



PARACHUTIST INFORMATION MANUAL

PART 4G *COMPETITION MANUAL*

CNTC Manual Policy & Procedures

DECEMBER 2023

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Table of Contents

Page

ACKNOWLEDGEMENTS	3
LIST OF REVISIONS / CHANGES	4
POLICIES AND PROCEDURES	5
Introduction	5
Abbreviations	5
1. Communication.....	5
2. Competition Manual	6
3. Encourage Development of the Nationals.....	6
4. Solicit Nationals.....	6
5. Assist with Nationals	7
6. Competition Documents	7
7. Selection of National Teams	7
8. Administer International Participation.....	7
9. Select Delegation Personnel	8
10. Team Fund	8
11. High-Performance Program (HPP)	8
12. Competition Assistance	8
13. ISC Delegates	9
14. Disseminate ISC Information	9
15. Canadian Records	9
16. Awards.....	9
17. AGM Report	9
18. Budget.....	10
19. Official Languages.....	10
20. Athlete Development	10
APPENDIX I – NATIONAL TEAMS COORDINATOR JOB DESCRIPTION.....	11
APPENDIX II – RECORD ADMINISTATOR JOB DESCRIPTION.....	13
APPENDIX III – HIGH PERFORMANCE PROGRAM STRUCTURE AND SCOPE.....	14

ACKNOWLEDGEMENTS

The CNTC Policy & Procedures Manual has been prepared by the CSPA Competition and National Teams Committee and has been approved by the Board of Directors.

LIST OF REVISIONS / CHANGES

<u>Date</u>	<u>Chapter - Section</u>
December 2023	-Full manual revision

POLICIES AND PROCEDURES

Introduction

The CNTC is a committee made up of at least five members, ideally representing all disciplines. Committee members are selected for their knowledge as competitors, judges, competition organizers, or some combination of these experiences. Whenever possible a broad regional representation is desirable. The committee decision process is by majority rule. The committee conducts its business relying heavily on email, virtual platforms, and telephone communication. The Chair of the CNTC, with the concurrence of the committee, will establish the CNTC meeting frequency. The committee should meet quarterly as a minimum, preferably one of these meeting in person at a competition venue i.e. Nationals.

Abbreviations

BOD	Board of Directors of the CSPA
CNTC	Competition and National Teams Committee
ED	Executive Director
FCE	First Category Event
ISC	International Skydiving Commission
JC	Judges Committee
NJTS	National Judges Training Seminar
NTC	National Teams Coordinator
RP	Registered Participant
WPC	World Parachuting Championship
WC	World Cup

The following are the policies and procedures of the CNTC.

The Chair of the CNTC may delegate any of the following responsibilities to individual members of the CNTC.

1. Communication

To advise the BOD and the membership on matters related to competition.

Procedure: On a regular basis the CNTC will:

- Place notices in CanPara if timely
- Place postings on the CSPA Facebook page
- Provide information on the CSPA Website
- Send overall messages to members and registered participants

To inform the membership and registered participants of the following competition matters:

- Deadlines for bids to host the National Competitions
- National Team selection and International Competition
- Vacancies for National Team Delegation Officials
- Significant rule changes
- Pertinent information regarding events held at the Nationals
- CSPA Canadian Records/ World Records set by Canadians
- Any other significant developments.

2. Competition Manual

To establish, maintain and revise the Competition Manual.

Procedure: The Competition Manual is PIM 4 of CSPA's Parachutist Information Manual. The Competition Manual is made up of seven sections:

PIM #	TITLE
PIM 4A	The Canadian National Parachuting Championships – Hosting Manual
PIM 4B	The Canadian National Parachuting Championships - Event Rules
PIM 4C	Not used.
PIM 4D	CSPA Canadian Parachuting Records
PIM 4E	CSPA Judge Rating System
PIM 4F	National Teams Committee Policy & Procedures
PIM 4G	CNTC Manual Policy & Procedures

The CNTC and the JC have a shared interest in PIM 4B. While the JC manages the revisions to the 4B Competition Rules, the two committees have a shared responsibility for the General Section of the Competition Rules. The JC is responsible for PIM 4E.

The CNTC will monitor yearly revisions to the FAI Sporting Code and ISC Event Rules and adopt such changes as are deemed appropriate in conjunction with the JC. The CNTC will seek input from competitors and officials at competitor meetings at the Nationals and solicit comments through announcements on the CSPA website and in CanPara. The CNTC, in cooperation with the ISC Delegate, will relay any international rule changes to National Team Members as necessary. All other athletes should refer to PIM 4B for changes to the Canadian competition rules.

