

# Triathlon Canada National Performance Centre Athlete Manual

In Partnership With:

Canadian Sport Institute Pacific Own the Podium Government of Canada







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## **Triathlon Canada National Performance Centre**

#### Mandate

As the only Triathlon Canada endorsed and supported daily performance environment, the Triathlon Canada National Performance Centre (NPC) provides world class coaching, facilities and sport science/medicine staff to athletes seeking to achieve gold medal performances in the Olympic and Paralympic pathways.

#### Vision

To be the daily performance environment of choice for not only Canada's top triathletes and coaches but the metric for a world class daily performance environment (DPE)

#### Mission

To provide a DPE for all podium pathway athletes that is immersed in the high-performance culture and supported by numerous high-performance stakeholders and partners.

#### Goal

To put more Canadian triathletes on the Olympic, Paralympic and World Championship podiums.

## National Performance Centre – Background and Key Deliverables

The model of the NPC is based on six key success factors:

- Accessibility to world class coaching
- Accessibility to world class facilities
- Accessibility to the Canadian Sport Institute Network
- Accessibility to appropriate training climate and environment
- Accessibility to educational institutions
- Accessibility to international travel hubs

The NPC is designed to facilitate the development of targeted athletes into World Class performers. As an entity, the NPC objectives are as follows;

- Consistently improving the Daily Performance Environment,
- Consistently improving athlete performance standards,
- Consistently developing individual athlete competition experience,
- Consistently striving to develop a positive overall World Leading Daily Performance Environment,
- Consistently demonstrating potential to contribute to podium performances through commitment to the sport of triathlon.

Further objectives of the NPC include:









- Facilitate the transition of athletes through the U23 pathway by prioritizing performance behaviors and skills over race performance.
- Assist in exposing athletes to elite demands of competition by aligning the DPE with NPC best practices as defined by NPC Head Coach.
- Support athletes and their academic/competitive priorities through a DPE that is open and accountable to the NPC Head Coach

#### Desired outcomes for NPC athletes include:

- Consistent Top 12 performances at World Triathlon Championship Series (WTCS) and Major Games events
- Consistent Top 12 and Top 20 performances at World Triathlon World Cup events
- Consistent Top 3 performances at World Triathlon Continental Cup events
- Consistent availability to train and compete year-on-year
- Professional and positive representation of, and leadership within, Team Canada, NPC, and Triathlon Canada
- Engagement in academic or professional education throughout an athlete's career

## National Performance Centre – Key Personnel & Stakeholders

## Coaching and Technical Leadership

Coaching staff of the NPC will be employed by Triathlon Canada. The NPC is a DPE that delivers world class coaching. All coaches will be/have;

- In good standing with Triathlon Canada
- Certified by Coaching Association of Canada (CAC) in the Competition stream (or international equivalent)
- Completed the required Respect in Sport modules (or international equivalent such as Safes Sport) as mandated by Triathlon Canada
- Where designated by Triathlon Canada as a Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) Participant, signed and agreed to comply with the terms of the Abuse-Free Sport Participant Consent Form

Additionally, the NPC will host various technical coaches and leaders to add to the world class environment. Coaches can be specific to the individual disciplines of triathlon or experts in specific fields (para-sport, motor-learning etc.). Each of these coaches will;

- Be certified CAC coaches in their specific sport
- Be certified or licensed in their specific fields of expertise
- Where designated by Triathlon Canada as a UCCMS Participant, sign and agree to comply with the terms of the Abuse-Free Sport Participant Consent Form

Lastly, Triathlon Canada has identified that High Performance coaching is a full-time commitment.









All NPC Head Coaches will be full time. These coaches will not carry external contracts with clubs, PSO's or other NSO's.

#### Mentorship/Training Rights Coaches

The NPC will strategically integrate external coaches into the DPE. The purpose of this is to work closely with the greater triathlon community but also to provide mentorship opportunities for coaches to experience the NPC environment. Coaches of Training Rights Athletes will be invited to attend any and all sessions in which their athlete is attending. Mentorship coaches will be provided full access through specific mentorship opportunities provided by Triathlon Canada. These opportunities will be through application and may involve being involved within the DPE at the NPC, camps, or races.

