



*2010 National High Performance
Program Handbook*



NATIONAL HIGH PERFORMANCE PROGRAM HANDBOOK

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INTRODUCTION

Dear National High Performance Program Athlete,

Welcome to the 2010 National High Performance Program. The program is designed to provide tools and assistance to support your training and competitive needs. Tennis Canada is committed to collaborating with you to reach your performance goals. Please refer the Handbook for the program outline, and related policies.

Best of luck on the courts this season.

Sincerely,



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TENNIS CANADA STRUCTURE AND FUNDING

Structure

Founded in 1890, Tennis Canada is a non-profit, national sport federation responsible for the growth, promotion and showcasing of tennis in Canada and building a system that helps produce world-class players. It is one of the largest and oldest national sport associations in the country with membership composed of 10 provincial tennis associations and one associate member, the Northwest Territories Tennis Association.

In addition to operating all national events, Tennis Canada oversees Canada's international tennis championships as top tier tournaments on both the ATP Tour and Sony Ericsson WTA Tour. Tennis Canada is a member of the International Tennis Federation, the Canadian Olympic Association, the Canadian Paralympic Committee and the International Wheelchair Tennis Association. It serves to administer, sponsor and select teams for Davis Cup, Fed Cup, World Team Cup, the Olympic and Paralympic Games, and all wheelchair, junior and senior national teams.

Tennis Canada is guided by a volunteer Board of Directors, which is elected by the provincial tennis associations for a two-year term. Administration and coordination of Tennis Canada's development department and the international championships is based at the Rexall Centre on the campus of York University in Toronto. Tennis Canada also operates an office at Uniprix Stadium in Montreal.

Wheelchair tennis is integrated into the Tennis Canada strategic plan and delivered via the high performance, competitive structure and community development departments. The development of the sport is led by the director of wheelchair tennis.

Funding

Tennis Canada

- Approximately two-thirds of Tennis Canada's development budget is derived from the Rogers Cup men's and women's championships.

Wheelchair Tennis/National High Performance Program

- Funding for the high performance program is derived from several sources including Sport Canada, Tennis Canada, the International Tennis Federation, sponsors, donors and fundraising initiatives.

TENNIS CANADA

MISSION, VISION, VALUES, GOALS

Mission

Tennis Canada shall lead the growth, promotion and showcasing of the sport of tennis in Canada, build a system that helps produce world-class players and foster the pursuit of excellence for all.

Vision

Tennis will be a leading sport and recreational activity nationally and Canada will consistently rank among the world's top tennis nations.

Values

Healthy Lifestyle: Diversity and Equity; Ethics; Fairness and Respect; Collaboration; Responsible; Citizenship; People; Excellence; Accountability; Service; Pride.

Tennis Development Goal Statement

Strong community engagement, a robust high performance system and well-defined competitive pathway will lay the foundation for sustainable growth and world-class results at all levels.

2008-2012 National High Performance Program Goals

1. Podium performances at the Paralympic Games
2. World Team Cup results (Top 12 men, Top 4 women, Top 4 quad)
3. A pool of Top 10 ITF ranked singles players

PROGRAM OVERVIEW

Overview

The National High Performance Program pathway is designed for athletes who are on track to meet Tennis Canada's high performance objectives. These objectives include **podium performances**, specific **World Team Cup results**, and a **pool of Top 10 ITF ranked players**. The high performance pathway is part of a larger sport system and one component of the Tennis Canada Long Term Athlete Development Model. The creation of the pathway is the result of studying international best practices, and researching the performance levels required to achieve a Paralympic podium performance. The pathway, and associated benchmarks, will be reviewed annually to ensure it captures the dynamic nature of the sport.

Selection Process: How Does it Work?

Upon attaining minimum performance levels and applying for acceptance into the National High Performance Program, a planning meeting is scheduled with the athlete, the athlete's personal coach, the National High Performance Coach, and other personnel as required. The purpose of the meeting is to develop a **collaborative approach** and build consensus in the design of the annual training and competitive plan, annual performance objectives, annual assistance package, and longer term goals. Final acceptance into the National High Performance Program is determined through the meeting process.