Proposed revisions will be presented to the BOD for ratification. Manuals will be available on the CSPA website in both French and English.

3. Encourage Development of the Nationals

To encourage the development of, and participation in, National parachuting competitions.

Procedure: The CNTC, in collaboration with the LTAD committee, will monitor parachuting activity and developments at the club/centre and Provincial levels as well as in other countries, with an eye to adopting those activities at the National level that are of suitable popularity and competitive merit.

Participation in National competitions will be encouraged by disseminating information about the Nationals through the CSPA website, CanPara or member group mailouts/overall messages.

4. Solicit Nationals

To solicit bids to host the Nationals and make recommendations to the BOD regarding the site selection and meet personnel.

Procedure: In collaboration with the National Office, the CNTC will advertise upcoming deadlines for hosting the Nationals at least once using a broad based communication deemed appropriate, including, but not limited to, email or CanPara. The process of soliciting bids, bid content and bid assessment will be as set out in the PIM 4A Hosting Manual.

The CNTC will recommend to the BOD appropriate individuals to act as the Meet Director.

5. Assist with Nationals

Assist the Meet Director, Chief Judge and the organizer/host, as appropriate, regarding the organization, conduct, and equipment requirements of a National Championship.

Procedure: The Nationals are conducted by CSPA. Their purpose is to promote sport parachuting/skydiving, determine and recognize National Champions, assist in determining National Team composition, improve skills and disseminate information.

CSPA relies on interested persons (Organizer/Hosts) to organize the Nationals and provide facilities and volunteers.

The procedures for the hosting and conducting a National Championships are set out in the PIM4A Hosting Manual.

The CNTC, in collaboration with the National Office, will communicate with the Host/Organizer to monitor preparations and offer assistance as appropriate with regard to matters concerning the Nationals financial assistance, competition preparation and equipment requirements.

The CNTC will recommend the Meet Director to the BoD via the Executive Director.

The CNTC will communicate with the ED regarding the Nationals budget and approve all expenditures relating to it. The ED will advise the CNTC what CSPA competition equipment will be made available, how and when it will be transported and by whom. The ED will also advise the CNTC who the CJ will be and any other technical personnel.

The CNTC will advise the ED if there is any other competition equipment that might be available and of any other pertinent information relating to the Nationals.

6. Competition Documents

Assist the JC, when appropriate, in the revision of judging score sheets and competition related documents.

Procedure: The CNTC shall monitor the changes to the rules on a yearly basis and standby to assist the JC when requested.

7. Selection of National Teams

Oversee the selection of National Teams.

Procedure: CSPA's intention is to support and, when funds are available, sponsor National Teams to represent Canada at all World Parachuting Championships. The CNTC selects the teams using the previous years' Nationals scores and follow up information. Selection procedures are set out in PIM4F Chapter 3, National Teams Policies and Procedures. Letters of invitation are sent out at a time deemed appropriate by the CNTC. Teams for FCEs and international events requiring CSPA's approval are approved upon application to the CNTC, in accordance with entry allocations as set out by the FAI/ISC and the selection protocol in PIM 4F Chapter 3. Registration, as required by the Organizers, is done and information provided by the CNTC to selected competitors.

8. Administer International Participation

To administer the participation of National Teams in International Competition.

Procedure: The CNTC will liaise with the ED or designate for the purchase of budgeted team uniforms and their payment. Designs must be approved by the Chair of the CNTC and ED prior to purchasing.

The CNTC Chair and the ED will ensure the team members receive the appropriate support from the CSPA. Team support may include the following items for the team members and delegation officials:

- Delegation Canadian flag and National anthem tape as specified by the WPC organizers;
- Two CSPA National Team crests per competitor;
- CSPA pins for delegation members for personal use and gifts;

A member of the CNTC will be appointed National Teams Coordinator (NTC).

In collaboration with the National Office, and with the assistance of the CNTC Chair and Head of Delegation, the NTC will provide assistance to the National Team members once they are chosen, to represent Canada in international competition. This assistance will include the dissemination of information received from the Championship organizers and the ISC. The NTC will advise the team members of the documentation they will require for appropriate registration and ensure the team is properly registered for the WPC. In addition, the NTC will ensure the team members sign the Athlete Agreement PIM4F Appendix I and apply for a Sporting License through the National Office. The NTC will keep the Chair of the CNTC informed throughout. The same procedures apply for World Cups, Second Category Events (SCEs) and other international events where appropriate.