#### Performance Sciences Staff

All sport science and medicine service providers will be engaged in one of the following ways;

- Approved LOU through Canadian Sport Institute Network
- Triathlon Canada discretionary funding as approved by Own the Podium
- Triathlon Canada contracted fee-for-service
- Triathlon Canada approved but athlete fee-for-service

All sport science and medicine staff will be/have;

- Licensed, certified, and insured by their national/provincial regulatory bodies
- In good standing with their national/provincial regulatory bodies
- Where designated by Triathlon Canada as a UCCMS Participant, signed and agreed to comply with the terms of the Abuse-Free Sport Participant Consent Form

#### **Athlete Pool**

As a world class DPE, the NPC athlete pool will consist of athletes identified by Triathlon Canada to be on track with Triathlon Canada's Podium Pathway, have met the entry requirements or have been identified by Triathlon Canada to have significant impact on the DPE in a positive manner and can support the goals of the NPC. Athletes must apply for entry to the NPC as per the process outlined in the Application Process section.

The athlete pool size will be reviewed year-on-year and will be determined by the following factors:

- Targeted strategic performance initiatives as determined by Triathlon Canada's HPD
- Athlete progression throughout the Podium Pathway
- Triathlon Canada's annual funding recommendation from funding partners
- Annual operating budget approved by Triathlon Canada's CEO
- NPC staff capacity

The NPC athlete pool size for the 2024 season is restricted to 10 athletes. This does not include Training Rights or International athletes. To ensure appropriate gender proportion within the athlete pool, a









minimum of 3 athletes per gender will be accepted into the NPC. Roster spots will be awarded on a top-down prioritization basis and will be subject to availability.

The NPC Head Coach will be the coach-of-record for all athletes selected into the NPC for the 2024 season.

## Athlete Profile & Entry Requirements

The following information outlines the minimum eligibility standards for invitation to the annual intake for the National Performance Centre.

Level	Group	Quota	Athlete Profile & Performance Requirements
Tier 1	Elite	Up to 3	Athlete Profile
			World & Olympic Ranking < 30
			Senior AAP Carded Athlete
			Consistent Top 12 World Triathlon Championship Series results
			Primary Performance Requirements
			Top 12 World Triathlon Championship Series
			Top 3 World Triathlon World Cup
			Top 3 World Triathlon U23 World Championship
Tier 2	Senior	Up to 4	Athlete Profile
			World & Olympic Ranking < 70
			Consistent Top 8 World Triathlon World Cup results
			Primary Performance Requirements
			Top 20 World Triathlon Championship Series
			2+ Top 8 World Triathlon World Cup
Tier 3	Development	Up to 6	Athlete Profile
			World & Olympic Ranking < 150
			U23/U26 Athlete
			Development AAP Carded Athlete
			Consistent Top 5 Americas Triathlon Continental Cup results
			Primary Performance Requirements
			Top 20 World Triathlon World Cup
			Top 20 World Triathlon U23 World Championship
			2+ Top 5 Americas Triathlon Continental Cup
			Additional Considerations
			Significant indication of triathlon performance trajectory or
			single-sport performance and contribution to the daily
			performance environment as determined by the Triathlon









		Canada HPD and NPC Head Coach
Tier 4	Training Rights International	Primary Indication of ability to add value to the daily performance environment as determined by the Triathlon Canada HPD and NPC Head Coach

In addition to the performance requirements outlined above, the NPC Head Coach will consider discretionary admission to athletes under the following subjective conditions:

- Ability to meet the above secondary or race performance requirements within 6 months;
- Ability to meet the above primary requirements within 12 months;
- Ability to provide positive value to the NPC Daily Performance Environment.

#### Training Rights & International Athletes

Training Rights athletes will be accepted into the NPC as part-time athletes. The objective of the integration of Training Rights athletes is to provide exposure to athletes (and their coaches) on the podium pathway to a world-class daily performance environment. The NPC Head Coach will not be the coach-of-record of Training Rights athletes and integration into the daily performance environment will require collaboration between both coaches. The profile of Training Rights athletes that will be considered for integration to the NPC include:

- Athletes currently with another program wishing to utilize NPC training times to accommodate school/work schedules
- Provincially targeted athletes that are strategically selected by Triathlon Canada and the Provincial Sport Organization (PSO)
- Targeted athletes in another sport (swimming, athletics or cycling) that have identified by the NPC
- Targeted athletes that will act as a dedicated training partner for NPC athletes

International athletes will be invited to the NPC on a case-by-case basis in consultation with the NPC Head, Triathlon Canada HPD and the international athlete NSO HPD. Admission will be determined by:

- Intended duration of stay at the NPC
- Willingness to abide by Triathlon Canada's Code of Conduct
- Achievement of primary and secondary performance requirements
- Demonstration of ability and willingness to act as a dedicated training partner for NPC athletes

## **Application Process**

Athletes intending to apply for the National Performance Centre must complete all the following steps outlined below.









