

Athlete Handbook

Para Nordic Program

2025-26



Table of Contents

SECTION 1 - ORGANIZATION AND OPERATION	3
1. Contacts and Staff	3
SECTION 2 – ATHLETE SUPPORT	4
1. PARA NORDIC – National Ski Team Program.....	4
World Cup Team	4
NextGen Team	5
Development Team	6
Prospects	7
SECTION 3 – ATHLETE SERVICES.....	7
1. Uniforms	7
2. Gloves	10
3. Equipment	10
4. CAIP Health and Travel Insurance.....	11
5. Financial Assistance.....	11
6. SafeSport: Athlete Safety and Counseling Service.....	12
7. Retirement.....	12
SECTION 4 - MARKETING AND SPONSORSHIP	12
1. Sponsorship Program	12
2. Personal Sponsorship Clothing Accommodations	14
3. Public and Promotional Appearances	15
SECTION 5 - POLICIES	16
1. Passports and Travel Visas	16
2. Team Vehicles	17
3. Licenses.....	17
4. Coaching Course.....	17
5. Travel.....	17
6. Athlete Expenses.....	17
7. Athlete Fee Payment	18
8. Athlete Health.....	18
9. APPENDIX A - Sponsor Information	19
10. APPENDIX B - Definitions	19

Unless specifically noted, references made to “PNST Athletes” only pertain to athletes selected to the Para National Ski Team. References referring to ‘athletes’ pertains to all athletes.

The Para Nordic Program Athlete Handbook provides key information for Para National Ski Team (PNST), Athlete Assistance Program (AAP), and Nordiq Canada trip participants who are obliged to read, understand, and abide by any directions in the Handbook as per their signed contract with Nordiq Canada.

Not all information in this Handbook will apply to all athletes, depending on the agreement athletes sign with Nordiq Canada. Athletes unclear about any of the information should contact their designated Nordiq Canada contact for clarification.

Model agreements provided in appendices are samples only and are not warranted to be comprehensive or legally binding.

Every effort has been taken to ensure the information in the Handbook is current. This Handbook may be updated, and such amendments will be forwarded to athletes.

SECTION 1 - ORGANIZATION AND OPERATION

Nordiq Canada is the national sport organization (NSO) for Para cross-country skiing and Para biathlon in Canada. The national head office is in Canmore, and operates within established policies, procedures, and legal requirements under the governance of an elected Board of Directors. The national office is responsible for implementing and supporting the organization's goals within an established annual budget.

Nordiq Canada is financially supported by the Government of Canada under the Ministry of Sport through Sport Canada and Own the Podium, as well as private sponsorships and donations.

Nordiq Canada currently operates under the [2030 Strategic Plan](#) which was released in 2022.

1. Contacts and Staff

1. Complete list of [Nordiq Canada Staff](#)
2. [Nordiq Canada Board of Directors](#)

The following is a list of staff most pertinent to high performance athletes.

Privacy and SafeSport Officer	TBD	Protection of personal information, and SafeSport program
SafeSport	SafeSport	Mental health supports, crisis, reporting, etc.
Interim High Performance Director	Shawn Bullock	High performance program strategic direction
PARA - National Cross Country Coach	Brian McKeever	Cross country coaching direction for Para WC and NextGen program
PARA - National Biathlon Coach	Menno Arendz	Biathlon coaching direction for Para WC and NextGen program

Manger, Para Nordic High Performance and Athlete Services	Cindy Chetley	Para nordic high performance program manager and athlete services manager for both Para nordic and Olympic programs.
PARA Development Lead	Leslie Bode	Para development athlete program and APP system integration
PARA IST Lead	Jess Kryski	IST services, Athlete Performance Profile
PARA Medical Lead	Jodi Perras	Coordination of medical professionals and therapists for athletes
High Performance and Athlete Services Coordinator	Nicky Williams	Athlete services – AAP, CCES, uniforms, CAIP, invoicing and expenses
Marketing & Engagement	Nathaniel Mah	Social media, promotional items, website, media relations etc.

SECTION 2 – ATHLETE SUPPORT

1. PARA NORDIC – National Ski Team Program

The Para Nordic National Ski Team is comprised of the World Cup, Next Gen and Development Team.

