



# BC TEAM ATHLETE MANUAL

POLICIES AND PROCEDURES

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Dear Athlete,

Thank you for your interest in the BC Team Program. Pursuing a BC Team opportunity is an exciting step in your athletics journey and reflects your commitment to training, competing, and challenging yourself at a higher level. Whether your goal is to represent British Columbia in track and field, road running, cross country, trail running, mountain running, or another athletics discipline, the BC Team Program is designed to provide meaningful competitive opportunities for athletes who are ready to take that next step.

The culture of the BC Team Program is built on preparation, professionalism, respect, and pride in representing British Columbia. Athletes interested in BC Team selection are expected to understand the selection criteria, complete required declarations, meet deadlines, maintain an active BC Athletics membership, and take responsibility for their preparation and communication. Being considered for a BC Team is about more than performance alone; it also includes readiness, accountability, and the ability to contribute positively to a team environment.

This manual is intended to help you understand the policies, procedures, and expectations connected to BC Team opportunities before you begin the selection process. It will guide you through eligibility requirements, athlete declarations, selection procedures, appeals, funding support, team confirmation, travel, accommodation, competition expectations, and post-team responsibilities. Reviewing this information early will help you make informed decisions and be prepared if you are selected.

We encourage you to review the BC Team opportunities available each year, speak with your coach, monitor BC Athletics communications, and take the steps needed to put yourself in the best position for selection. We look forward to supporting athletes who are committed to representing British Columbia with pride, respect, and professionalism.

For the Love of Athletics,

The BC Athletics Team



## BEFORE SELECTION

### UNDERSTANDING THE OPPORTUNITY

#### 1.0 THE BC TEAM PROGRAM

The BC Athletics BC Team Program provides selected athletes with the opportunity to represent British Columbia at designated track and field, and non-stadia national championship events. Team opportunities will vary from year to year based on available championship events and multi-sport games. Each team opportunity will have unique eligibility requirements, selection criteria, declaration process, confirmation deadlines, funding model, travel expectations, and team-specific procedures.

The goal of the BC Team Program is to provide athletes with meaningful opportunities to represent British Columbia while reflecting BC Athletics' values of excellence, respect, inclusion, integrity, and athlete development. BC Team athletes are expected to pursue personal best performances, while also contributing to a positive team culture through preparation, accountability, teamwork, and respect for teammates, coaches, officials, volunteers, and competitors. The program supports athletes in developing the skills, confidence, and experience needed for future team opportunities.

The objective of the BC Team program is to select a roster of athletes that are probable finalists and possible medalists at the Championship event.

#### 1.1 BC TEAM FUNDING SUPPORT

BC Athletics offers two (2) funding support models:

- Roster Managed Support
- Athlete Managed Support

Athletes, parents/guardians, personal coaches, and clubs are responsible for reviewing the most current team-specific information published by BC Athletics and understanding the requirements for each opportunity.

#### 1.2 BC TEAM OPPORTUNITIES

BC Athletics offers a variety of BC Team opportunities each year based on available national championship events and multi-sport games. Selection to one BC Team opportunity does not guarantee selection to future teams, as each team is selected according to the criteria and procedures established for that specific competition.

## SELECTION PROCESS

### HOW ATHLETES ARE CHOSEN

#### 2.1 ELIGIBILITY REQUIREMENTS

To be eligible for BC Athletics funding and/or selection to any BC Team, athletes must meet the general eligibility requirements established by BC Athletics, as well as any team-specific or competition-specific requirements.

To be eligible for BC Athletics funding and/or selection to any team or program, an athlete must:

- i. Hold a current BC Athletics Annual and/or Fall Athlete Membership and be a member in good standing. In the case of BC Athletics Masters Athlete Teams, the athlete must hold a BC Athletics Annual Masters Membership and be a member in good standing.
- ii. Have Canadian citizenship, permanent residency, or have applied for permanent residency status..
- iii. Be at least fifteen (15) years of age in the year of competition, as of December 31.
- iv. Have a permanent residence in British Columbia for at least six (6) months prior to selection for funding, teams, or programs; or
- v. Have a permanent residence in British Columbia, or plan to resume permanent residency in British Columbia, but be temporarily residing outside British Columbia because of personal, school, spousal school, or work requirements. This eligibility will be reviewed on each occasion for continuation of eligibility.
- vi. If previously affiliated with any other Athletics Association within the previous twelve (12) months, establish residency in British Columbia for a minimum of six (6) months and be a registered competitive or masters member of BC Athletics for six (6) months prior to selection for teams or other forms of financial support provided by, or upon recommendation of, BC Athletics.
- vii. Meet the specific selection requirements for the competitions, teams, or programs supported by BC Athletics.

