

## **Triathlon New Brunswick Team Selection Criteria 2017 Canada Summer Games**

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### **Appendices**

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## 1.0 Introduction

The Canada Summer Games is a quadrennial event that brings together over 3000 of the nation's top young athletes to compete in 21 different sports. All 13 provinces and territories participate in what is the largest regular multi-sport event in Canada. The event takes place July 28<sup>th</sup> to August 13<sup>th</sup>, 2017 in Winnipeg, Manitoba.

Athletes receive travel to the Games, Team NB uniforms and clothing, food and accommodations, passes to all sporting events, pins to trade or keep, and an experience that will last a lifetime. Triathlon NB is preparing a team to compete at the Games. The objectives of the program are:

## 2.0 Objectives

1. To place at least one athlete in the top 5
2. To improve team ranking from 2013
3. To develop the quantity and quality of junior NB triathletes
4. To develop the sport of triathlon in New Brunswick

## 3.0 Athlete Eligibility Guidelines

### 3.1 Canada Games Council

In order for athletes to be eligible for selection to Team New Brunswick Canada Games Team, they must meet the following eligibility criteria:

- a) Athlete must be sixteen and no older than nineteen as of December 31st, 2017.
- b) Athlete must meet all the eligibility requirements of the Triathlon Technical Package. - see Appendix A **OR** <http://www.canadagames.ca/content/Sports/2017-technical-packages.asp>

### 3.2 Triathlon New Brunswick (TRI NB) additional eligibility guidelines

- a) Athlete must be a member in good standing of Triathlon New Brunswick prior to qualification and through to the conclusion of the Canada Games,
- b) Athlete must not participate in the Canada Games try-out, training or selection process of any other provincial or territorial triathlon association,
- c) Athlete must complete and submit a Declaration of Intent - Canada Games Application form to Triathlon New Brunswick no later than September 1, 2015 - Appendix B
- d) Athlete must complete and submit a TriNB Team Member Code of Conduct agreement no later than September 1, 2015.
- e) Be a member in good standing with Triathlon NB's Junior Team as of September 1, 2015. In both 2016 and 2017, compete in 5-7 junior or youth triathlon races (depending upon age and including the Moncton Duathlon) which include a minimum of one (1) draft certified race.
- f) Participate fully in a minimum of 75% per year (calculation of percentage – if 4 or under will be rounded down, if 5 or over will be rounded up) of the Triathlon NB Sanctioned clinics offered from November 1, 2015 to team selection date and all events post selection. Out of province sanctioned clinics and training camps can be substituted for in province ones if approved by the Selection Committee prior to the event.

([lavoiep19@gmail.com](mailto:lavoiep19@gmail.com)). Attendance at clinics and competitions will be tracked and if an athlete does not meet the 75% per year participation rate and compete in 5-7 races per year, unless there is an exceptional circumstance, then the athlete will not be considered for Canada Games selection.

- g) Complete drafting training and demonstrate competence in a drafting environment test. Drafting training will be included in the Tri-NB camps and should be supplemented with drafting practice. Attendance at the draft clinic is mandatory. Each athlete considered for the Canada Games Team must be draft certified.
- h) Athletes who express an interest in the Canada Games team after September 1, 2015 deadline and prior to September 1, 2016 must provide a detailed history of their triathlon training and competitions with focus on sprint distance, including name and date of each race, age group standings, overall standings and times. The Selection Committee will review the training and performance information provided and assess the eligibility of the athletes in relation to the volume and quality of training to date related to the selection criteria, as well as the performance of the athlete relative to the established triathlon minimum standards and those of the training group. If in the opinion of the Committee, the athlete is sufficiently prepared (knowledge and training) and of a similar performance standard to other committed and eligible athletes, and is a member in good standing, the Committee shall grant the athlete eligibility.

## 4.0 Definitions

### 4.1 Triathlon New Brunswick Canada Games Selection Committee

The Tri NB Canada Games Selection Committee will be required to implement the selection criteria to select the six team members with one alternate named per gender from the pool of eligible athletes. The selection committee will be comprised of three individuals; the Triathlon New Brunswick President, Triathlon New Brunswick Head Coach, and a TriNB Board member. All individuals must be in good standing with Triathlon New Brunswick at the time of the selection process. Minutes of the Selection Committee meeting will be recorded for future reference.

### 4.2 General Exemptions

General Exemptions can be requested for the following reasons:

- Illness or injury that prevents an athlete from competing or fully training.
- Major family emergencies or serious illness or injury.
- Academic obligations for students writing or preparing to write exams
- An athlete is attending an alternate triathlon event.
- An athlete is participating in a winter sport and has earned the right to compete in its provincial or national championship.
- Other extraordinary circumstances other than those listed above.