#### **Full-Time Athletes**

Canadian athletes intending to apply for the Triathlon Canada National Performance Centre, must complete all the following steps and submit all requested documents.

Application periods will be determined by the NPC Head Coach and Triathlon Canada HPD and will typically fall in September and October each year with entry to the NPC expected by November.

The following documents are required to be submitted as part of each athlete's application:

- Cover letter that highlights the following:
  - O Why the athlete wishes to be part of the NPC?
  - What are the key performances that meet the eligibility standards that the athlete has achieved?
  - O What are the athlete's educational plans?
  - o How will the athlete be a positive addition to the NPC?
  - O What are the athlete's long term and short-term goals?
- PSO endorsement letter
  - A letter of endorsement from the athlete's home PSO Executive Director and/or Provincial Head Coach.
- (Optional) Coach-of-Record endorsement letter that highlights the following:
  - Recent performance highlights
  - o Gap analysis overviewing highlighting strengths and areas of improvement
  - Positive attributes the athlete will bring to the NPC

All applications must be compiled into one PDF document which includes the following documents. The PDF file must be named as follows;

• Year Triathlon Canada NPC Application Athlete Name (ie. 2024 Triathlon Canada NPC Application John Smith)

All applications must be sent to NPC Head Coach Marc Christin and Triathlon Canada HPD Phil Dunne at the below email addresses:

- marc.christin@triathloncanada.com
- phil.dunne@triathloncanada.com

## **Training Rights Athletes**

Canadian athletes intending to apply for the Triathlon Canada National Performance Centre as a Training Rights athlete, must complete all the following steps and submit all requested documents.

The application period for NPC admission is as a Training Rights athletes is year-round.









The following documents are required to be submitted as part of each athlete's application:

- Cover letter that highlights the following:
  - O Why the athlete wishes to integrate into the NPC?
  - What are the key performances that highlight the athlete's ability to contribute positively to the daily performance environment?
  - O What are the athlete's educational plans?
  - O How will the athlete be a positive addition to the NPC?
  - O What are the athlete's long term and short-term goals?
- Coach-of-Record endorsement letter that highlights the following:
  - Why integration into the NPC will contribute to the athlete's development
  - Recent performance highlights
  - o Gap analysis overviewing highlighting strengths and areas of improvement
  - Positive attributes the athlete will bring to the NPC
  - Statement of intent to continue as coach-of-record

All applications must be compiled into one PDF document which includes the following documents. The PDF file must be named as follows;

• Year Triathlon Canada NPC Application Athlete Name (ie. 2024 Triathlon Canada NPC Application John Smith)

All applications must be sent to NPC Head Coach Marc Christin and Triathlon Canada HPD Phil Dunne at the below email addresses:

- marc.christin@triathloncanada.com
- phil.dunne@triathloncanada.com

## National Performance Environment – Infrastructure & Logistics

The DPE of the NPC is a mutually respectful environment between coaches, staff, and athletes to facilitate the achievement of world class performances. The environment is fostered through the following NPC guiding principles:



















#### **Physical Location**

The NPC is a DPE with full accessibility to training facilities, support services and community resources. Based in Victoria, BC, the NPC is closely integrated amongst the municipalities within and around the Capital Regional District (CRD). With extensive partnerships with local businesses, service providers and educational institutions, the NPC is one of four National Sport Centres based in the CRD; these are;

Athletics Canada Rowing Canada Rugby Canada Sailing Canada

Canadian Sport Institute Pacific, a significant partner to all NSOs in the CRD, has produced an athlete guide that highlights the CRD in relation to key factors impacting sport (https://www.triathloncanada.com/wp-content/uploads/Victoria-Relocation-Guide.pdf)

#### **Training Facilities**

The NPC is based out of three main facilities plus the local area;

Saanich Commonwealth Pool Canadian Sport Institute Pacific Triathlon Canada Head Office Local facilities

Saanich Commonwealth Pool

http://www.saanich.ca/EN/main/parks-recreation-culture/facilities-schedules-fees/facilities/saanich-commonwealth-place.html

A legacy of the 1994 Commonwealth Games, Saanich Commonwealth Pool (SCP) is a four pool, municipality run facility that is prioritized for High Performance programs (a unique mandate of municipal pools). The NPC's coaching offices are situated within SCP.