A complete job description for the National Teams Coordinator is found in Appendix I.

9. Select Delegation Personnel

Solicit applications for Head of Delegation and other delegation officials, to accompany all teams attending international competition and seek BOD ratification of their selection.

Procedure: National Teams traveling to international competition should be accompanied by appropriate delegation officials. The CNTC will seek out persons with relevant experience, to act as delegation officials pursuant to PIM4F National Teams Policy and Procedures. Positions may be advertised using CSPA website, CanPara or other suitable means.

10. Team Fund

Assist with the dissemination of Team Fund monies to National Team competitors.

Procedure: The Team Fund policy and procedures are set out in PIM4F National Teams Policies and Procedures.

Funding is available for our National Teams via the Team Fund. The Team Fund is made up of seven funds: Team Trust, Formation Skydiving, Accuracy, Canopy Formation, Artistic Events, Canopy Piloting and Wingsuit. These funds rely upon membership donations for growth. The CSPA may on occasion deposit membership monies into the Team Trust Fund but only as a temporary loan. Such monies are held in trust so that the Team Trust Fund can generate additional interest to benefit the teams. Such funds from the membership shall be returned to general revenue upon direction from the BOD.

In addition, the Team Trust Fund receives \$5.00 per affiliation (new and renewal) as long as the CSPA Defense Fund balance exceeds \$ 125,000.00. Only the interest from the Team Trust Fund is allocated to and spent on the National Teams.

Only FAI World Parachuting Championships are considered for funding. Financial assistance from the Team Fund is not available for World Cups or other International Competitions.

11. High-Performance Program (HPP)

A High-Performance Program will be carried out in accordance with High-Performance selection protocols as defined in PIM4F Chapter 5 and the financial capacity of CSPA to support athletes at this level.

Procedure: When CSPA has the financial capacity to do so, a High-Performance Committee (HPC), under the direction of the CNTC, will be formed to lead, manage and coordinate the HPP. The HPC will be comprised of the chairperson of the CNTC (or designate), ComDev coach program representative, the LTAD chairperson and/or the Technical Administrator. The National Coach (NC) will report to the HPC or if no such committee is formed, the NC will report directly to the CNTC.

The CNTC is responsible for ensuring an evaluation of the HPP is completed per the duties outlined for the HPC and the National Coach in Appendix III.

12. Competition Assistance

To provide assistance in the form of information and expertise to Members and Registered Participants about competitions, hosting competitions, competing at events, establishing records, and other competition related matters.

Procedure: The CNTC will respond to membership enquiries by referring to sections of the Competition Manual and making suggestions as appropriate. A committee member may be assigned to communicate with a Member or RP regarding preparation for the hosting of a competition.

13. ISC Delegates

The ISC Delegates are under the direction of the BoD. For further information please see PIM 5.

14. Disseminate ISC Information

Coordinate with the ISC Delegate, on the dissemination of information from the ISC Meeting to the membership as required.

Procedure: The CNTC shall obtain copies of all information regarding ISC rules changes, World Cup and World Championships and other competition information from the ISC Delegate. The CNTC will then assess this information and consider appropriate changes to the Competition Manual – General Section. The CNTC will advise competitors and appropriate committees of any significant matters in a timely fashion.

15. Canadian Records

To establish, maintain and revise Canadian Records and administer registration thereof.

Procedure: The CSPA Canadian Parachuting Records shall be maintained and administered according to the policy as set out in PIM4D. RPs may apply to have a record performance registered by using the Appendix I registration form in PIM 4D. In collaboration with the National Office, using CanPara and social media, the CNTC will inform the membership of new records as they are registered and of existing records on an annual basis.

The CNTC's record administrator will follow procedure for Canadian records as set out in PIM 4G Appendix II.

World records set by Canadians need to be registered with the FAI. Refer to FAI Sporting Code, General Section Chapter 6 and Section 5 Chapter 3.

16. Awards

Administer the Certificate Award Program.

Procedure: CSPA recognizes the achievements of the members in Competition with four Certificates: Nationals Spirit Award Certificate, Nationals Volunteer Appreciation Award, John R. Smith Memorial Award, and the CSPA Canadian Records Certificate.

The Nationals Spirit Award Certificate, the Nationals Volunteer Appreciation Certificates and the John R. Smith Memorial Award are awarded at the Summer Nationals in consultation with the ED, the officials and the members of the CNTC of whom are present; pursuant to his or her duties as set out in the PIM4A. The National Teams Appreciation and the CSPA Canadian Records Certificates are issued by the CNTC. The CSPA Canadian Records Certificates are issued to all members who set a new record performance.