Each athlete accepted into the National High Performance Program is named to either the **Paralympic Team** or **National Team** based on rankings and performance. The complete National High Performance Program pathway is outlined in Figure 1 at the end of the document. An **assistance package** is provided at each level of the pathway to support athletes in achieving their performance objectives and moving to the next level. Assistance may be in the areas of coaching, travel, sport science, on court training, equipment, and access to the National High Performance Coach. In addition, athletes may be eligible for support through the Sport Canada Athlete Assistance Program (carding), the Birmingham Excellence Fund, and the National Training Centres in Montreal and Toronto.

The **Paralympic Team** is divided into three funding levels:

1. **Gold**
2. **Silver**
3. **Bronze**

The **National Team** is divided into two funding levels:

1. Tier1
2. Tier 2

The details of the Paralympic Team, National Team, and assistance packages are outlined below:

Team	Funding Level	Description	ITF Singles Ranking	Assistance Package
Paralympic	Gold	Athletes achieving performance benchmarks on track to win a Paralympic medal.	Men: Top 10 Women: Top 5 Quad: Top 4	\$5,000/yr**
	Silver	Athletes achieving performance benchmarks on track to for the Gold level.	Men: 11-16 Women: 6-10 Quad: 5-8	\$4,000/yr**
	Bronze	Athletes achieving performance benchmarks on track for the Silver level.	Men: 17-20 Women: 11-16 Quad: 9-12	\$3,000/yr**
National	Tier 1	Athletes achieving performance benchmarks on track to represent Canada internationally.	Men: 21-40 Women: 17-25 Quad: 13-20	\$2,000/yr**
	Tier 2	Athletes achieving performance benchmarks on track to represent Canada internationally.	Men: 41-80 Women: 26-50 Quad: 21-35	\$1,000/yr**

**Significant additional funding may be accessed in addition to the base assistance packages listed above

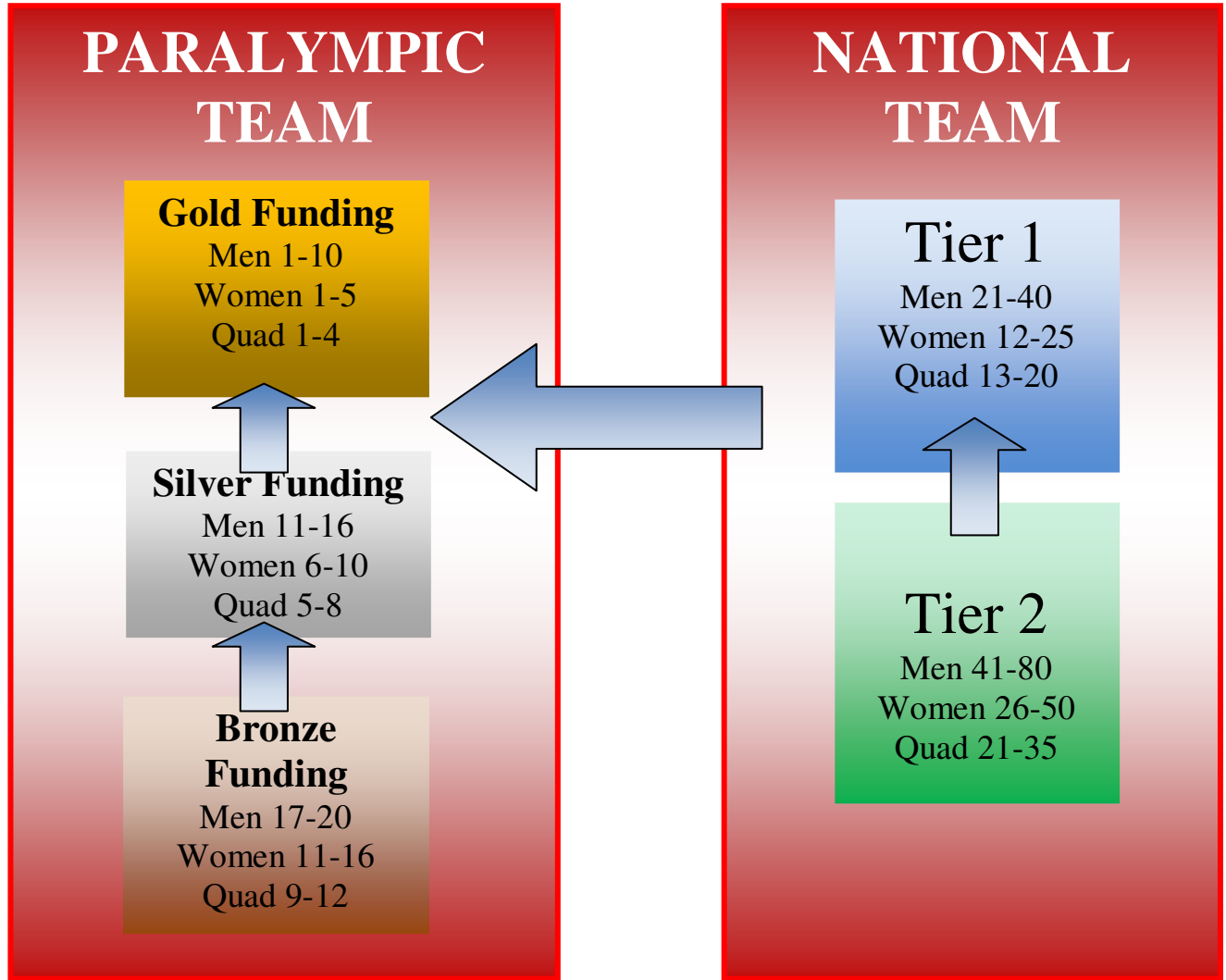
Specific assistance package breakdowns, and individual performance benchmarks, are determined collaboratively during the planning meetings. Athletes may remain at each level (Gold, Silver, Bronze, Tier 1, Tier 2) indefinitely provided agreed upon performance benchmarks are attained. Performance benchmarks may be outcome related including ITF rankings, rounds reached at tournaments, wins over players; or be process related including technical, tactical, physical or psychological goals.

