

2018
NATIONAL HIGH PERFORMANCE PROGRAM
HANDBOOK



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INTRODUCTION

Dear National High Performance Program Athlete,

Congratulations and welcome to the 2018 National High Performance Program. The Handbook will provide you with the National High Performance Program details and policies. Tennis Canada is committed to assisting you to reach your high performance goals.

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 WTA Tour. Tennis Canada is a member of the International Tennis Federation, the Canadian Olympic Association, and the Canadian Paralympic Committee. 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 Aviva 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, and events departments. The development of the sport is led by the director of wheelchair tennis and the National Coach.

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

WHEELCHAIR TENNIS PURPOSE, VISION, MISSION

Purpose

To improve the lives of Canadian through wheelchair tennis.

Vision

To become a world-leading wheelchair tennis nation.

Mission

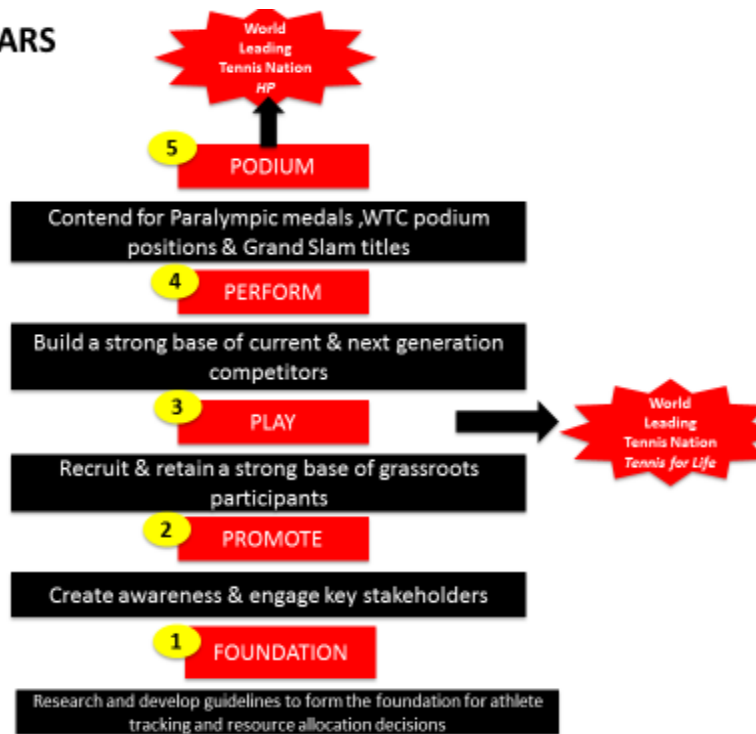
To lead the growth of wheelchair tennis in Canada.

NATIONAL HIGH PERFORMANCE PROGRAM OVERVIEW

Vision: To become a world leading wheelchair tennis nation

The five key pillars below outline provide a framework for the wheelchair tennis pathway in Canada. The 2018 National High Performance Program focuses on the Perform and Podium pillars.

5 KEY PILLARS



The National High Performance Program pathway is designed for athletes who are on track to meet Tennis Canada's performance and podium objectives in 2020 and beyond. These objectives include **Paralympic** and **ParapanAm podium** results, targeted **World Team Cup** results, and a pool of **top ITF ranked players** in the men's, women's, quad and junior divisions. The high performance pathway is part of the Tennis Canada Long Term Athlete Development Model and the result of studying international best

practices. 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 (i.e.-ITF singles rankings) 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 Coach, and other personnel as required. The purpose of the meeting is to clearly define objectives, and to collaboratively design the annual training and competitive plan. Final acceptance into the National High Performance Program is determined through the meeting process.

Once accepted into the Program an athlete must fulfil the following requirements as per Policy #3 in the National High Performance Program Handbook:

- Sign the Tennis Canada/Athlete Agreement
- Sign the Canadian Anti-Doping Program (CADP) contract
- Attend an individual meeting with personal coach and the National Coach to collaborate on the development of the annual training and competitive plan and performance benchmarks
- Advise the National Coach of any changes to competitive/training schedules or medical condition
- Attend training camps
- Represent Canada at the World Team Cup if selected
- Compete in the 2018 Birmingham National Championships unless an exemption is approved by the High Performance Committee. To apply for an exemption a written request must be submitted to the Director of Wheelchair Tennis by the Birmingham Nationals by October 1.
- Meet all ITF national eligibility requirements to represent Canada at international events.
- Be in good standing with Tennis Canada

Each athlete accepted into the National High Performance Program will qualify for the **Podium Stream** or **Performance Stream** based on rankings and performance. The National High Performance Program streams are 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 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 **Podium Stream** is divided into three levels:

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

The **Performance Stream** is divided into five levels:

1. **Tier 1**
2. **Tier 2**
3. **Tier 3**
4. **Junior Transition to Pro**
5. **Junior**

The details of the assistance packages are outlined below:

Team	Funding Level	Description	ITF Singles Ranking	Assistance Package
Podium Stream	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
Performance Stream	Tier 1	Athletes achieving performance benchmarks on track to represent Canada internationally.	Men: 21-40 Women: 17-30 Quad: 13-20	\$2,000/yr
	Tier 2	Athletes achieving performance benchmarks on track to represent Canada internationally.	Men: 41-80 Women: 31-50 Quad: 21-35	\$1,000/yr
	Tier 3	Athletes achieving performance benchmarks on track for Tier 2.	Men: 81-150 Women: 51-75 Quad: 36-50	Consideration for Sport Canada Development Carding

	Junior Transition to Pro (Ages 19-22)	Athletes achieving performance benchmarks on track for Tier 3.	Men: 151-225 Women: 76-125 Quad: 51-75	Consideration for Sport Canada Development Carding
	Junior (Under 18)	Juniors entering the high performance stream.	Boys: Top 25 Girls: Top 15	Consideration for Sport Canada Development Carding.