17. AGM Report

Present an AGM report summarizing the work of the CNTC. Procedure:

The CNTC will present a report summarizing the activities of the committee for the past year and highlighting competition related activities under the following headings:

- Committee members
- National Championships
- Future bids
- First Category Events
- CSPA Canadian Records
- National Teams
- Heads of Delegation
- National Team Funding
- National Teams Coordinator
- Information on the CSPA website
- Committee meetings
- Other committee business

18. Budget

Prepare a budget to be administered by the CNTC.

In collaboration with the ED, prepare a budget to be administered and monitored. This budget will be prepared and submitted by the deadline set by the ED and/or the BoD. Previous year budgets can be used as a guide with the National Office providing assistance. The budget categories will include the following categories:

- Communication
- National Trophies – updates and purchases
- Travel Honorarium Chair to Nationals
- Competition supplies
- National Teams – decals/flags/world records
- National Teams – uniforms
- Officials Travel – International Events
- Competition Committee meeting
- Translation
- And other categories, which may be deemed appropriate with the changing times.

19. Official Languages

Communicate in both official languages.

Procedure: Manuals will be published on the website in both official languages. After committee approval of revisions, tracked copies will be sent to the National Office to arrange for BoD approval, translation and publication.

Official communications will be published on the CSPA website or in CanPara in both official languages.

Members will receive notifications and communications in the official language of their choice. The Chair or the National Teams Coordinator will poll the team members on an annual basis to ensure their satisfaction with the delivery of information and communication in the language of their choice.

A budget for translation of CNTC documents will be sought annually.

20. Athlete Development

To promote skills development related to competition performance.

In past years Athlete Development was overseen by the CNTC. Now, it is overseen by the Long Term Athlete Development Committee (LTAD). Please see information on the CSPA website.

APPENDIX I – NATIONAL TEAMS COORDINATOR JOB DESCRIPTION

- 1) Following the CSPA National Skydiving Championships, determine from the results and CSPA information, who is eligible to represent Canada in WPC's or WC's. Such a list will be valid until the next National Championships.
 - 2) By mail, email etc., contact eligible persons and/or teams to find out if they are interested in attending a WPC. Send letters of invitation to competitors in the discipline specific events at an appropriate time prior to the beginning of registration for the competition. Send an Athlete Agreement and a Sporting License application form attached to the letter and instruct them to complete both and send to office@cspa.ca
 - 3) With the assistance of the National Office, make the following submissions:
 - a) Provisional registrations must be submitted by the NTC in accordance with FAI rules.
 - b) Official or final registrations must be submitted by the NTC in accordance with FAI rules and all fees paid etc. in accordance with the directions in the official bulletin..
 - 4) Maintain a list of persons and/or teams who have qualified and have been invited to attend these competitions. This list should be in the form of a spreadsheet created by the National Office and may include but not be limited to the following:
 - a) Athlete's name by category (Accuracy, Style, FS, AE, CP, CF)
 - b) Athlete's address
 - c) Athlete's email addresses
 - d) Phone numbers (home, work and cell)
 - e) Athlete's date of birth
 - f) CSPA number
 - g) Date of expiry of CSPA affiliation
 - h) CSPA CoP number
 - i) Sporting Licence number
 - j) Date of expiry
 - k) Scan of Sporting Licence
 - l) Passport Information (if applicable)
 - Passport number
 - Date of expiry of passport
 - Scan of passport info page showing picture & info.
 - m) Indication that an "Athletes Agreement" is signed and sent to the National Office
 - n) Indication that a picture of athlete has been obtained (digital showing head and shoulders)
 - o) Indication that a biography of athlete has been obtained
 - p) Current jump numbers
 - q) Number of jumps in the last year
 - r) T-shirt size
 - s) Name, address and phone number of next of kin
 - t) Particulars re: travel insurance (Name of company, phone number & policy number)
 - u) Indication that athlete's credit card information is on record with CSPA
 - v) Travel details – flight number, date, time for both arrival and departure
 - w) Any extra days accommodations required either prior or after competition
 - x) Description of equipment (container, main, reserve, AAD)
 - y) Indication that provisional registration is completed
 - z) Indication that official or final registration is completed
- The majority of this information is on file at the CSPA National Office. The Executive Secretary will kindly make an excel sheet for our purpose. Send the name, place and date of the competition with a list of the competitors selected and they will create the excel sheet with most of the information needed.
- 5) Stay in contact with all athletes and ensure that all of the following is done in a timely manner. The sooner the better.
 - a) CSPA affiliations are current
 - b) Sporting Licenses are current
 - c) Passports are current
 - d) Athlete agreements are signed

- e) Pictures and bios have been provided (if applicable)
 - f) Credit card info and permission to use credit card has been given to CSPA National Office.
- 6) Inform athletes of any updates or other information regarding their individual competitions.
- 7) Coordinate with the CSPA National Office as to registration fees paid out.