Sport Canada Athlete Assistance Program (AAP)

National High Performance Program athletes are eligible for consideration for the AAP Program (carding). The carding cycle ends February 28, 2010. Meetings will be held with Sport Canada one month prior to the cycle ending to determine the carded athletes for the next period.

Figure 1:

NATIONAL HIGH PERFORMANCE PROGRAM



NOMINATION PROCESS

National High Performance Program Nomination Process

Athletes wishing to be considered for the National High Performance Program are to **apply** in writing to **the Director-Wheelchair Tennis** by **November 1** of each year to be considered for the following year. Selections will be announced in January.

Applications are to include the following:

1. Letter of intent outlining the athlete's desire to commit to the National High Performance Program, and current ITF singles rankings.

Upon attaining minimum performance levels and applying for acceptance into the National High Performance Program, a planning meeting is scheduled with the athlete, the athlete's personal coach, the National High Performance Coach, and other personnel as required. The purpose of the meeting is to develop a collaborative approach and build consensus in the design of the annual training and competitive plan, annual performance objectives, annual assistance package, and longer term goals. Final acceptance into the National High Performance Program is determined through the meeting process.

Note: Athletes may be nominated to the National High Performance Program at the discretion of the High Performance Committee.

All applications will be reviewed, and nomination recommendations determined, by the Tennis Canada High Performance Committee consisting of the Director, Wheelchair Tennis, National High Performance Coach, National Development Coach, IST Coordinator, National Program Consultant and Director, High Performance. Final nominations will be determined by the Vice-President, High Performance Athlete Development.

WORLD TEAM CUP SELECTION CRITERIA

2010 World Team Cup

Antalya, Turkey

May 3-9

Eligibility

Tennis Canada has qualified to send a Women's, Men's and Quad team to the 2010 World Team Cup. To be eligible athletes must:

- Be in good standing with Tennis Canada and qualify to represent Canada abroad.
- Have competed in the 2009 Birmingham National Championships, unless approved by the High Performance Committee.

Good standing means understanding and abiding by the Tennis Canada/Athlete Agreement, the National High Performance Program policies, and the Tennis Canada Code of Conduct. To qualify to represent Canada abroad an athlete must be a Canadian citizen, have a valid Canadian passport, have lived in Canada for 24 consecutive months at some time and have not represented any other country within 36 months preceding the event.