Currently, SCP's competition pool is prioritized for training 6 days a week, 8 hours a day. Within those blocks, Triathlon Canada's NPC is allotted the following training times;

Monday – Friday 0730-0900 – 4 Lanes Long Course (50M) Sunday – 1400-1530 – 6 Lanes Short Course (25M)

#### Canadian Sport Institute Pacific

The Canadian Olympic and Paralympic Sport Institute Network (COPSI Network) provides world- leading training environments to elite athletes and coaches across Canada. The team of experts delivers sport science and medicine, coaching, research and innovation, education, and Game Plan services to power podium performances and help Canada win more medals. '









Canadian Sport Institute Pacific (CSIP) <a href="http://www.csipacific.ca/">http://www.csipacific.ca/</a> is located within Camosun College Interurban Campus <a href="http://www.csipacific.ca/">http://www.csipacific.ca/</a>. In partnership with the Pacific Institute of Sport Excellence (PISE), CSIP houses a world leading High Performance gym, the Dr. Gord Sleivert Human Performance Laboratory, a world class artificial soccer pitch, the PISE 400m outdoor track and a sport medicine clinic. All NPC athletes have access to the services provided by CSIP. The accessibility to services is part of the Own the Podium approved agreements between Triathlon Canada and CSIP. As a targeted sport, Triathlon Canada is privileged to be partnered with CSIP.

The partnership with a COPSI facility and its staff is essential to any centralized or semi-centralized sport program. As identified by Own the Podium and Sport Canada, sport science and medicine are essential performance support.

Triathlon Canada Head Office

## https://www.triathloncanada.com/connect/

Located in downtown Victoria, BC, Triathlon Canada's Head Office is not only the administrative hub of the NSO but also houses a small para-accessible high-performance gym. Located in downtown Victoria, Triathlon Canada is situated within 100m of Crystal Pool.

#### **Local Training**

Victoria, being home to numbers of NSO National Centres, is indicative of the local training facilities and access available. With the temperate climate, abundant outdoor and natural areas, there is no lack of training areas year-round. This includes but is not limited to;

Thousands of KMs of local riding trails, routes, and circuits Hundreds of KMs of local running trails and routes Numerous open water swimming areas (lakes and ocean)

#### **Educational Institutions**

Victoria is home to a robust public schooling system with numerous options for Grade School athletes.

https://www.sd61.bc.ca/ https://www.sd63.bc.ca/ http://www.sd62.bc.ca/

Additionally, there are numerous private school options within the Greater Victoria Region. <a href="http://www.ourkids.net/victoria-private-schools.php#listing\_wrapper">http://www.ourkids.net/victoria-private-schools.php#listing\_wrapper</a>
For post-secondary students, Victoria is home to three world class colleges and universities.

https://www.uvic.ca/ http://camosun.ca/
http://www.royalroads.ca/prospective-students/programs

The NPC encourages all athletes to continue their studies throughout their careers. It is the belief of Triathlon Canada and its' coaches that education must be a priority for all athletes. Triathlon is a late









maturing sport and the importance of education must not be overlooked in the growth of the athlete.

## **Athlete Fees & Support Levels**

Based on each athlete's categorization within the NPC, they are provided with access to a tiered level of support services. To ensure the demonstration of commitment and accountability to the NPC, each athlete is required to pay a monthly fee to be part of the daily performance environment. Details of the fee structure and support services are outlined below:

Full-Time Athlete Fee: \$200.00 (plus GST) per month

Training Rights Athlete Fee: No fee

International Athlete Fee: \$300.00 (plus GST) per month

#### **Support Services**

#### Tier 1 – Elite

- NPC Head Coach Coach-of-Record
- Full access to CSIP training facilities
- Full access to Saanich Commonwealth Place Pool
- Full access to NPC supported camps and competitions (subject to budget availability)
- Prioritized service for CSIP and external sport science and medicine support
- Prioritized service for bike fitting and biomechanical analysis
- Annual performance review