World Cup Team

TRAINING CAMPS

- All official Nordiq Canada Para Nordic training camp costs; accommodation, travel, and food costs will be covered by Nordiq Canada.
- Athletes will be responsible for charges outlined in the Para Nordic (PN) Athlete Handbook and trip technical guide. Refer to PN Athlete Handbook sections: Athlete Travel, Athlete Expenses, and Athlete Project Fee Payment, for more detailed information.

INTERNATIONAL AND DOMESTIC COMPETITIONS

- Domestic race travel, logistics, accommodations, and costs are the responsibility of the athlete with race support provided through their club or team. Select races and events held in the Canmore DTE (daily training environment) that are identified in the yearly YTP may be supported.
- International racing - in the official capacity of representing Canada – that is organized and fully supported by Nordiq Canada will be fully funded.
- Athletes will be responsible for covering nominal charges, please refer to the PN Athlete Handbook and trip technical guide (Athlete Travel, Athlete Expenses, and Athlete Project Fee Payment) for more detailed information.

IST AND TESTING

- PNST athletes are part of a robust IST system, designed to optimize their performance through individualized planning tied to GMP metrics. Individualized plans will be coordinated through the National Coaches, IST Lead in collaboration with the athlete and IST practitioners.
- Mandatory testing will not be charged to the athlete.
- Athlete travel costs for mandatory testing will be covered by Nordiq Canada
- CAIP health benefits at the GOLD level. Nordiq Canada will top up payments for treatment above what is covered by CAIP up until the maximum coverage of the policy is reached.

*SPONSORSHIP GOODS

- Athletes will receive on Polar Pacer watch every two (2) years as required.
- One (1) Polar H10 heart rate sensor every year as required.
- One (1) pair of skate and one (1) pair of classic rollerskis as required.
- One pair of Norda running shoes.

**Item availability is dependent on sponsor supply.*

NextGen Team

TRAINING CAMPS

- For official Nordiq Canada Para Nordic training camp costs;
 - Nordiq Canada is responsible for all costs for accommodation, on the ground travel and food.
 - The athlete is responsible for air travel and associated costs including transport to the airport, luggage, and travel meals.
- Athletes will be responsible for covering nominal charges, please refer to the PN Athlete Handbook (Athlete Travel, Athlete Expenses, and Athlete Projects Fee Payment) for more detailed information.

INTERNATIONAL AND DOMESTIC COMPETITIONS

- Domestic race travel, logistics, accommodations, and costs are the responsibility of the athlete with race support provided through their club or team. Select races and events held in the Canmore DTE (daily training environment) that are identified in the yearly YTP may be supported.
- International racing - in the official capacity of representing Canada – that is organized and supported by Nordiq Canada will be funded as per the technical guide of that competition.

- Athletes will be responsible for charges outlined in the PN Athlete Handbook. Refer to sections: Athlete Travel, Athlete Expenses, and Athlete Project Fee Payment, for more detailed information.

IST AND TESTING

- PNST athletes are part of a robust IST system, designed to optimize their performance through individualized planning tied to GMP metrics. Individualized plans will be coordinated through the National Coaches, IST Lead in collaboration with the athlete and IST practitioners.
- Mandatory testing will not be charged to the athlete.
- Athlete travel costs for mandatory testing will be covered by Nordiq Canada
- CAIP health benefits at the SILVER level. Nordiq Canada will top up payments for treatment above what is covered by CAIP up until the max coverage of the policy is reached.

SPONSORSHIP GOODS

- Athletes will receive on Polar Pacer watch every two (2) years as required.
- One (1) Polar H10 heart rate sensor every year as required.
- One (1) pair of skate and one (1) pair of classic rollerskis as required.

**Item availability is dependent on sponsor supply.*

Development Team

TRAINING CAMPS

- Development athletes may be invited to official Nordiq Canada Para Nordic training camps.
- Costs, including accommodation, travel, and food, may be partially funded; fees may apply as per available budget allocation.

INTERNATIONAL AND DOMESTIC COMPETITIONS

- Unless otherwise specified, domestic race travel, logistics, accommodations, and costs are the responsibility of the athlete with race support provided through their club or team.
- International racing - in the official capacity of representing Canada – that is organized and supported by Nordiq Canada will be funded as per the technical guide of that competition.
- Athletes will be responsible for charges outlined in the trip technical guide and Athlete Handbook. Refer to Athlete Handbook sections: Athlete Travel, Athlete Expenses, and Athlete Project Fee Payment, for more detailed information.