Please note that athletes who are selected and decline to represent Canada at the World Team Cup will be ineligible for all National High Performance Program assistance (including carding). The only exception may be an approved medical injury or personal emergency. All requests for exceptions must include medical and personal references and be in writing to the Director and be approved by the National High Performance Coach and High Performance Committee.

Selections

- Two to four athletes will be selected to each team (Men, Women, Quad). The number of athletes selected may be determined by funding levels.
- The National High Performance Coach in consultation with the High Performance Committee and the Vice-President, High Performance Athlete Development will determine the team positions by February 15, 2010. These positions will be determined based on the ability of the athlete to enhance the performance of the team or to fulfill developmental needs.

The National High Performance Coach will review ITF singles and doubles rankings, international singles wins, international doubles wins, surface, team needs and dynamics, and commitment to the National High Performance Program when determining whether an athlete will enhance the performance of the team.

The National High Performance Coach will review international singles and doubles rankings, singles wins, doubles wins, number of years playing, potential, and commitment to the national program when determining developmental needs.

Commitment to the National High Performance Program means adhering to all requirements within the program and the Tennis Canada/Athlete Agreement.

- ❑ In addition, one alternate may be selected for each team. Alternates will represent Canada should a selected athlete be unable to attend due to injury, illness or personal emergency.
- ❑ Tennis Canada may choose not to send a team for a variety of reasons including, but not limited to, the availability of funding. Tennis Canada may choose to send an athlete who is not a National High Performance Program member.
- ❑ The selection criteria are subject to ITF rule/format changes.
- ❑ Family members are welcome and encouraged to attend and support the team however are not allowed to room with the athlete during the event.
- ❑ The National High Performance Coach in consultation with the High Performance Committee and the Vice-President, High Performance Athlete Development will use discretion when applying the above guidelines, due to the ever-changing nature of our sport and the difficulty in capturing all scenarios.
- ❑ The High Performance Committee will consist of:
 - Director, Wheelchair Tennis
 - National High Performance Coach
 - National Development Coach
 - Director, High Performance
 - IST Coordinator
 - National Program Consultant
- ❑ Selected athletes will be notified immediately of their status. Should an athlete wish to appeal the decision, he/she may do so in writing to the Director, Wheelchair Tennis within seven days of the completion of the selection process. The written appeal must include the specific reasons why the athlete feels he/she will enhance the performance of the team or meet developmental needs.

POLICIES

The following outlines the roles and responsibilities of National High Performance Program members while traveling abroad or participating in program events. Being selected to the National High Performance Program is an honour and privilege, and comes with certain responsibilities.

REPRESENTATION

While representing Canada:

- Act as an ambassador for Tennis Canada, Canada and the sport.
- Act at all times in a manner that will enhance the reputation, image, character and presence of Tennis Canada and the national program.

While attending competitions athletes will abide by the following guidelines. The competition is considered to include all activities from the commencement of travel to the competition site until the completion of travel home from the competition.

- Program members will always conduct themselves in accordance with the principles of good sportsmanship and cooperation.
- Program members will obey all rules established by the host committee and Tennis Canada.
- Program members will at all times act in accordance with the laws of the host country and the laws of Canada.
- Program members will inform the coach of their whereabouts at all times. Team members will not leave the competition site without first consulting the coach or team manager.

Program members will wear at least one item of the Canadian uniform at all times when at the competition site for the World Team Cup, Paralympic Games or other Program events.

POLICY #1: ENTRY PROCEDURES

Tennis Canada, as a member of the International Tennis Federation (ITF) and the Canadian Paralympic Committee (CPC), is the sole body that enters a team into the World Team Cup and Paralympic Games.

POLICY #2: BEHAVIOUR GUIDELINES

Guiding Principle

The opportunity to train and compete internationally for Canada is a privilege. Therefore, while representing Canada, athletes must maintain the highest standards of personal behaviour in all activities and relationships both on and off the court.

General Tour Guidelines

Athletes are expected to comply with the rules that are set up in the best interest of the entire team or touring group.