#### Tier 2 - Senior

- NPC Head Coach Coach-of-Record
- Full access to CSIP training facilities
- Full access to Saanich Commonwealth Place Pool
- Full access to NPC supported camps and competitions (subject to budget availability)
- Partial service for CSIP and external sport science and medicine support
- Partial service for bike fitting and biomechanical analysis
- Annual performance review

#### Tier 3 – Development

- NPC Head Coach Coach-of-Record
- Full access to CSIP training facilities
- Full access to Saanich Commonwealth Place Pool
- Partial access to NPC supported camps and competitions (subject to budget availability)
- Partial service for CSIP and external sport science and medicine support
- Partial service for bike fitting and biomechanical analysis
- Annual performance review

#### Tier 4 – Training Rights & International

- Partial access to NPC Head Coach
- Full access to CSIP training facilities
- Full access to Saanich Commonwealth Place Pool









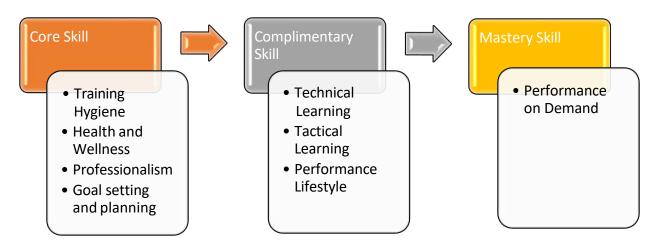
• Fee-for-service for CSIP and external sport science and medicine support

## **Accountability Framework**

#### **Athlete Curriculum**

The NPC athlete tiering system is not only a results-based system but is supported by a skills acquisition curriculum. Performance results cannot be used as the prime determinant of an athlete's progression through their development. Utilizing the NPC Core Competency Matrix (Appendix A) to determine the acquisition of fundamental skills, athletes can move up or down the NPC tiering system. The NPC Head Coach will work with the NPC staff to ensure the matrix is used appropriately. Athletes within the NPC will be reviewed against the matrix annually or bi-annually, in conjunction with their annual performance review, to ensure that the athlete is informed of their gaps and progressions.

In addition to the continued progression along Triathlon Canada's Podium Pathway, the NPC Core Competency Matrix provides athletes with key professional skillsets to complement their physical development. The skills are building blocks that work together to facilitate an athlete's overall growth. These building blocks are as follows.



#### Anti-Bullying and Harassment

Triathlon Canada is unrelenting in its support of anti-bullying and anti-harassment in the workplace/training environment. All full-time athletes must complete the Respect in Sport modules as determined by Triathlon Canada. Support and enforcement of Triathlon Canada's position on bullying and harassment are through its Code of Conduct and Ethics and Discipline and Complaints Policy, as well as its acceptance of the jurisdiction of the Office of the Sport Integrity Commissioner/Abuse-Free Sport for designated UCCMS Participants.

#### <u>Annual Performance Review – Athlete</u>

Every NPC athlete is required to undergo an annual performance review, timing of which will be









determined by the World Triathlon calendar and will be coordinated and communicated by the NPC Head Coach. New NPC athletes will undergo the review as their initial intake review. The performance review will include, but is not exclusive to, the following:

- Performance debrief and yearly-training-plan review
- · Performance gap analysis including IST review
- Goal setting
- NPC status review

The performance review panel may consist of the following people:

- Triathlon Canada High Performance Director
- NPC Head Coach
- IST support staff

All NPC athletes will be notified of their NPC status within 1 week of their Annual Performance Review.

#### <u>Annual Performance Review – Coaching Staff</u>

Coaching staff at the NPC are required to undergo an annual performance review at the end of each World Triathlon season. The NPC annual performance review will be conducted as a group and will include, but is not exclusive to, the following;

- Operating budget debrief and forecasting
- NPC staffing review
- NPC goal setting
- Planning and logistics
- NPC athlete pool and tiering structure

The performance review panel may consist of the following people:

- Triathlon Canada CEO
- Triathlon Canada High Performance Director
- NPC Head Coach
- Triathlon Canada Manager of High Performance Programs

## **Athlete Agreement**

All athletes will commit to an NPC Athlete Agreement. This agreement clearly articulates the terms of reference and commitments of Triathlon Canada and the athletes to each other. This contract will be reviewed and renewed annually.