BC Athletics will verify eligibility at any stage of the selection process and athletes who do not meet the required conditions will be deemed ineligible for selection.

#### 2.2 ATHLETE DECLARATION

All athletes wishing to be considered for selection to a BC Team must complete an Athlete Declaration Form. Athlete Declarations help BC Athletics identify which athletes wish to be considered for a BC Team opportunity before the selection process begins. Requiring athletes to

declare ensures that only athletes who understand the selection requirements, deadlines, and team expectations are considered for selection. Once an athlete has submitted a declaration, they will be considered a *"Declared Athlete."*

- 2.3 SELECTION CRITERIA** BC Athletics will publish selection criteria for each BC Team opportunity. The selection criteria outlines how athletes will be considered for selection and provide athletes, parents/guardians, personal coaches, and clubs with the information needed to understand the team selection process. Selection criteria will include the following important information:
1. Selection Timeline + Important Dates
  2. Performance Standards
  3. Selection Process
  4. Team Information
- 2.4 ELIGIBLE PERFORMANCES** Eligible performances listed on Athletics Canada Rankings will be used as part of the BC Team selection process outlined in the published selection criteria. It is the responsibility of the athlete to ensure their performances are listed on the Athletics Canada Rankings. Eligible results must be listed on the correct season (e.g. Indoor or Outdoor).
- 2.5 SELECTION PROCESS** Declared Athletes who have met the selection criteria will be considered as part of the selection pool. BC Athletics will follow the selection process of the published selection criteria until the team quota has been met. Those athletes who are within the team quota will be considered *"Provisionally Selected."*
- 2.6 PROVINSIONAL ROSTER** A list of provisionally selected athletes will be posted on the BC Athletics BC Team webpage as a Provisional Roster. Declared athletes will receive an email notification once the provisional roster has been published. Each team roster will be dated and time stamped. Athletes who wish to appeal the selection will have 24 hours submit an appeal.

## 2.7 APPEAL PROCESS

Athletes who wish to appeal team selection may do so within the 24-hour appeal window after the provisional roster has been posted. The process for appeal is as follows:

- a. Complete the BC Team Program – Appeal for Selection + pay \$50.00 Fee
- b. BC Athletics will review the appeal
- c. BC Athletics will render their decision (Upheld or Denied)

Once BC Athletics has rendered their decision, that decision will be deemed final.

## SELECTED CONFIRMING PARTICIPATION

### 3.1 FINAL ROSTER

A final BC Team roster is confirmed once the selection process has been completed and all appeals have been decided. All athletes listed on the final roster are now considered a "Selected Athlete." BC Athletics may still adjust a final roster if an athlete becomes ineligible, withdraws, is injured or ill, fails to meet team requirements or violates BC Team policies. In this case, BC Athletics will contact and select the next declared athlete based on the selection process. This decision is not appealable.

### 3.2 ATHLETE CONFIRMATION

Selected athletes will confirm their participation on a BC Team through the BC Team Confirmation and Acknowledgment form. Athletes will receive an email with a link to the form after the final roster has been published.

Athletes will need to indicate the following Information:

- Full Legal Name
- Confirm event entries
- BC Team Kit sizing
- Travel details
- Emergency contact
- Medical considerations
- Personal coach contact
- Additional forms information (if applicable)

In addition to the above, athletes will need to sign the following:

- Confirmation of Competitive Readiness
- Acknowledgement of BC Team Athlete Code of Conduct
- Acknowledgement of BC Team Policies and Procedures (BC Team Athlete Manual)

To finalize confirmation, athletes will also be required to submit payment for BC Team fees at the time of confirmation.

### 3.3 COMPETITIVE READINESS

Selected athletes are expected to be competition ready at the time of selection and leading up to, and at, the national championship event. Selected athletes are required to indicate competitive readiness on the BC Team Confirmation and Acknowledgement form.