GROUP ONE INFRACTIONS

Off Court Guidelines

Create and maintain an environment that is conducive to high performance training and competing in a team context.

Attend all team meetings and activities.

Respect each other's space.

Follow a proper diet. "Proper" is defined as a diet that provides the appropriate balance of nutrients and calories necessary to maintain a high performance competitive and training schedule.

Behave at all times in an appropriate manner when in public areas.

Competitive Guidelines

Participate in a daily fitness maintenance program, provided by either the personal coach or by Tennis Canada.

Participate in daily pre and post-match preparation routines:

- (a) Warm-up off court, on court, plus stretching routines.
- (b) Match plans.
- (c) Pre and post-match talk with the coach.
- (d) Be prepared for matches.
- (e) Be dressed in proper tennis attire.

Group One Infractions will result in the following disciplinary action:

1. Written warning.
2. Written reprimand and the potential for a suspension from the National High Performance Program and or carding (for up to one year).

GROUP TWO INFRACTIONS

Performance Level:

An athlete is expected to put forth his/her best efforts in trying to win a match. The coach will make the decision as to whether or not an athlete has competed to his/her optimum performance level after consulting with the athlete.

Failure to Complete a Match

An athlete must complete a match in progress unless he/she is unable to do so due to a personal illness or injury, as confirmed by the tournament doctor.

Inappropriate/Unacceptable Behaviour

- Uncooperative or disrespectful behaviour with the coach, team members or tournament officials.
- Unsportsmanlike conduct.
- Breaking curfew (when applicable).

Alcohol

World Team Cup: Team members and coaches are prohibited from consuming alcohol from the time of departure for competition to the completion of entire competition, unless otherwise advised by the National High Performance Coach and/or Team Manager.

Other National High Performance Program Events / Tours / Training Camps: Athletes and coaches may not consume alcohol to the point of visible intoxication (as determined by the National High Performance Coach or coaching staff).

Violations of the alcohol policy at World Team Cup or other National High Performance Program events will be penalized as a Group Two infraction.

Group Two Infractions will result in the following disciplinary action:

A written reprimand and the potential for a suspension from the National High Performance Program and or carding (for up to one year).

GROUP THREE INFRACTIONS

- Use of illegal drugs.
- Unlawful behavior.
- Flagrant or repeated disregard of the curfew guidelines.

Group Three Infractions will result in:

- 1) Athlete sent home immediately at own expense.
- 2) Automatic suspension or dismissal from the National High Performance Program and/or carding.

Tour coaches have the latitude to change these guidelines given certain circumstances. This information will be communicated to the athletes as applicable.

DISCIPLINARY GUIDELINES

A suspension, as indicated above, may affect an athlete's carded status, or national program status for the following year.

APPEALS PROCEDURE

If disciplinary action is taken against an athlete, that athlete has the right to appeal in writing to the Director, Wheelchair Tennis within 10 days of receiving the discipline. The letter must clearly outline the reasons for which the appeal is being requested. Please refer to the Appeals Policies in Appendix 3.

<p style="text-align: center;">POLICY #3: NATIONAL HIGH PERFORMANCE PROGRAM ELIGIBILITY</p>
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To maintain eligibility for the National High Performance Program the following components are necessary:

- Signing the Tennis Canada/Athlete Agreement and Player agreement.
- Attending individual meeting with your personal coach, and the National High Performance Coach, to collaborate on the development of your annual training and competitive plan and performance benchmarks
- Submitting all requested monitoring reports

Advising the National High Performance Coach of any changes to competitive/training schedule or medical condition.

Attending training camps.

Representing Canada at the World Team Cup if selected.

Competing in the Birmingham National Championships.

Being in good standing with Tennis Canada.

NOTE: *If an athlete is unable to fulfill the required components of the National High Performance Program then this will be considered a Group Two Infraction as per the Discipline Guidelines.*

POLICY #4: ARRIVAL AND DEPARTURE DATES

Tennis Canada will determine the arrival date for all National High Performance Program events (i.e. tours, training camps etc). Departure dates for training camps will be at the end the camp and set by Tennis Canada. Departure dates for tournaments are flexible and players may leave once out of the competition. *However, flights are to be booked for the end of the tournament.* If a player loses before the end of the tournament then the flight can be changed to accommodate an early departure.