General Exemptions must be requested in writing, preferably by e-mail, to the designated Chair of the Selection Committee. ([lavoiep19@gmail.com](mailto:lavoiep19@gmail.com)) The Committee

requires that Exemptions be requested at least 2 weeks in advance or as soon as practically possible. This helps to provide the Committee with time to respond to the request before the event. Where an athlete makes a request for an exemption based on illness or injury, the Committee may require the athlete to provide authorization from his/her attending physician to return to team training.

#### **4.3 Coaches' Exemptions**

The Coach for the team may exempt athletes from Triathlon NB events where they judge that it would be in the athlete's best interest (e.g. need to rest nagging injury, suffering from burn out, etc.).

#### **4.4 Exceptional Circumstances**

- In the event that an athlete is unable to participate in a selection event due to unavoidable circumstances, or who is unable to complete an event due to a debilitating mechanical failure, the athlete may request from the selection committee special consideration in selection to the team.
- Unavoidable circumstances would be limited to illness or injury preventing participation in the event, death in the family or something of similar magnitude. The athlete must make the request in writing, prior to the selection event.
- A debilitating mechanical failure will only involve a bicycle and would be something that leaves the bike unable to ride in a safe manner. Athletes must make the request for exceptional circumstances immediately following their withdrawal from the race.
- The Selection Committee must first satisfy itself that the circumstances are unavoidable or debilitating. They will only then consider selecting the athlete to the team.

#### **4.5 Canada Games Events**

The Selection Committee will designate certain camps, clinics, races, information sessions, etc. as Canada Games events. The list of events will be circulated as soon as possible, but is subject to change. See Appendix G for a tentative schedule.

### **5.0 Selection Criteria**

All races and performance testing considered for selection purposes will occur starting in November 2015 up to the 2017 Canada Games.

#### **5.1 Team Composition**

Team New Brunswick will be comprised of up to three male and three female athletes with one alternate named per gender. The team of up to six athletes will travel to the Canada Games; the alternates will not travel with the team unless they are replacing a team athlete who has withdrawn or been deemed unable to race prior to the departure date for Canada Games.

#### **5.2 Pre-Selection Events**

- Triathlon NB may select up to 2 athletes per gender based on their performances prior to the designated selection events. Any pre-selected athlete must continue to maintain their eligibility or they will be de-selected.
- The top 2 New Brunswick athletes selected by Triathlon Canada to the Canada Junior National team to compete in the 2017 PATCO Junior Triathlon Pan American

Championships shall be pre-selected to the NB team. If there are more than 2 athletes selected, Triathlon Canada will be asked to rank the athletes for selection purposes.

- Subject to availability, up to two spots may be allocated per gender to athletes who finish in the top 20% of any Triathlon Canada Junior/Youth Series draft legal triathlon within 2016 to 2017 race years.

### **5.3 Selection Races**

- The remaining positions on the team and the alternate positions will be selected based on the combined performances of athletes in the TriNB Canada Games selection sprint triathlons races which are determined early 2017 by TriNB and any athletes who have requested to be considered under the Exceptional Circumstances clause (4.4), providing the athletes vying for the remaining positions meet the minimum performance standard. Athletes are strongly encouraged to attend the 2016 Canada Games sprint test event in Winnipeg.
- If there are not enough athletes who meet the minimum performance criteria to fill the 3 positions and alternate spots, the Selection Committee has the sole discretion to add athletes and alternates to the team or select less than 6 athletes and 2 alternates.
- Athletes will be ranked based on their results in the selection events as follows.
  - 1<sup>st</sup> place = 5 points
  - 2<sup>nd</sup> place = 4 points
  - 3<sup>rd</sup> place = 3 points
  - 4<sup>th</sup> place = 2 points
  - 5<sup>th</sup> place = 1 point

Athletes will be ranked only against those other eligible NB athletes of the same gender competing in that race (i.e. 1<sup>st</sup> placed Canada Games eligible finisher receives 5 points).

The points from the selection races shall be added together and the athletes with the highest points totals selected first. In the event of a tie for points, the athlete with the best combined times for the two events shall be selected first. If the tie is still not broken, then the athlete with the best combined swim/run times shall be selected first.