APPENDIX II – RECORD ADMINISTRATOR JOB DESCRIPTION

The duties of the Record Administrator are

- Have a current understanding of the CSPA Canadian Record Program
- Process new and updated records
- Liaise with the CSPA National Office regarding the processing and validating of new records
- Liaise with the CSPA National Office regarding the issuance of record certificates and editing of the record appendices
- Inform the membership of new records.

These duties are carried out as follows:

- a) Upon receipt of an Appendix I application, the CSPA National Office will scan the submission and send a copy to the CNTC Record Administrator
- b) The Administrator will review the application and approve or deny it
- c) If an application is deficient or has incomplete information, it may be returned to the applicant or in some cases, to the judges named on the Appendix I record application form for correction or revision as required
- d) Where correction or further information is required as in sub c above, the revised documents shall be sent to the CSPA National Office who will scan them and send them to the CNTC Record Administrator
- e) Upon approval of an application, the CNTC Record Administrator will advise the CSPA National Office who will:
 - i. send the applicant/s a Record Certificate
 - ii. update the PIM4D Appendix II, Current Records
 - iii. update the PIM4D Appendix III, Retired Records
 - iv. announce the record on the CSPA website
 - v. advise the CNTC of the above.
- f) The CNTC Record Administrator will monitor the above steps and coordinate as necessary with the CSPA National Office
- g) In collaboration with the CSPA National Office, the CNTC shall inform the membership and participants by notices in CanPara in a timely manner.

APPENDIX III – HIGH PERFORMANCE PROGRAM STRUCTURE AND SCOPE

The High Performance Committee (HPC) is responsible for the management and co-ordination of the high performance programs for the National Team.

The HPC is responsible for facilitating effective working relationships among national coaches, the national training centres, the Competition & National Teams Committee (CNTC) and all other agencies and individuals who impact the Association's ability to deliver high performance programs and services.

RESPONSIBILITIES

- Ensures the efficiency of administrative procedures and expenses in relation to all high performance program activities
- Advises the CNTC on HPP developments and issues, participates in the strategic planning and the development of annual operating plans of the HPP and participates in CNTC meetings as requested.
- Prepares a report on the HPP for the Annual General Meeting
- Directs and conducts performance evaluation of the National Coach (NC)
- Ensures the development of an ongoing high performance coaching structure
- Ensures all persons in the high performance area observe code of conduct for CSPA personnel
- Co-ordinates the preparation of the annual high performance budget
- Assists in the preparation of the Sport Canada and CAC funding applications
- Maintains current knowledge of the budget status in all high performance areas
- Maintains a positive relationship with Sport Canada, CAC, ISC, FAI and all other outside agencies and organizations that affect CSPA's ability to implement its HPP.

National Coach:

General Responsibilities

The National Coach (NC), accountable to the High Performance Committee (HPC) under the direction of the CNTC, is responsible for the management of the HP National Team (NT) program. The NC also works in close collaboration with the NT support staff. The NC qualifications and responsibilities are contained in PIM4F, Chapter 5.

Evaluation Of Athlete/Team, Discipline & Program Performance

Athlete competition performances are tracked in a database (PIM4F, Appendix V).

The NC will conduct an annual HP review and evaluation of individual athlete performances (usually Oct-Nov) in consultation with coaches and IST specialists. The review will include in the least, a comparison of athletes' competition performances to their training and competition objectives/benchmarks as well as world-leading performances. Testing protocols will also be reviewed to ensure their continued effectiveness. The results from this process are submitted to the HPC who will in turn report back to the CNTC with accompanying recommendations for the next training/competition cycle. The HPC may also participate directly in the HP review meeting. The CNTC and HPC will evaluate the effectiveness of the various discipline programs and provide recommendations as necessary.

National Coach Evaluation & Review

On an annual basis, the NC will commit to the accomplishment of specific benchmarks, the satisfactory fulfillment of job responsibilities and the attainment of required level of ability in key competency areas. These three components will form the basis of an annual performance review conducted by the HPC under the direction of the CNTC.