If an athlete and personal coach falsely certifies that a selected athlete is competitive ready resulting in poor performance or non-performance at the BC Team event, the athlete and personal coach could be:

- a. Responsible for refunding BC Athletics the total cost(s) incurred for team travel, team accommodation, event entries, and any additional costs associated with the BC Team.

### 3.4 TEAM FEES

All Roster Supported Teams will require the selected athlete to pay the BC Team Fees. A BC Team Fee helps offset the costs associated with organizing and delivering a BC Team opportunity. Team Fees vary depending on the team. The fee is intended to support the overall operation of the team. Fees will be noted in each BC Team Selection Criteria document.

No fees are required for Athlete Managed Teams.

### 3.5 ATHLETE CODE OF CONDUCT

During the athlete confirmation process, athletes must acknowledge that they have reviewed, understand, and agree to follow the BC Athletics BC Team Athlete Code of Conduct. This acknowledgement confirms that the athlete accepts all expectations of the team. Failure to complete the Code of Conduct acknowledgement, or failure to follow the Code of Conduct during BC Team activities, may affect the athlete's confirmation, participation, funding support, or eligibility for future BC Team opportunities.

## PREPARATION

### ROSTER MANAGED TEAM

- 4.1 TEAM STAFF** BC Athletics BC Team Staff are selected by BC Athletics to provide leadership, supervision, and support to athletes while they represent the province. Staff may include Head Coaches, Event or Staff Coaches, Team Managers, Integrated Support Team (IST) members, and chaperones when required.
- BC Team Staff play an important role in creating a safe, organized, and positive team environment. Their responsibilities may include preparing athletes for competition, supporting team travel and logistics, communicating expectations, providing event-specific coaching support, and helping athletes meet the standards of conduct expected when representing BC Athletics.
- 4.2 COMMUNICATION AND TEAM MEETINGS** Team communications are used to ensure athletes, parents/guardians, coaches, and BC Team Staff receive important information in a timely and consistent manner. BC Athletics may communicate through email, WhatsApp, and other approved channels to share updates related to selection, travel, schedules, team expectations, competition details, and event logistics.
- In the lead-up to the event, BC Athletics will host virtual meetings to review key information and answer questions. Once at the event, team meetings will be held to provide daily updates, confirm schedules, review expectations, and ensure all team members are prepared and supported throughout the competition.
- 4.4 EVENT REGISTRATION** BC Athletics will complete all championship event registrations for athletes selected to a BC Team. Athletes are responsible for ensuring their athlete confirmation information is accurate and submitted by the required deadline so BC Athletics can complete entries properly.
- All athletes must compete in their primary event, which is the event they were selected in. If an athlete requests to compete in a different primary event, that request may need to go through the selection process and could result in the athlete being removed from the final roster if they no longer meet the selection requirements.
- Secondary events may be permitted, but they are subject to the policies, limits, and approval process outlined in the applicable selection criteria

document. Approval of a secondary event is not guaranteed and must not interfere with the athlete's primary event or team expectations.

#### 4.5 TRAVEL

All selected athletes must travel with the BC Team unless an alternate travel arrangement has been approved in advance by BC Athletics. Team travel is mandatory to support athlete supervision, safety, communication, team preparation, and coordinated arrival for competition activities. Athletes are expected to follow all BC Athletics travel schedules, meeting times, check-in procedures, transportation plans, baggage requirements, and instructions from BC Team staff.

Where required, BC Athletics may book connecting flights for athletes to meet the designated team flight or approved team travel schedule. Athletes must provide any required travel information by the stated deadline and must not make independent changes to BC Athletics-booked travel without approval. Any unauthorized changes, missed flights, delays caused by the athlete, or additional costs resulting from unapproved travel changes may be the responsibility of the athlete.

##### PERSONAL EQUIPMENT

Athletes are responsible for bringing all required personal equipment needed for training and competition, including competition shoes, spikes, uniforms, medical supplies, and event-specific equipment. BC Athletics may cover the approved cost of transporting authorized personal equipment, such as throwing implements, pole vault poles, or other required competition equipment, when approved in advance as part of the team travel process.

BC Athletics is not responsible for damage, loss, delay, or theft of personal equipment during travel, transport, accommodation, training, or competition. Athletes are encouraged to label their equipment, pack carefully, follow airline or transportation requirements, and notify BC Team staff as early as possible if specialized equipment must be transported.