The World Team Cup is a team event and will have both required arrival and departure dates.

If athletes are unable to meet the arrival dates then they are welcome to participate, however will not be eligible for Tennis Canada funding for that particular event.

POLICY #5: FUNDING

Assistance Packages

Specific assistance packages will be determined by Tennis Canada and discussed during the individual pre-season meetings. The National High Performance Coach has the discretion to adjust the assistance package throughout the year as the result of injuries to changes in annual plan priorities.

Tennis Canada will cover airfare, hotel, coaching services, and most meals for training camps and the World Team Cup.

NOTE: To receive funding for Tours, players must compete in singles, consolation and doubles.

POLICY #6: SELECTIONS

The High Performance Committee makes selection recommendations to Tennis Canada. The Vice-President, High Performance Athlete Development makes all final decisions. The High Performance Committee consists of the Director, Wheelchair Tennis, National High Performance Coach, National Development Coach, High Performance, IST Coordinator and National Program Consultant. Please refer to Appendix 1 for more detail on the High Performance Committee.

POLICY #7: ILLNESS, INJURY OR PREGNANCY

Short-Term Curtailment of Training and Competition for Health-Related Reasons

National High Performance Program athletes who are unable to train or compete as a result of a health related reason (injury, illness, pregnancy) for a relatively short period (i.e. less than four months) may maintain their national program status if the following is met:

1. Athlete to contact the National High Performance Coach in writing at the time of any health issue, and submit the Tennis Canada injury document to be completed by the athlete's medical personnel (refer to the Tennis Canada Web site for medical forms).
2. Athlete to provide a revised annual training plan to the National High Performance Coach within 30 days of the start of the health issue.

Long-Term Curtailment of Training and Competition for Health-Related Reasons

National High Performance Program athletes who are unable to maintain full training and competition commitments for periods longer than four months because of injury, illness or pregnancy will continue to receive the program support to which they would otherwise be entitled, provided the following conditions are met:

1. Athlete to provide the National High Performance Coach in writing the following:
 - (a) An agreement to train or rehabilitate or both under the supervision of Tennis Canada for the period of time for which the athlete is unable to fulfill the training and competitive commitments, and at a level that minimizes risk to the athlete's personal health and ensures optimal return to full training and competition at the earliest possible date.

- (b) A plan showing a return to full high performance training and competition at the earliest date possible following the illness, injury or pregnancy.
- (c) A positive prognosis for a return to training and competition at the high performance level within 8-12 months from the Tennis Canada medical team.
- (d) A fully documented rehabilitation plan from the athlete's personal physician.
- (e) A revised annual training and competitive plan to meet the national team program goals and standards.
- (f) Monthly progress reports.

Failure to Meet Renewal Criteria for Health-Related Reasons

At the end of a National High Performance Program cycle during which an athlete has, strictly for health related reasons, not achieved the standards required for renewal of National High Performance Program status, he or she may be considered for re-nomination for the upcoming season 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 National High Performance Program standards during the year in which the injury, illness or pregnancy occurred, failed to do so, in the view of Tennis Canada, for reasons strictly related to the injury, illness or pregnancy.

Tennis Canada, based on its technical judgement and that of the Tennis Canada medical team or equivalent, indicates in writing the expectation that the athlete will achieve at least the minimum standards required for the national program during the upcoming carding period.

The athlete has demonstrated and continues to demonstrate his or her long-term commitment to high performance training and competitive goals, as well as his or her intention to pursue full high performance training and competition throughout the period for which he or she wishes to be renewed despite not having met the National High Performance Program criteria.

POLICY #8: MEDICAL

National High Performance Program athletes will ensure that they are medically fit to train, travel and compete. In the event of any change in medical status from the time they are selected for the program, they shall immediately inform the National High Performance Coach in writing.

If an athlete is injured to the extent that they are unable to train, travel and compete as part of the National High Performance Program, Tennis Canada may require that the athlete's injury be examined by a Tennis Canada designated doctor. It will be the National High Performance Coach's discretion whether the athlete is eligible for benefits and services during period of injury and rehabilitation.