### **5.4 Selection following Exceptional Circumstances**

- If the Selection Committee receives a request from an athlete for selection to the team based on Exceptional Circumstances that prevented them from completing a Selection Event, the Committee must first satisfy themselves that the circumstances were exceptional. If they are not satisfied that the circumstances can be regarded as exceptional, the request shall be rejected.
- If the exceptional circumstances apply only to the first selection event, the Committee can only decide that any points (and times for ties) gained by the athlete in the second or third selection event will be doubled.
- If the exceptional circumstances apply to the second selection event, the Committee can only decide that any points (and times for ties) gained by the athlete in the third selection event will be doubled.
- If the exceptional circumstances apply to the third selection event, the Committee have the options of:
  - Placing the athlete on the team or to an alternate's position,

- Providing the athlete with a conditional position on the team or as alternate. i.e. the condition for an injured athlete may be set as demonstrating his/her return to fitness by a deadline date.
- Rejecting the request.
- To be added to the team or an alternate position the athlete must have:
  1. Achieved the minimum performance standard,
  2. Consistently out-performed any athlete they are displacing. Only triathlon 2016 -2017 race results, Triathlon NB time-trials and Triathlon NB testing results shall be considered. The coach of the Canada Games team is responsible for keeping all Triathlon NB time trial and testing results. It is the responsibility of the athletes affected to provide the results of any out of province 2016-2017 triathlon race result that they wish to be considered.

### 5.5 Minimum Performance Standards

- a. The primary purpose of minimum performance standards is to ensure that all Team NB triathletes attending the Games will enjoy a meaningful competition. Triathlon NB has no obligation to send a full team.
- b. The minimum performance standards are based on the ability of the athlete to be able to place in the top 80% (55<sup>th</sup> of 68 for boys; 26<sup>th</sup> of 32 for girls) of the designated draft legal test race for Canada Games based on swim and run times. The bike times are also important but because they are based on drafting times they won't be used as a minimum standard. These standards are based on the athlete being able to demonstrate on a flat course the following times:

#### Men's standard:

- **Swim 750m top 80%: 10:15 or 1:22/100m**
- *Bike 20km top 80%: 31:02 or 38.7kph*
- **Run 5km top 80%: 19:59 or 4:00/km**

#### Women's standard:

- **Swim 750m top 80%: 11:32 or 1:33**
- *Bike 20km top 80%: 38:13 or 31.4kph*
- **Run 5km top 80%: 22:24 or 4:29/km**

- c. These standards can be attained in any sanctioned 2017 Sprint Triathlon race. In the event that the distances for a sprint triathlon vary slightly from the 750m swim, 20 km bike and 5 km run of the Canada Games, the Committee may accept an equivalent performance standard.

### 5.6 Selection Committee Additions

The Selection Committee, at its sole discretion, may decide to add athletes to the team. The Committee shall consider the following factors:

1. The current performance level of the athlete in relation to the minimum standard,
2. The age and potential of the athlete
3. The demonstrated commitment to the sport
4. The maturity of the athlete

Triathlon New Brunswick, through Sport NB, will announce Triathlon New Brunswick's Canada Games Team within 72 hours of the final selection decision via social media (i.e. email, Facebook, Tri NB website, etc.). All athletes who declared their interest to be on the Canada Games team will be contacted prior to the public announcement.

### **5.7 Alternates**

In the event that an athlete cannot attend the Games for personal reasons (e.g. injury, illness, death in family, etc.) or is dismissed from the team (e.g. code of conduct violation or failure to meet minimum participation requirements) prior to Team NB's departure date, the alternate team member will replace him/her. If an athlete cannot compete while at the Games an alternative will be selected from the Canada Games host province's pool of athletes and not from a designated NB alternate.

### **6.0 Triathlon NB Canada Summer Games 2017 Team Selection Appeals Policy**

(This may be updated closer to 2017)

#### **Grounds for Appeal**

Athletes who have not been selected and who wish to appeal the decision of the selection committee can do so by filing an appeal in writing with the Triathlon New Brunswick Board of Directors and Officers. Appeals must be submitted through registered mail.

Grounds for appeal will be strictly limited to:

1. Whether or not the Triathlon New Brunswick Selection Committee completed the selection process in accordance with their own published selection criteria and related procedures; and
2. Whether or not the published criteria were applied in a fair, objective manner, free from discrimination or conflict of interest. After hearing an appeal, the Appeals Committee will have the authority to:
  - a. Direct the Selection Committee to repeat the selection process using the correct criteria and/or process and submit a new list of selected athletes; or
  - b. Deny the appeal.

The deadline for appeals to Triathlon New Brunswick will be July 17th, 2017 at 4:00pm.