IST AND TESTING

- PNST athletes are part of a robust IST system, designed to optimize their performance through individualized planning tied to GMP metrics. Individualized plans will be coordinated through the national and DTE coaches and ISTs.
- Mandatory testing will not be charged to the athlete.
- CAIP health benefits are available for purchase (see section 3.3).

Prospects

TRAINING CAMPS

- Prospects athletes may be invited to official Nordiq Canada Para Nordic training projects.
- Athlete self-funded.

INTERNATIONAL AND DOMESTIC COMPETITIONS

- Unless otherwise specified, domestic race travel, logistics, accommodations, and costs are the responsibility of the athlete with race support provided through their club or team.
- International racing - in the official capacity of representing Canada – that is organized and supported by Nordiq Canada will be funded as per the technical guide of that competition.

SECTION 3 – ATHLETE SERVICES

1. Uniforms

1. SWIX, through Lanctot Canada, is the official winter clothing provider of Nordiq Canada.
2. Athletes will receive a competition uniform upon selection to an international competition in which they are competing for Canada consisting of:
 - Competition jacket
 - Competition pant
 - Race suit and head gear
 - Warmup head gear
 - Gloves

Athletes will only receive one competition uniform to be used until the style is retired.

3. Clothing items are variable and not guaranteed.
4. Athletes will wear team-supplied clothing for all ski-related training and competitive functions, including but not limited to; training, practices, competition, competition day warm-ups, opening and closing ceremonies, receiving awards, travel, media events and other applicable times when being identified as a member of the PNST or actively representing Nordiq Canada or Team Canada.

5. Parkas can be borrowed for use on competition trips or purchased if there is availability. If a team parka is not provided a personal parka can be worn but it must meet the standards of Nordiq Canada and any event rules.
6. Nordiq Canada is on a 4-year uniform cycle based on the Olympic quads to support the long-term target to move “toward environmentally responsible practices” as outlined in the 2030 strategic plan. Where possible, the same uniform will be used for the 4 years between the Paralympic Winter Games. The 4-year period may be extended if the clothing item is available past the quad.
7. All supplied clothing is Nordiq Canada property, as such Nordiq Canada controls all commercial marking rights related to the clothing.
8. All clothing provided by Nordiq Canada is on a loan basis and may be required to be returned at any time. An athlete unable to return the requested clothing will be invoiced the full replacement price of the item.
9. Clothing Nordiq Canada allows athletes or staff to keep must be retained for four (4) years following the date of issue or until that piece of clothing is retired. **Athletes and staff must not sell or give away any clothing they receive from Nordiq Canada during that time.** If it is determined an athlete or staff has done so the athlete will be invoiced the replacement price of the item(s).
10. Athletes are responsible for the cost of replacing clothing lost or damaged due to improper care (e.g., not following washing instructions, left in airport). Items damaged due to wear and tear or manufacturing defects will be replaced once they are returned to the Nordiq Canada office.
11. If an item needs to be returned due to incorrect sizing, the item to be exchanged must be received by Nordiq Canada before another is sent.
12. Clothing must always be worn in a dignified, clean, and responsible manner, maintaining respect and consideration towards the public and Nordiq Canada’s sponsors.
13. Nordiq Canada clothing must only be worn by the person for whom it is intended.
14. The use of clothing from other international and domestic teams is prohibited when an Athlete is identified as a member of the PNST, engaged in PNST activities, competing on behalf of Canada, or serving as a representative of Canada in the sport of cross-country skiing.
15. Alterations to clothing can only be made to provide optimal functional movement and performance, as requested by the athlete, and approved by Nordiq Canada. Race suits that need to be altered should be done with minimal damage to sponsor logos and in a neat and clean manner.
16. Uniform infractions will result in the following disciplinary sanctions to be paid within 30 days of notification unless other arrangements are made.
 - i. 1st offence: written warning
Sanction: Athlete may be prohibited from participating in the next competition or PNST function.

ii. 2nd offence: written warning

Sanction: a fine of up to \$2,000.00 on the Athlete and prohibition from participating in the next competition or function.

iii. 3rd offence: written warning

Sanction: a fine of up to \$5,000.00. The Athlete will not be entitled to start in the next World Cup race or equivalent level of race applicable to their status.

iv. 4th offence: written warning

Sanction: Athlete will lose PNST status (if a member) or be prohibited from representing Canada in a major competition.

17. The following are guidelines for what to wear for certain events and appearances unless otherwise specified or not provided.