POLICY #9: COMMUNICATION

Tennis Canada values open, honest and ongoing positive communication. Therefore, specific and effective communication channels are in place for all athletes, coaches and Provincial Associations.

Tennis Canada currently provides the following communication channels in both official languages:

- Bi-weekly Topspin newsletter.
- National High Performance Program handbook and supplements.
- Ongoing email updates.
- Web site.
- Fact-to-face pre-season meetings, and communication at trainings and tours.
- Ongoing communication with National High Performance Coach
- Athlete representative.
- Wheelchair tennis committee.
- Tennis Canada staff.

If you have a concern please note the following chain of communication to be used by all athletes:

1. Contact the National High Performance Coach

Contact Christian Gingras at c_gingras@videotron.ca for National High Performance Program related matters. If you are unable to find a solution, then....

2. Contact the Director

Contact Janet Petras at jpetras@tenniscanada.com for overall program or selection matters. If you are unable to find a solution, then....

3. Contact Senior High Performance Development Staff

Should individuals choose to communicate outside of the channels listed above or in ways that are disrespectful or damaging to others or the sport, it will be considered a Group Two Infraction and penalized as per the Discipline Policies as follows:

Group Two Infractions

A written reprimand and the potential for a suspension from the National High Performance Program and or carding (for up to one year).

POLICY #10: TRAVEL POLICY

National High Performance Program athletes and coaches are required to make travel arrangements through the Tennis Canada travel agency for events that are fully funded by Tennis Canada (World Team Cup, training camps, individual meetings). Please contact the travel agent as follows:

Sharon Phelps
Boulevard Travel
1322-15 Avenue SW, Calgary, Alberta T3C 0X7
Ph: (403) 237-6233 Main • Ph: (403) 802-4271 Direct
Fax: (403) 237-6298
Email: sharonp@boulevardtravel.com

CONTACTS

Tennis Canada Staff

Director, Wheelchair Tennis: Janet Petras

jpetras@tenniscanada.com

1-888-541-2486, (604) 541-2486, (604) 541-2487 Fax

National High Performance Coach: Christian Gingras

c_gingras@videotron.ca

1-418-627-3343 ext 232

Vice-President, High Performance Athlete Development: Louis Borfiga

lborfiga@tenniscanada.com

(514) 273-1515 ext 283

Vice-President, Tennis Development: Hatem McDadi

hmcjadi@tenniscanada.com

1-800-263-9039

Canadian Sport Centres

Atlantic www.cscatlantic.ca	Calgary www.canadiansportcentre.com	Montreal www.multisport.qc.ca
Ontario www.csontario.ca	Manitoba www.nscm.ca	Vancouver/Victoria www.pacificsport.com
Saskatchewan www.sasksport.sk.ca/csc-sk		

Provincial Wheelchair Sport Associations

<p>BC Wheelchair Sports Association info@bcwheelchairsports.com 604-737-3090 www.bcwheelchairsports.com</p>	<p>SK Wheelchair Sports Association swsa@shaw.ca 306-975-0824 www.members.shaw.ca/swsa/</p>	<p>ON Wheelchair Sports Association info@ontwheelchairsports.org 416-426-71889 www.ontwheelchairsports.org</p>
<p>QC Wheelchair Sports Association aq sfr@aq sfr.qc.ca 514-252-3108 www.aq sfr.qc.ca</p>	<p>PEI Recreation and Sports Association for the Physically Challenged rsapc@isn.net 902-368-4540 www.isn.net/~rsapc</p>	<p>Wheelchair Sports Alberta Wsa1@telusplanet.net 780-427-8699 www.abwheelchairsport.ca</p>
<p>MB Wheelchair Sports Association mwsa@sport.mb.ca 204-925-5789</p>	<p>NB Wheelchair Sports Association nbwsa1@nbnet.nb.ca 506-674-1205</p>	<p>Wheelchair Sports Association of NFLD and Labrador gpower@cwsa.ca 709-782-0487</p>
<p>Wheelchair Sports Federation of Nova Scotia hwitty@canparaplegic.org</p>	<p>Yukon Wheelchair Recreation Society mscholz@internorth.com 867-456-2407</p>	

