

Provincial Canada Games Committee Inc.

Policies & Procedures



Team Funding Policy

Preamble

The Sport, Recreation and Healthy Living division of the PEI Department of Health and Wellness provides an annual contribution to PEI Canada Games program. The Provincial Canada Games Committee Inc. is responsible for creating the budget and dispensing the resources to the teams preparing for the Games. It should be noted that there isn't sufficient funds to cover all the costs for preparation and therefore there is an expectation that teams will need to generate additional revenues (ie. PSO support, fundraising, players fees, etc.)

It is the intent of the PCGC Inc. to distribute the funds in a fair and expedient fashion so all teams can use the resources to the best of their ability in preparing their teams. There is also an expectation that teams will properly plan and account for the money they receive through the submission of planning documents and follow up reports.

Policy Statement

- The PCGC Inc. will provide funding to assist with the costs of team preparation and out of province pre-games competitions.
- There will be funding available to assist with coach certification and coaching professional development opportunities.
- An excellence program will be in place to allow for additional resources for an athlete or team who has demonstrated the capacity to finish top 5 at the Games.
- All funding will be provided to the Provincial Sport Organization who is accountable for all funding received.
- Provincial Sporting Organizations will be eligible for funding to support their Canada Games team preparation three years prior to the Games
- The accounting of funds is a high priority and Provincial Sport Organizations, in partnership with their Canada Games team, will be required to complete and submit an annual team funding report
- Team PEI Canada Games participants will also receive a ceremonial walkout and pins as part of the financial allocation

Standards

1. The Provincial Canada Games Committee Inc. will set the annual "Team Funding" contribution allocation as part of their budgeting process.
2. Provincial Sport Organizations (PSO's) will then receive a copy of the funding package that will indicate what level of funding their sport will be eligible to apply for and the criteria for accessing and spending the funds.

3. PSO's in partnership with their Canada Games team coaching staff will submit the application for funding highlighting the planned activities for the upcoming fiscal (April 1 to March 31).
4. The Chef de Mission, on behalf of the PCGC Inc., will review the application and approve the funding and issue a cheque to the PSO.
5. A Team Funding Report Form will be circulated and training will be provided to PSO's and /or Manager on how to properly complete the form. The accounting for the resources provided is necessary for a PSO to receive future funding for their team preparation.
6. The Chef de Mission will review the Funding Report to ensure that the dollars have been properly accounted for and follow up if there is a need.

Team Preparation Policy

Preamble

PEI Teams and athletes participating in the Canada Games must be properly trained and prepared to compete at a high sporting level. In order for Island teams and athletes to be successful at the games, a process must be followed to ensure we have well trained athletes and teams representing our Province.

The Provincial Canada Games Committee Inc. believes better coaches leads to better outcomes for our teams and therefore it is extremely important to have fully certified coaches in place leading the teams. Furthermore, one of our competitive advantages, as a smaller jurisdiction, is our ability to have our athletes train together over an extended period of time.

The Canada Games take place every 2nd year switching from summer to winter meaning that participating sports are on the calendar every 4 years. It is important that Provincial Sport Organizations see the Canada Games as part of their high performance sport plan where the preparation of athletes are ongoing and the Canada Games fits into the plan.

Policy Statement

- The PCGC Inc. wishes to have athletes who are well trained and will be competitive at the Canada Games.
- The Provincial Sport Organization is responsible for the preparation of their teams through the assigning of team officials or a sport liaison responsible to guide preparation and selection process.
- Coaching is an important part of the equation and therefore Provincial Sport Organizations should have coaching plans in place to have coaches fully certified as early in the process as possible and no later than 1 year prior to the start of the Games as per the coaching policy.
- PSO's must ensure they have a coach selection process and a team selection process in place.
- Team sports must demonstrate competitive results versus Canada Games caliber opponents and a commitment to preparation to attend the Games
- Individual sports must have athletes within +/- 10% of the winning performance at the most recent Canada Games
- The Chef de Mission in cooperation with the PCGC Inc. will determine whether teams or individuals have prepared appropriately and met standards to attend the Canada Games

Standards

1. The PCGC will provide a timeline that identifies when the Team Preparation Plan needs to be submitted and when the post report is required
2. The PSO will submit the plan and report to the chef de mission within the required timeline
3. The chef de mission will use the plan and report as supporting documents when reviewing team funding
4. PSO's in partnership with the team should ensure their funding request is presented in line with their request for funding.

Coaching Policy

Preamble

The PEI Provincial Canada Games Committee Inc. (PCGC) believes that better coaching makes better athletes. There are a number of factors that lead to better coaching and one of those is coach training and development through the National Coaching Certification Program.

The Canada Games Council has set minimum coaching certification standards, in partnership with Provinces/Territories and National Sport Organizations, which are published in the sport technical package and must be followed for teams participating in the Canada Games

Policy Statement

- Coach development and certification is the responsibility of the Provincial Sport Organization in partnership with their National Sport Organization.
- Coach selection, for each sport in the Canada Games, is the responsibility of the Provincial Sport Organization and must be done in accordance with their coach selection policy.
- The ideal scenario is for a coach to be fully certified as per the sport's technical package prior to their appointment as team coach so they are able to use their knowledge gained through coach training in the preparation of their team.
- If coaches are not fully certified prior to their appointment, they should be able to realistically achieve that level of certification no later than 1 year (365 days) before the start of the Games.
- The Chef de Mission, is responsible for monitoring coach certification for all coaches wishing to participate in the Canada Games with Team PEI.
- The Canada Games Council does allow coaching exemptions to be requested, however they will only be offered in extenuating circumstances requiring a meeting between the PSO and the Chef de Mission.

Standards

1. Provincial Sport Organizations must have a coach selection process in. The process needs to be public, allows all interested coaches to apply and selection should involve the coaches ability and commitment to be fully certified at least 1 year prior to the Games.
2. Once a coach has been selected, the PSO must submit the coach's name, NCCP coaching # and current certification level to the Chef de Mission. If the coach is not currently fully certified as

per the technical package, they must also include a plan and timeline for them to attain full certification.

3. One year prior to the Games, any PSO whose coaches has not received full certification will be required to detail why they have not yet done so and when they believe they will be fully certified. At this time the initial discussion for exemptions will take place with the Chef de Mission and a coaching plan will need to be provided for continued participation.

Roles & Responsibilities

PCGC Committee Inc.

- Organize the initial meeting with PSO's to explain the policies
- Approve the budget and set the funding categories each year
- Establish a process and timeline for the all planning and reporting documents
- Assign Chef de Mission to act on their behalf and request funding, coaching and preparation updates on Team PEI coaching certification
- Review and revise (as necessary) the policies to ensure they are meeting the desired outcomes

Provincial Sport Organization (PSO)

- Attend the initial meeting to begin the process
- Ensure all activities identified in the policies are followed and plans/reports are submitted prior to the deadlines
- PSO is responsible to receive and account for all Canada Games funds
- PSO to ensure they have a coach selection process in place and coach can meet the 1 year deadline for certification
- PSO to ensure team officials have an athlete selection process
- Develop a transfer of knowledge process for the Games

Chef de Mission

- Receive and review funding applications from teams
- Stay on top of coach certification and raise any potential issues
- Receive and review funding team preparation plans and reports
- Provide bi-annual updates to PCGC Inc. board of directors
- Maintain ongoing communications with PSO and coaches

Team Officials

- Work with PSO to understand funding, team preparation and coaching policies
- Work with PSO to ensure all plans and reports are submitted within the required times.
- Work towards meeting certification requirements.