Appeals should be sent by registered mail to:

*Triathlon New Brunswick (executive director@trinb.ca)*

*Address to come*

An appeal shall be heard only on the grounds that the selection process and final decision were flawed, not because the athlete did not like the decision. In other words:

- 1) The Selection Committee made a decision for which it lacked authority;
- 2) The Selection Committee failed to follow procedures in the approved Selection Criteria;
- 3) The Selection Committee made a decision which was influenced by bias;
- 4) The Selection Committee failed to consider relevant information or took into account irrelevant information in making the decision;
- 5) The Selection Committee exercised its discretion for an improper purpose; and/or

6) The Selection Committee made a decision that was unreasonable.

### **Timelines and Procedures**

The athlete must present his/her request in writing to the chair of the Appeals Committee.

The Appeals Committee shall review the request and decide whether there are grounds for a hearing. The Appeals Committee shall also review all selection procedure documentation from the Selection Committee. Minutes of the Appeals Committee meeting will be recorded for future reference.

1) If there are no legitimate grounds, the chair of the Appeals Committee shall call the athlete advising her/him of the decision. This will be followed up with a formal letter to the athlete.

2) If the Appeals Committee finds that there are grounds for an appeal hearing, the following procedures will take place

a) The chair of the Appeals Committee shall select a designated place, date and time to hear the appeal. This will be done no later than 48 hrs after receipt of the appeal request.

b) The Appeals Committee shall hear the athlete's complaint. The athlete may be accompanied by an athlete advocate (parent or guardian or legal advisor etc.)

c) The Appeals Committee shall hear from the Selection Committee.

d) The Appeals Committee will make a final decision at the appeal hearing and the decision shall be final and binding.

e) The chair of the Appeals Committee will contact the athlete no later than 24 hours after the hearing by telephone to advise her/him of its outcome and this will be followed up by a formal letter and copy of the appeal findings and recommendation.

f) The chair of the Appeals Committee will contact the head coach by phone to advise her/him of the outcome. This will be followed up by a copy of the formal letter to the athlete and copy of the appeal findings and recommendation.

### **Composition of the Appeals Committee (to be determined)**

The Appeals Committee will be comprised of:

1. Chair of the Committee (who will only vote in case of a tie)
2. 1 Tri NB board member (who shall take minutes)
3. 1 Coach representative (someone not involved in the Canada Games program)
4. 1 Officials representative
5. 1 Athlete representative

### **Costs**

An athlete who submits an appeal request must be prepared to cover his/her own expenses during the process (i.e. travel to the hearing). Tri NB will make every effort to minimize such costs.

## Appendices

### Appendix A - CANADA SUMMER GAMES 2017 TECHNICAL PACKAGE - TRIATHLON

- The most recent Technical Package will be located at this website once released:  
<http://www.canadagames.ca/content/Sports/2017-technical-packages.asp>;

## Appendix B - 2017 CANADA GAMES TEAM CONTENDER'S DECLARATION

This declaration form plus the code of conduct agreement form is to be filled out by those triathletes who would like to be considered for the pool for the Canada Games 2017 Team Selection and who are committed to meet eligibility requirements.

Athlete's Full Name:	Sex:
Date of Birth: (YYYY/MM/DD)	Age as of Dec 31, 2017
Parent's Names:	Full Mailing Address:
Emails for Parents and athlete: Parent's email(s):  Athlete's email:	Telephone #s Home 506 - Cell 506 -
Athlete's Signature:	Parent's or Guardian's Signature: (If the athlete is under 18)

All forms must be returned to Triathlon New Brunswick via email by September 1, 2015, to the attention of the President ([lavoiep19@gmail.com](mailto:lavoiep19@gmail.com)). Confirmation of eligibility will be provided prior to September 15<sup>th</sup>. A list of the 2017 Canada Games team pool will be posted on the Triathlon NB website.



**TEAM**  
New Brunswick

## Appendix C - TRI NB PROVINCIAL TEAM CODE OF CONDUCT

### 1.0 Purpose

- To ensure the safety and protection of all Tri NB Provincial Team members during their cycling experience.
- To define acceptable standards of behaviour for all Tri NB Provincial Team members
- To eliminate inappropriate behaviours through education, prevention and effective intervention.

### 2.0 Application

- This policy applies to all athletes, coaches, managers, and other staff and support personnel that travel with the team.
- This policy applies whenever an athlete, coach, manager, or other staff or support person attends an official Tri NB event as an officially registered participant of that event. This includes, but is not limited to, Tri NB training camps and all Tri NB events where they have a position on the Tri NB Provincial Team.

### 3.0 Definitions

**Tri NB Provincial Teams** consist of all athletes, coaches, managers, and other staff and support personnel that travel with the team.

**Canadian Policy Against Doping in Sport** provides the basis for the Canadian Anti-Doping Program, and consists of general principles, rules and standards for Canadian sport organizations, their affiliated provincial organizations and their members who are responsible for implementing it, and is intended to be the basis for any related or complementary policies of Governments.