#### **Financial Model**

The NPC, as an endorsed DPE of Triathlon Canada, is financial supported by various key stakeholders.









Annual financial reviews will be conducted by the CEO of Triathlon Canada in conjunction with the key stakeholders. Additionally, all operating budgets for the NPC will be prepared by the HPD, NPC coaching staff and reviewed for approval by Triathlon Canada's CEO and Board of Directors annually.

The key financial stakeholders for the NPC are:

- Own the Podium
- Sport Canada
- COPSIN

All financial reporting and accountability will comply with any and all requirements as set out by Triathlon Canada and its stakeholders. This include but are not exclusive to the following:

- Annual Own the Podium Sport Review
- Annual Sport Canada Accountability Framework Review
- Triathlon Canada annual budgetary review

The operating budget for the NPC will be dependent on the following factors and will vary annually:

- Annual recommended funding from Triathlon Canada key stake holders
- Competition schedules of the NPC athletes
- Targeted strategic initiatives approved by Triathlon Canada HPD
- Athlete pool
- Staffing capacity









## Appendix A – Core Competency Matrix

Core Skill: Training Hygiene and Load		
Management	Complementary Skill: Technical Learning	
	Receive technical input in a receptive	
Attend every planned training session	manner	
Attend every planned training session on		
time and prepared with the appropriate		
equipment	Display ability to make technical changes	
Complete every training session as designed	Display capacity to incorporate technical	
and assigned	changes	
Compete with intent and purpose in every	Display progression of technical changes	
training session as designed and assigned	in presence of external cues	
Provide appropriate feedback via Training	Display progression of technical changes in	
Peaks after every training session	absence of external cues	
Total Score	Total Score:	
Total Score	Total score.	
Notes:	Notes:	
Notes.	Notes.	
Core Skill: Health and Wellness	Complementary Skill: Tactical Learning	
Manage and maintain Mental Performance	Receive tactical input in a receptive	
protocols through consult with coach and	manner	
staff		
Manage and maintain proper sleep hygiene	Display ability to make tactical changes	
Manage and maintain proper nutritional	Display capacity to incorporate tactical	
needs through consult with coach and staff	changes	
Maintain assigned prehab and rehab	Display progression of tactical changes in	
protocols in a consistent and effective	presence of external cues	
manner	prosoned or external succ	
Attend and complete all required IST	Display progression of tactical changes in	
meetings, appointments, and testing	absence of external cues	
Total Score:	Total Score:	
101010101	Total secret	
Notes:	Notes:	
Tiotes:	Troces:	
	Complimentary Skill: Performance	
Core Skill: Professionalism	Lifestyle (Pick only one)	
Communicate in an effective and timely	Prioritizes non-performances decisions	
fashion through all mediums (email, phone,	Score = 1	
text etc.)		
Complete all required logistics (daily	Inconsistently prioritizes performance	
monitoring, CCES, race entry, agreements	decisions with direction <b>Score = 2</b>	
etc.)		
Comply with all Triathlon Canada and PSO	Consistently prioritizes performance	
codes of conduct and agreements, including	decisions with direction <b>Score = 3</b>	
the UCCMS, and sign the Abuse-Free Sport		
Participant Consent Form where required by		
Triathlon Canada		
riatnion Canada		









Be a positive influence in the DPE and an	Inconsistently prioritizes performance	
exemplary representative of the	decisions without direction <b>Score = 4</b>	
PSO/Club/Triathlon Canada		
Engage coach and staff in an effective,	Consistently prioritizes performance	
respectful, and timely fashion regarding	decisions without direction <b>Score = 5</b>	
negative or difficult feedback		
Total Score:	Total Score:	
Notes:	Notes:	
Core Skill: Goal Setting and Planning	Mastery Skill: Performance on Demand	
Complete long-term goal setting	Demonstrates consistent race preparation	
appropriately and realistically	protocols	
Complete short-term goal setting	Communicates clear and strategic race	
appropriately and realistically	plan to coach	
Display appropriate planning and execution	Accepts and executes race strategy from	
towards long term goals	coach	
Display appropriate planning and execution	Consistently demonstrates adaptability in	
towards short term goals	the field of play (field vision)	
Display appropriate planning and execution	Communicates clear and critical post-race	
of foundational skills in absence of external	analysis	
cues		
Total Score:	Total Score:	
Notes:	Notes:	