To meet the ITF ranking criteria outlined in the chart above, an athlete must meet the ITF singles ranking as of October 31, 2017 or for a minimum of 20 weeks during the time period between November 1, 2016 to October 31, 2017. The weeks do not need to be consecutive.

Athletes may be nominated to the National High Performance Program without fulfilling the ranking requirements outlined in the chart above at the discretion of the National Coach pending approval of the High Performance Committee.

Athletes in the National High Performance Program may be eligible for consideration for additional funding via the Birmingham Excellence Fund, and access to on-court training with the National Coach. Funding and coaching decisions pending High Performance Committee review and approval.

Specific assistance package breakdowns, and individual performance benchmarks, are determined collaboratively during the planning meetings. Athletes may remain at each level (Gold, Silver, Bronze, etc) 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 December 31, 2017. 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



TENNIS CANADA POLICIES

Being selected to the National High Performance Program is an honour and privilege, and comes with certain responsibilities. The primary rights and obligations for Program members are outlined in the Tennis Canada/Athlete Agreement.

The following outlines the roles and responsibilities of National High Performance Program members while:

- travelling as part of a Tennis Canada/Canadian Paralympic Committee team
- travelling individually on the ITF Uniqlo Wheelchair Tennis Tour
- participating in designated program events (training camps, Birmingham Nationals, development or promotion events).

REPRESENTATION

While representing Canada

(as defined by the roles and responsibilities of a National High Performance Program member above):

- 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 as well as the responsibilities laid out in the 2017 athletes' agreement. 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.

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 GUIDLINES

Guiding Principle

The opportunity to train and compete internationally for Canada is a privilege. Therefore, at any time at any event, 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 Behavior

- Uncooperative or disrespectful behavior with the coach, team members or tournament officials, organizers or other stakeholders
- 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 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 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 7 days of receiving the discipline letter. Please refer to the Appeals Policies in Appendix 3 for further details.

POLICY #3: NATIONAL HIGH PERFORMANCE PROGRAM ELIGIBILITY

To maintain eligibility for the National High Performance Program athletes must adhere to the eligibility requirements outlined in the Program Overview and Tennis Canada/Athlete Agreement.

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, development and promotional events, 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. Competition includes singles, singles consolation, and doubles. Any exceptions to this policy are to be approved by Tennis Canada prior to 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 may 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 Coach has the discretion to adjust the assistance package throughout the year based on performance, injuries, or changes in annual plan priorities.

Tennis Canada will cover airfare, hotel, coaching services, and most meals for training camps and the World Team Cup. If the location of residence is outside of the country then partial funding may be provided.

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 Coach, High Performance Director 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 Coach in writing at the time of any health issue, and submit the medical certification as required.
2. Athlete to provide a revised annual training plan to the National 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 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 or other appropriate medical personnel.
 - (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 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 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:

- National High Performance Program handbook and supplements
- Ongoing email updates
- Web site , Facebook, and Twitter posting
- Fact-to-face pre-season meetings, and communication at trainings and tours
- Ongoing communication with National Coach
- Athlete representative
- High Performance 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 Coach

Contact Kai Schrameyer at Kschrameyer@tenniscanada.com 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:

Samuel Nikiema

Bilingual Sports and Marketing Agent tctravel@redtag.ca

Tel: 1.905.283.6020 x 2065 Toll free: 1.866.573.3824 Fax: 1.905.283.6022

After Hours 1-800-727-8687 Email: afterhours@travelbrands.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 Coach: Kai Schrameyer

kschrameyer@tenniscanada.com

(778) 995-4613

Vice-President, High Performance Athlete Development: Louis Borfiga

lborfiga@tenniscanada.com

(514) 273-1515 ext 283

Director, High Performance: Debbie Kirkwood

dkirkwood@tenniscanada.com

1-800-263-9039

APPENDIX #1

HIGH PERFORMANCE COMMITTEE

TERMS OF REFERENCE

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

The committee consists of 4 members including:

- Director, Wheelchair Tennis
- National Coach
- National Program Consultant
- Director, High Performance

The HPC may meet 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, 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 and Athlete Development, Director, Wheelchair Tennis, National Coach, and High Performance Director (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
Kai Schrameyer	National Coach
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 7 days of notification of the selection decision. The written appeal must clearly outline the grounds for the appeal.
2. Tennis Canada's Appeals Committee 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.

* 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://canada.pch.gc.ca/DAMAssetPub/DAM-PCH2-sport-sport/STAGING/texte-text/athleteAssistanceProgram_1421333786429_eng.pdf?WT.contentAuthority=13.0