### 4.0 Goals/Principles

- Members of Tri NB Provincial Teams are expected to promote pride and good will for the province through their behaviour and attitude. Tri NB Provincial Team members are ambassadors for the province from the time they begin a Tri NB team event until they return home.
- Tri New Brunswick hopes that all team members have a great provincial team experience. To help make this possible, this policy has been developed. It explains how all members are expected to conduct themselves while involved in provincial team activity. Anyone who does not meet this standard of behaviour risks losing the many privileges that comes with being a Tri NB provincial team member. All members of the Team must make sure that they understand the Code of Conduct.

### 5.0 Requirements/Standards

This policy highlights a variety of behaviours that form a Provincial Team “standard of conduct”. They are classified as:

**1. Respect for Others**

Tri NB Provincial Team is committed to providing an environment in which all individuals are treated with respect. It does not allow discriminatory practices. Disrespectful, offensive, abusive, racist or sexist remarks have no place within the Tri NB Provincial Team.

**2. Attending Awards Ceremonies and other Tri NB Provincial Team Functions**

All Provincial Team members must attend all Ceremonies and all official Team functions in a respectable Dress Code.

**3. Curfew**

All athletes must abide by curfews, and quiet time regulations as determined by Provincial team coaches or manager.

**4. Fair Play**

Tri NB Provincial Team supports a fair play philosophy that is grounded in the principles of integrity, fairness, and respect. Tri NB Provincial Team members must respect their own abilities, and those of their competitors, and value the effort of all participants, regardless of ability. We believe that the joy of sport is as much in the effort as in the result.

**5. Doping**

All members of Tri NB Provincial Teams shall support, apply and meet the requirements of the Canadian Policy Against Doping in Sport and the Canadian Anti-Doping Program.

Any Tri NB Provincial Team athlete with a positive test may result in the team member being automatically removed from the Provincial Team and returning home at his or her own expense.

**6. Alcohol and Tobacco**

A minor is defined by the laws of New Brunswick (legal age is 19 years). But for ALL Tri NB Provincial Team purposes, athletes taking part in ALL triathlon & or training events and all competitions shall refrain from the consumption of alcohol.

ALL athletes shall not drink alcohol, nor use any tobacco products, including snuff and chewing tobacco, at any time during any Provincial Team events/competitions or during travel to or from events. Athletes found with any alcohol or tobacco products will have them taken away and will be subject to immediate disciplinary action.

Adults with supervisory capacities with Tri NB Provincial Teams can only consume alcohol in authorized areas and must ensure at all times that their ability to perform the responsibilities of their position is not impaired.

No adult that is a representative of Tri NB shall be intoxicated at any time.

ALL Tri NB Provincial Team outings are smoke free events.

## 7. Types of Infractions

Minor infractions:

- use of tobacco products, including snuff and chewing tobacco, by minors
- use of tobacco products by supervisory adults at Tri NB Provincial Team events or at competition sites
- a minor disturbance or disruption after quiet time in the athletes assigned rooms.
- disrespectful behaviour
- unsporting conduct such as arguing
- being late for or absent from Tri NB Provincial Team activities or functions
- Failing to follow an appropriate dress code.

Major Infractions:

- repeated minor infractions
- unsporting conduct such as fighting
- curfew violations
- bringing disgrace to Tri NB Provincial Team
- use of alcohol by a minor at any time
- major disruptions after “quiet time”
- intoxication at any time
- activities or behaviour that disrupt competition
- pranks, jokes or other activities that endanger the safety of others
- offensive, abusive, racist or sexist comments
- criminal activities

## 6.0 Guidelines/Recommendations

### Disciplinary Sanctions

The following are examples of disciplinary sanctions that may be applied. The Coaches and/or Manager are not limited to choosing from the examples below and may combine two or more sanctions in their decision. In general, the severity of any disciplinary sanction(s) should compare to the severity of the infraction.

- earlier curfew
- verbal or written reprimand
- verbal apology
- hand-delivered written apology
- team service or other voluntary contribution to Tri NB team
- removal of certain Tri NB team or Host privileges
- confined to residence or Games Village
- suspension from Tri NB team activities (e.g. opening/closing ceremonies)
- suspension from one or more competition(s)
- suspension from competition for the remainder of the event
- letter to Tri NB recommending additional suspensions
- take away Team uniform
- send home at individuals expense
- notify authorities (e.g. Host, police) of infraction and guilty person(s)

## **Procedure for Discipline**

### **6.1 Levels of discipline procedure**

**First Level** The Team Coaches and Manager are responsible for dealing with all minor infractions. Coaches and Managers are not exempt from discipline sanctions.

