athletes' Village/Residence when not competing
 - ◆ verbal or written reprimand
 - ◆ verbal or written apology
 - ◆ suspension from certain Athletics Manitoba activities, which may include suspension from the next scheduled competition
 - ◆ removal of certain Athletics Manitoba privileges
 - ◆ removal from a portion of, or the remainder of the Competition/Games
 - ◆ expulsion from the Competition/Games
 - ◆ removal from the Competition/Games and being sent home at the expense of the athlete and/or the Provincial Sport Association
 - ◆ other sanctions as may be considered appropriate for the offence
 - ◆ following the trip, the athlete will be subject to *Athletics Manitoba Discipline Policy*
14. Any individual who has been disciplined shall have the right to appeal this decision.
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I have read and understand the above *Code of Conduct*.

Signature of Athlete

(if under 18 years of age)

Signature of Parent/Guardian

Date

**ATHLETICS MANITOBA PARTICIPANTS ARE TO KEEP ONE COPY
FOR THEIR RECORDS**



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Athlete Profile Form

Name

PERSONAL INFORMATION

Birth Date	Birth Place	Hometown
Residence	Height	Weight
Occupation	Languages Spoken	Club
Club Coach	School	School Coach

PERSONAL BESTS

Event	Performance	Place	Date Set	Location	Competition

RECORDS

IAAF / INTERNATIONAL GAMES / NATIONAL / CIS / NCAA / CANADA / WESTERN CANADA GAMES / PROVINCIAL

Event	Performance	Place	Date Set	Location	Competition

PAST PERFORMANCE HIGHLIGHTS

2006
2005
2004
2003
2002 & EARLIER

HUMAN INTEREST

GOALS FOR UPCOMING SEASON
GOALS FOR ATHLETIC CAREER
PERSONAL GOALS
FAMILY MEMBERS INVOLVEMENT IN ATHLETICS OR OTHER SPORTS
INSPIRATION