#### 4.6 ACCOMMODATIONS

All selected athletes must stay in BC Team accommodation when accommodation is arranged by BC Athletics, unless an alternate arrangement has been approved in advance by BC Athletics. Team accommodation is mandatory to support athlete supervision, safety,

communication, transportation, team meetings, curfew, rest, recovery, and preparation for competition. Athletes are expected to stay in their assigned rooms, follow rooming assignments, respect curfew and quiet hours, and comply with all instructions provided by BC Team staff.

Athletes are expected to conduct themselves respectfully and responsibly in all accommodation settings, including hotels, residences, dormitories, or other team lodging. This includes respecting teammates, staff, accommodation employees, other guests, shared spaces, property, and all posted rules. Athletes may not switch rooms, invite visitors into team accommodation areas, or leave the accommodation without permission from BC Team staff.

Athletes are responsible for any damages, incidentals, lost keys, room charges, or other costs caused by their actions or failure to follow accommodation rules. Failure to follow accommodation procedures may result in disciplinary action, removal from team activities, responsibility for additional costs, or impact future BC Team eligibility.

#### 4.7 BC TEAM KIT

Athletes selected to a BC Team are required to wear the official BC Team uniform, travel apparel when issued, and other team apparel as directed by BC Athletics and BC Team staff. This may include competition uniforms, warm-up gear, travel apparel, team shirts, jackets, or other required items. Athletes must ensure their uniform is worn correctly, follows competition and sponsor/logo requirements, and is not altered, covered, or replaced with club, school, personal, or non-BC Team apparel during official team activities unless approved by BC Athletics.

BC Athletics will make arrangements for athletes to receive their uniforms and travel apparel when issued before or during the team event. Metro Vancouver based athletes are required to pick up their uniforms from the BC Athletics office at the predetermined pick-up times. For athletes outside Metro Vancouver, team managers will distribute team kits once the team has arrived at the destination. Athletes are responsible for checking their uniform items once received, bringing all required apparel to the event, and reporting any missing, damaged, or incorrect items to BC Team staff as soon as possible.

## TEAM COMPETITION

### REPRESENTING BC

#### 5.1 COMPETITION SCHEDULE

BC Athletics or BC Team staff will provide athletes with competition schedule information and event entry details for the applicable BC Team opportunity. This may include event dates, event times, heat sheets, start lists, technical meeting updates, call room times, warm-up information, relay information, and any changes communicated by the competition host.

Athletes are responsible for reviewing the competition schedule carefully and knowing when they compete. Athletes should confirm their event times, reporting requirements, warm-up plans, and team-specific expectations with BC Team staff. Competition schedules may change before or during the event, and athletes are expected to monitor official updates and remain available for team communication.

#### 5.2 ATHLETE CHECK-IN REQUIREMENTS

Athletes are responsible for completing all required check-in procedures for their events. Check-in requirements may vary by competition and may include event confirmation, reporting to a clerk, checking in at a call room, confirming relay availability, or reporting directly to a field event site.

Athletes must know the check-in deadline and location for each event. Missing a check-in deadline will result in the athlete being scratched from the entire event (U18–Senior) or not being permitted to compete on the day (U16). Athletes should arrive early and allow enough time for warm-up, equipment preparation, uniform checks, spike checks, call room procedures, and unexpected delays.

BC Team staff will assist athletes with understanding check-in procedures; however, athletes remain responsible for reporting on time and following all competition requirements. Athletes should notify BC Team staff immediately if they are unsure where to report or if a schedule change may affect their check-in timing.

#### 5.3 COMPETITION BIBS AND ACCREDITATION

Athletes may be issued competition bibs, accreditation, wristbands, credentials, or other identification required to access competition areas and participate in the event. Athletes are responsible for keeping these items secure and using them as instructed by BC Athletics, BC Team staff, and the competition host.

Competition bibs must be worn as required by the event rules. Athletes should not fold, alter, cover, damage, exchange, or wear another athlete's bib unless permitted by competition officials. Accreditation or credentials must only be used by the athlete to whom they were issued.

Lost, damaged, or forgotten bibs or accreditation must be reported to BC Team staff immediately. Athletes may be responsible for replacement costs or may experience delays accessing competition areas if required items are missing.