**Second Level** The Team Coaches and Manager are responsible for responding to all major infractions first. If subsequent action is needed, or if the Head Coach deems it necessary, a Discipline Committee will be struck.

**Third Level** The Tri NB Appeals Committee is responsible for deciding whether appeals have grounds to be heard and for responding to all accepted appeals.

### **6.2 Roles and Responsibilities for Discipline**

#### **Coaching Staff**

The Head Coach is responsible for dealing with all minor infractions and deciding on a response using the guidelines for sanctions outlined in this policy. The Head Coach shall keep a written log of all minor infractions in case incidents happen again or become more serious.

#### **Discipline Committee**

The Discipline Committee is responsible for considering all major infractions and imposing disciplinary sanctions. This will be done, if necessary, after the initial action by the Team Coaches/ Manager. The Tri NB Discipline Committee is usually chaired by a designate of the Chair of the board, or if the chair is unavailable (i.e. at a competition) a designate of the head of the delegation. Every effort shall be made to avoid any perception of bias. The Chair of the committee shall add two other neutral members and may choose to replace any member of the committee including him/herself to avoid any potential perception of bias against the person facing disciplinary action.

In cases where several individuals are the subject of a disciplinary hearing arising from a related incident, the Tri NB head of delegation, in discussion with the Discipline Committee, may choose to deal with the individuals as a group, individually, or by some other combination as deemed appropriate.

If the individual being disciplined is a Team Coach or Manager, the Tri NB head of delegation shall choose a peer to replace them immediately, if needed, and begin discipline proceedings immediately.

#### **Appeals Committee**

The person or person(s) who has/have been disciplined can make an appeal to an Appeals Committee.

#### **Athlete's Advocate**

An athlete who is the subject of a Discipline Committee hearing has the right to get the help and advice of an Athlete's Advocate. The role of the Athlete's Advocate is to tell the athlete about his or her rights, to provide support and, if requested, to speak on behalf of the athlete. An Athlete's Advocate may be any member, a parent or other person who is asked by an athlete to be their Advocate, and who is willing and able to serve as an Advocate.

## **6.3 Discipline Procedures**

### **Minor Infractions**

All minor infractions shall be reported to the Head Coach. The Head Coach will then decide on the disciplinary sanctions using the guidelines outlined in this policy. Before deciding how the person will be sanctioned, the Head Coach will give the person being disciplined a chance to explain his or her side of the story.

### **Major Infractions**

**6.3.1** All major infractions must be reported as soon as possible to the Head Coach - if possible, using the Infraction Report form (Appendix C.2). Team members may be suspended from further competition and/or all team activities until the disciplinary committee determines otherwise.

**6.3.2** The person who has committed the infraction will be informed of the procedures outlined in this policy and, if the person is an athlete, of the right to talk with an Athlete's Advocate. If they wish, the person who is accused of the infraction will be given a chance to submit a written report.

**6.3.3** As soon as possible after the incident is reported, the Discipline Committee shall meet. The meeting will follow the steps outlined in the Infractions Hearing process (Appendix C.3.). The following principles must be observed:

- the individual being disciplined is given reasonable notice of the hearing and has an opportunity to address the Committee
- the individual being disciplined may be accompanied by an Athlete's Advocate, or any other adviser including legal counsel
- the hearing is held in private
- witnesses may be invited to present evidence at the meeting.

**6.3.4** The Discipline Committee shall determine appropriate sanctions using the guidelines outlined in this policy. The Committee's decision shall be given to the individual in writing, with reasons, using the Decision of Discipline Committee form (Appendix C.4). The individual will also be informed of his/her right to an appeal, the procedure to be followed and the deadline for submitting an appeal. The Decision of Discipline Committee shall take effect immediately. A copy of the Committee's decision shall also be provided to the Tri NB Board of Directors.

## **7.0 Code of Conduct Appeals**

**7.1.1** The individual being disciplined shall have one day from the time they receive the decision of the Discipline Committee to launch an appeal.

**7.1.2** The reasons for the appeal must be in writing using the Notification of Appeal form (Appendix C.5) and delivered to the Chair of the Appeals committee (electronically - if possible to speed up the process). A team member cannot appeal a decision simply because they do not agree with it. The eligible grounds for an appeal are:

- 1) The Disciplinary Committee was biased against the team member, or there is a reasonable perception of bias against the team member.

- 2) The established disciplinary process was not followed.
- 3) New information has become available since the disciplinary hearing that has a significant bearing on the decision.
- 4) The decision was based on irrelevant facts.
- 5) The penalty far exceeds the infraction.
- 6) The Disciplinary Committee imposes a sanction that is beyond its authority.