Provincial Tennis Associations

Tennis Alberta director@tennisalberta.com 780-415-1661 www.tennisalberta.com	Tennis BC tbc@tennis.bc.ca 604-737-3086 www.tennisbc.org	Tennis Manitoba tennismb@shawbiz.ca 204-925-5660 www.tennismanitoba.org
Tennis New Brunswick tnb@tennisnb.net 506-444-0885 www.tennisnb.net	NFLD & Labrador Tennis Association 709-576-0902 www.tennisnfld.com	Nova Scotia Tennis Association tennis@sportnovascotia.ca 902-425-5450 www.nsta.ca
Ontario Tennis Association ota@the-wire.com 416-426-7135 www.tennisontario.com	Tennis PEI kmcintosh@sportpei.pe.ca 902-368-4208 www.peitennis.ca	Tennis Quebec courier@tennis.qc.ca 514-270-6060 www.tennis.qc.ca
Tennis Saskatchewan tennissask@sasktel.net 306-780-9410 www.tennissask.com	Tennis Northwest Territories dbevington@auroranet.nt.ca	

APPENDIX #1

HIGH PERFORMANCE COMMITTEE

TERMS OF REFERENCE

The High Performance Committee (HPC) for wheelchair tennis is an advisory body composed of Tennis Canada high performance staff and coaches. The HPC mandate is to make recommendations to Tennis Canada regarding National High Performance Program selections, carding, policies and programs.

The committee consists of six members including:

- Director, Wheelchair Tennis
- National High Performance Coach
- National Development Coach
- IST Coordinator
- National Program Consultant
- Director, High Performance

The HPC meets annually in a workshop setting and via conference call two to four times per year for program development, policy administration and selection purposes. The Director, Wheelchair Tennis chairs all meetings and the committee's goal is to administer the selection policies and procedures in a fair and unbiased manner.

Decision-making Process:

Each member, with the exception of the National High Performance Coach and the Director, Wheelchair Tennis, must exercise one vote when required. A recommendation based on the majority vote is forwarded to Tennis Canada for consideration. The Tennis Canada Vice-President, High Performance Athlete Development, Director, Wheelchair Tennis, National High Performance Coach, and Vice-President, Tennis Development (when required) make all final decisions and have the authority to overturn or accept the recommendation.

High Performance Committee

Janet Petras	Chairperson Director, Wheelchair Tennis
Christian Gingras	National High Performance Coach
Nick Parkin	National Development Coach
Kelly Parr	IST Coordinator
Wayne Elderton	National Program Consultant
Debbie Kirkwood	Director, High Performance

APPENDIX #2

APPEAL PROCESS

National High Performance Program and Sport Canada Carding Selection or Discipline Appeals Process

Athletes may appeal National High Performance Program and Sport Canada carding selections and discipline decisions under the following grounds:

Grounds for appeal include:

- Error in law (policy not applied correctly).
- Error in fact (inaccurate results affected the selection outcome).
- Lack of procedural awareness (the criteria was changed and/or athlete's were unaware of the criteria).

Athletes cannot appeal:

- The fact that they do not like the decision and/or;
- They do not like the published policy and/or;
- The published criteria should be changed (it can be changed for the year/cycle, not during the year/cycle).

The process for lodging an appeal is outlined below. If an athlete demonstrates an injustice, then;

1. An athlete must submit a written appeal to the Director, Wheelchair Tennis within 10 days of notification of the selection decision. The written appeal must clearly outline the grounds for the appeal.
2. Tennis Canada's Appeals Committee (President, Chief Operating Officer, plus one other staff member) will review and place a ruling on the appeal and the decision will be final.
3. An athlete may appeal the final decision of Tennis Canada by submitting a written appeal to the Sport Dispute Resolution Centre of Canada (national program selections and discipline decisions) or to Sport Canada (carding selections).

* Notwithstanding the above, for any matters related to the Athlete Assistance Program Nomination or de-carding, all appeals must follow the Policies and Procedures of Sport Canada's Athlete Assistance Program (AAP) Section 13

<http://www.pch.gc.ca/pgm/sc/pol/athl/114-eng.cfm>.