#### 5.4 EVENT SCRATCHES AND CHANGES

Athletes must notify BC Team staff immediately if they are unable to compete, need to scratch from an event, are injured or ill, or have a concern that may affect their participation. Athletes should not scratch from an event, change events, or alter their competition plan without speaking with BC Team staff.

Event scratches and changes may be subject to competition rules, deadlines, medical requirements, team strategy, relay considerations, and entry limits. In some competitions, failure to properly scratch from an event may affect eligibility to compete in later events or relays.

BC Team staff will help determine the appropriate process for scratches, event changes, or withdrawals. Final decisions may depend on athlete health, competition rules, team needs, and the authority of the competition officials or event host.

##### MEDICAL SCRATCH

If an athlete must scratch for a medical reason; they must first be seen by Team or Event IST and notify their designated team staff before officially scratching.

#### 5.5 PROTESTS AND COMPETITION APPEALS

Competition protests and appeals must follow the process established by the competition host and applicable rules. If an athlete believes there has been an error in results, advancement, placing, measurement, timing, disqualification, rule application, or another competition decision, they should notify BC Team staff as soon as possible, as many competitions have strict timelines for submitting protests.

Athletes may file and compete under protest but should consult BC Team staff immediately after this has been done. BC Team staff will review the situation and determine whether further action is required based on the

competition rules, available evidence, timelines, team interests, and the likelihood that the issue affected the athlete or team outcome.

**5.6 ON-SITE IST SUPPORT**

When Integrated Support Team (IST) services are provided on site, Team IST will create a treatment scheduling system before team departure or upon arrival at the team event. Athletes are responsible for booking appointments appropriately, arriving on time, and communicating directly with Team IST if they need to cancel or change an appointment. Missed appointments or no-shows may result in a fine based on standard industry rates, as missed treatment times limit access for other athletes and affect the overall delivery of team support services.

**5.7 REPRESENTING BC**

Athletes selected to a BC Team are expected to follow all BC Athletics policies, BC Team procedures, team-specific requirements, competition rules, and directions provided by BC Team staff. These expectations apply before, during, and after the team event, including the declaration process, athlete confirmation process, travel, accommodation, training, competition, team meetings, communication, social media, and post-team requirements.

**5.8 ENJOY THE EXPERIENCE**

Being a part of a BC Team is an incredible opportunity to pursue personal bests performances and be a part of supporting and celebrating the success of your teammates. Enjoy the comradery and opportunity to make new friends and have fun with your teammates!

## AFTER COMPETITION

### COMPLETING THE TEAM EXPERIENCE

- 6.1 BC TEAM ATHLETE FEEDBACK FORM** After the team event, athletes will be asked to complete a short feedback form to help BC Athletics understand what went well and what could be improved for future BC Teams. This is the athlete's chance to share their thoughts on the team experience, including travel, accommodation, meals, uniforms, communication, coaching support, IST support, competition preparation, and overall team experience. Feedback should be honest, helpful, and respectful, and will be used to make enhance future BC Team experiences.
- 6.2 APPROVED EXPENSES** Athletes may be eligible to submit receipts for approved expense reimbursements connected to a BC Team opportunity, where reimbursement has been authorized by BC Athletics in advance. Receipts must be submitted within 72 hours of the team's return using the expense report process provided by BC Athletics. Only approved expenses that include clear, itemized receipts will be considered for reimbursement, and athletes are responsible for ensuring submissions are complete, accurate, and submitted on time. Late, incomplete, unapproved, or unsupported expenses may not be reimbursed. Athletes must include direct deposit information to be reimbursed.
- 6.3 RECOGNITION AND TEAM REPORTING** BC Athletics may recognize BC Team athletes and report on team results through its website, social media, newsletters, annual reports, media releases, or other communication channels. Recognition may include athlete selections, team rosters, competition results, medal performances, personal bests, records, relay results, team highlights, and other notable achievements.
- Athletes may be asked to provide photos, quotes, reflections, or additional information to support team reporting and promotion. BC Athletics will make reasonable efforts to respect athlete privacy and any media or photo consent requirements.
- Team reporting helps celebrate athlete achievement, promote BC Team opportunities, acknowledge coaches, team staff, IST, chaperones, partners, and supporters, and share the impact of BC Athletics programs with members and the broader athletics community.
- Please notify BC Athletics if you do not want your name, image and likeness to be used for BC Athletics promotional, recognition or reporting purposes.