Media Conference	<ul style="list-style-type: none"> • Official team competition clothing if appropriate • Clean dark pants with no visible logos • Clean footwear • Competition clothing if appropriate
Banquets, receptions and PR activities with sponsors and suppliers	<ul style="list-style-type: none"> • Team clothing if appropriate • Clean clothing with no discerning imagery or text • Clean footwear
Outside opening ceremonies	<ul style="list-style-type: none"> • Team parka and warm-up pants • Team headgear (toque, headband or cap) • Team gloves • Team footwear (if supplied) • Team neckwear (if supplied)
All competitions, warmups, racing, and transport to and from race site	<ul style="list-style-type: none"> • Team competition gear • Team gloves • Team headgear • When on World Cup with a training/racing bib – Swix jacket with NC sponsors
Prize Ceremonies	<ul style="list-style-type: none"> • Team warm-up jacket (for indoor ceremony) • Team warm-up pants (indoor or outdoor) • Team competition headgear or cap • Team gloves

18. Eyewear may only be worn during prize ceremonies or media events if it does not cover or obscure any Nordiq Canada sponsor or supplier logos on team uniforms. Eyewear worn in a manner that covers or obscures a Nordiq Canada sponsor or supplier logo will be considered an infraction of the clothing policy and sanctions will be imposed.

19. An Athlete may receive a different protocol prior to any appearance based upon requirements, or the addition of new sponsors.

2. Gloves

1. Auclair is the official glove provider for Nordiq Canada.
2. Athletes will receive a competition glove package upon selection to an international competition.
3. Athletes will wear team-supplied gloves for all competitive functions, including but not limited to opening and closing ceremonies, podium ceremonies, media events and appearances and other applicable times when being identified as a member of the PNST or actively representing Nordiq Canada or Team Canada.

WORLD CUP, PARA WORLD SKI AND BIATHLON CHAMPIONSHIPS AND PARALYMPIC WINTER GAMES EXCLUSIVITY

4. Auclair is the exclusive glove provider for all Para cross country and biathlon World Cups, Para World Cross Country and Biathlon Championships and Paralympic Winter Games.
5. All athletes competing at a Para World Cup, or Para World Cross Country Ski or Biathlon Championships events are required to wear Auclair gloves during the following:
6. Competition, official training, opening and closing ceremonies, media appearances, podium ceremonies, and other applicable times when being identified as a member of the PNST or actively representing Nordiq Canada or Team Canada.
7. Exemptions from this obligation may be granted on an individual basis only during training or racing and only after the following steps are taken:
8. A formal exemption request from the individual athlete is made to Nordiq Canada's CEO, including the demonstration that the gloves provided are impairing the athlete's performances;
9. AUCLAIR has been notified of the issues with a given product and has not been able to rapidly remedy the problem invoked by the athlete.
10. Even when such exemptions may be granted in rare cases, the athletes must still wear AUCLAIR products outside training and racing while officially representing Nordiq Canada (podiums and other ceremonies, public functions, etc);

3. Equipment

1. All Para nordic equipment must meet IPC equipment rules (sit skis, specialty equipment, rifles, etc.)
2. The Para Nordic program does not have a direct goods contract.
3. Equipment purchased and provided to athletes by Nordiq Canada is on loan and is to be returned on request.
4. Equipment provided to athletes is determined by performance level and available budget.

5. The designated Nordiq Canada equipment manager and biathlon coach will select equipment for WC athletes in the fall based on specific needs of athletes determined in meetings held in August.
6. Athletes must maintain all equipment, especially rifles, which are on loan and must be safely stored by athletes. Any biathlon equipment needing repair or maintenance should be reported to the biathlon coach.

4. CAIP Health and Travel Insurance

1. PNST Athletes are provided travel medical and extra health insurance coverage under the Canadian Athlete Insurance Program (CAIP) at differing levels of coverage depending on budget constraints.
2. CAIP insurance is to help cover the cost of IST services not covered through Nordiq Canada programming.
3. All athletes are eligible to enroll in the CAIP insurance program.
4. The Athlete is responsible for submitting claims to CAIP.
5. Claim forms can be found in the Forms section of the CAIP website: [Home – CAIP – CANADIAN ATHLETE INSURANCE PROGRAM \(CAIP\) \(mkirsch.ca\)](https://mkirsch.ca).
6. [Click here](#) for the CAIP summary of benefits. Athletes have the option of paying the difference to upgrade their CAIP package. Contact the High Performance and Athlete Services Coordinator to make arrangements.
7. New PNST Athletes who have existing insurance through CAIP need to contact the High Performance and Athlete Services Coordinator to facilitate the renewal of their insurance through Nordiq Canada.