**7.1.3** As soon as possible after receiving the written appeal, the Appeals Committee shall meet to decide whether or not the appeal should be heard. If the Appeals Committee decides that the grounds for the appeal are legitimate, a hearing shall be called as soon as possible. The hearing shall be run according to the steps outlined in the Appeal Hearing process (Appendix C.6). The following principles shall be observed:

- 1) The individual being disciplined (appellant) is told about the hearing in advance and is given a chance to tell their side of the story to the Committee
- 2) An Athlete's Advocate or any other adviser may join the appellant.
- 3) The hearing is held in private
- 4) The Committee may request that witnesses to the incident be present at the hearing to provide evidence

**7.1.4** The Appeals Committee has the right to agree with the discipline, to reverse the decision, and/or to modify any of the recommended disciplinary sanctions.

**7.1.5** The decision of the Appeals Committee shall be given to the appellant in writing, with reasons, using the Decision of Appeals Committee form (Appendix C.7).

**7.1.6** The decision of the Appeals Committee is final and not open to any further appeal.

### **Confidentiality**

Every effort must be made to keep all information, including written documents, confidential. All communication of disciplinary matters to outside parties shall be handled by the Board of Tri NB; therefore, all other persons involved in a disciplinary matter, including the person(s) being disciplined, shall not disclose the details of the matter to outside parties.

### **8.0 Appendices (pages 21-26)**

- Appendix C.1 – Infraction Report
- Appendix C.2 – Infraction Hearing Process – Discipline Committee
- Appendix C.3 – Decision of Discipline Committee Report
- Appendix C.4 – Notification of Appeal Form
- Appendix C.5 – Appeal Hearing Process – Appeals Committee
- Appendix C.6 – Decision of Appeals Committee Report

## TRINB - NB PROVINCIAL TEAM MEMBER CODE OF CONDUCT AGREEMENT

I, \_\_\_\_\_, as a member of TRI NB Provincial Team,

*(please print)*

understand that I am expected to behave according to the TRI NB Provincial Team Code of Conduct and agree to follow the rules and regulations in the Code of Conduct. Should I fail to follow these regulations I realize my actions shall be reviewed and I may be disciplined, up to and including, removal from TRI NB Provincial Team.

Date:

\_\_\_\_\_

Sport:

TRIATHLON

Signature of Team Member:

\_\_\_\_\_

Position: (check one)

Athlete

Coach

Manager

Witness:

\_\_\_\_\_

Signature of Parent/Guardian

(if Team Member under 18): \_\_\_\_\_



**TEAM**  
New Brunswick

## Appendix D - CANADA SUMMER GAMES 2017 AND TRIATHLON NB PERFORMANCE GUIDELINES

### TriNB Junior Elite - High Performance

Performance standards (needed to make Elite team and Canada Games team)

Gender	Age	Swim 400m	100m pace	Swim 800m	100m pace	Run 3k	1km pace	Run 5k	1km pace
Female	16/17	5:45	1:26	11:30	1:26	11:45	3:55	21:00	4:12
Female	18/19	5:30	1:22	11:15	1:24	11:30	3:50	20:30	4:06
Male	16/17	5:15	1:18	11:00	1:22	10:45	3:35	19:30	3:54
Male	18/19	5:00	1:15	10:30	1:18	9:45	3:15	18:45	3:45

### TriNB Junior Development

Performance Goals (suggested goals for athletes to strive for)

Gender	Age	Swim 400m	100m pace	Swim 800m	100m pace	Run 3k	1km pace	Run 5k	1km pace
Female	14/15	6:15	1:33	13:45	1:43	14:00	4:40	-----	-----
Female	16/17	6:00	1:30	12:45	1:35	13:30	4:30	23:00	4:36
Female	18/19	5:45	1:26	11:45	1:28	13:00	4:20	22:00	4:24
Male	14/15	6:00	1:30	13:00	1:37	13:30	4:30	-----	-----
Male	16/17	5:45	1:26	12:00	1:30	13:00	4:20	22:00	4:24
Male	18/19	5:30	1:22	11:30	1:26	12:30	4:10	21:00	4:12

**Appendix E - INTENTION TO USE A SELECTION RACE OTHER THAN THE TRINB INDICATED SELECTION RACES.**

**Team Tri NB - Intention to use a 2017 selection race other than an indicated selection race.**



Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**2017 Sanctioned Triathlon Race Submission: - attach racing results and website of race results:**

Triathlon Race Name: \_\_\_\_\_

Location of Race: \_\_\_\_\_

Race Website: \_\_\_\_\_

Race Results Website: \_\_\_\_\_

Date of Race: \_\_\_\_\_

Draft Legal: YES or NO

Overall Race Time and Placing: \_\_\_\_\_

Swim Distance & Time: \_\_\_\_\_

Bike Distance & Time: \_\_\_\_\_

Run Distance & Time: \_\_\_\_\_

**Appendix F – LIST OF TENTATIVE EVENTS INCLUDING CAMPS, COMPETITION  
AND TEAM NB CANADA GAMES RALLY:**

Events will be listed when finalized.

**APPENDIX C.1****TRI NB PROVINCIAL TEAM - INFRACTION REPORT****CONFIDENTIAL**

DATE/TIME OF INFRACTION \_\_\_\_\_ am pm  
 \_\_\_\_\_ (date) \_\_\_\_\_ (time)

SUBMITTED BY (NAME): \_\_\_\_\_ POSITION: \_\_\_\_\_

LOCATION OF INFRACTION: \_\_\_\_\_

TRI NB Individuals Involved

SPORT

_____	_____
_____	_____
_____	_____

DESCRIPTION OF INCIDENT: (Be objective, concise & accurate. Use more paper if needed)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NAMES OF ANY WITNESSES:

PROV/TERRITORY

\_\_\_\_\_  
 \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Received By:	Date and Time Received	Infraction #
--------------	------------------------	--------------

(INITIAL)

**APPENDIX C.2****TRI NB PROVINCIAL TEAM - INFRACTION HEARING PROCESS - DISCIPLINE COMMITTEE**

Steps	In Attendance
1) Review of Infraction Report	Discipline Committee (DC)
2) Presentation of Facts by Witnesses	DC, Witness (W)
3) Questions to Witnesses.	DC, W,
4) Statement by the subject or the Athlete's Advocate	DC, subject (S), Athlete's Advocate (AA),
5) Opportunity to question the subject.	DC, S, AA
6) Discipline Committee may choose to recall witnesses.	DC, W
7) Committee will discuss the infraction and determine what action is fair.	DC
8) A decision made will be written in a report form and delivered to the subject of the review.	DC

**APPENDIX C.3****TRI NB PROVINCIAL TEAM - DECISION OF DISCIPLINE COMMITTEE**

NAME OF PERSON UNDER REVIEW: \_\_\_\_\_

DECISION: \_\_\_\_\_

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BASIS FOR DECISION: \_\_\_\_\_

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DISCIPLINARY COMMITTEE SIGNATURES \_\_\_\_\_

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For Office Use

Date Delivered	Time Delivered	Infraction #
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**APPENDIX C.4**

**TRI NB PROVINCIAL TEAM - NOTIFICATION OF APPEAL**

This form must be completed and handed in to the TRI NB Chair of the Appeals Committee within 1 day after receiving the disciplinary decision.

**NAME OF INDIVIDUAL REQUESTING APPEAL:** \_\_\_\_\_

**GROUNDS FOR THE APPEAL: Check Box.**

Bias or a Reasonable Perception of Bias	Decision Based on Irrelevant Factors
Disciplinary Process not Followed	New Information
Penalty Far Exceeds the Infraction	Disciplinary Committee Lacks Authority

Please Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Write on reverse if necessary: \_\_\_\_\_

\_\_\_\_\_ **SIGNATURE OF APPELLANT** \_\_\_\_\_ **DATE**

**For Office Use**

**DATE & TIME SUBMITTED:** \_\_\_\_\_

**INFRACTION REPORT #:** \_\_\_\_\_ **Received By** \_\_\_\_\_

**APPENDIX C.5****TRINB PROVINCIAL TEAM - APPEAL HEARING PROCESS - APPEALS COMMITTEE**

Steps	In Attendance
a) Review of grounds for appeal. If grounds exist, continue.	Appeals Committee (AC)
b) Review of previous documentation	AC,
c) Hear Appellants' (Athlete's Advocate's) argument, and any new evidence.	AC, subject (S), Athlete's Advocate (AA)
d) Opportunity for Questions	AC, S, AA
e) Consult with previous witnesses, disciplinary committee if required	AC, W
f) Review all evidence.	AC
g) Appeals Committee makes decision to modify disciplinary measures.	AC
h) The decision will be written in a report form and delivered to the subject of the review.	AC

**APPENDIX C.6**

**TRINB PROVINCIAL TEAM - DECISION OF APPEALS COMMITTEE**

**NAME OF APPELLANT:** \_\_\_\_\_

**ACTION TAKEN:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BASIS OF DECISION** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF Chair of TRI NB Appeals Committee**

\_\_\_\_\_  
**DATE**

**INFRACTION REPORT #**