5. Financial Assistance

1. The following are financial assistance programs available to Athletes:
 - CANFUND (Canadian Athletes Now) - The award is worth \$6000.00 and more information and application form can be found at the following link: <http://canadianathletesnow.ca/application/>
 - Nordiq Canada Development Fund (NCDF) - Team Coatsworth Athlete grants. Application posted each fall. <https://nordiqcanada.ca/about/grants/>
 - Other sources - Many funding and bursary programs are available in home provinces. The athlete should contact their provincial division for more details.
2. Nordiq Canada will nominate Athletes for funding opportunities, such as the Petro Canada FACE grant, based on the target of the opportunity, past race results, future performance benchmarks, athlete's ability to meet opportunity requirements and past performances.

6. SafeSport: Athlete Safety and Counseling Service

1. Athlete safety is of primary importance to Nordiq Canada. All Athletes are required to read and follow the Nordiq Canada SafeSport and associated policies and be a signatory of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS).
2. Any athlete that is a member of the PNST, a competition team, or attending a Nordiq Canada project must fulfill all Nordiq Canada SafeSport requirements prior to being named to the team or attending a camp.
3. The [Canadian Centre for Ethics in Sport](#) (CCES) provides advice, guidance, and resources to Canadian sport participants of all levels. This is also where athletes report that someone has breached the UCCMS.
4. The Canadian Paralympic Committee offers mental health support, strategies, and resources for PNST Athletes to support a holistic approach to athlete development and life after high-performance sport through the [Game Plan](#) program.

7. Retirement

1. Athletes planning to retire who have been on the Para National Ski Team, participated in international competitions, received AAP carding, or are in the NAP need to send official notification of their retirement to the Nordiq Canada High Performance Director so the following sport bodies can be notified:
 - CCES; to be removed from the NAP or RTP
 - FIS Anti-doping; if a member of the FIS RTPI
 - IBU Anti-doping and Integrity
 - Sport Canada; to receive AAP retirement funding
2. Athletes can access career transition resources and planning through [Game Plan](#).

SECTION 4 - MARKETING AND SPONSORSHIP

1. Sponsorship Program

1. Nordiq Canada operates a sponsorship program that provides PNST athletes, coaches and staff with equipment, clothing, and services as well as monetary contributions that support the National Ski Team.
2. PNST athletes, and Nordiq Canada staff will wear, and promote, as applicable, products from sponsors when engaged in any activities of National Ski Team programming. This includes, but is not limited to: official training, practices, competition, competition-day warm-ups, opening and closing ceremonies, receiving awards, travel, media events and other applicable times when being identified as a member of the PNST.
3. Nordiq Canada's marketing program (defined as any sponsorship, licensing, advertising, public and donor relations, promotion of sanctioned or non-sanctioned events, youth programs and marketing programs) elevates the profile of cross-country skiing and

Nordiq Canada programs, enhances the image of the team, and raises funds through corporate and private donations.

4. PNST athletes are required to assist with the execution of Nordiq Canada's marketing program by promoting sponsor services, products, and the sponsored program.
5. "Athlete Attributes" are defined as an athlete's image, name, nickname, likeness, or other identifiable attribute linked to the athlete.
6. Athletes consent to Nordiq Canada using their athlete attributes for promotional purposes.
7. Athletes consent to the use of their Athlete Attributes being used by any sponsor or licensee of Nordiq Canada for promotional purposes in a group of no less than two (2) other athletes.
8. Athletes asked to participate in commercial promotions to promote sponsor(s) brands will be paid for their services with the fee to be agreed upon by the athlete and requesting sponsor or licensee unless stated otherwise in a separate commercial agreement between Nordiq Canada and the athlete.
9. PNST athletes are responsible for safeguarding the interests of Nordiq Canada sponsors and suppliers, while upholding values of professionalism and respect.
10. To ensure consistency in public communications (including athlete personal accounts), all statements regarding Nordiq Canada sponsors and brands must be reviewed in advance by Nordiq Canada's Marketing and Engagement Coordinator.
11. PNST athletes agree to not enter into any contract, sponsorship, or ambassador venture without obtaining Nordiq Canada's written consent. The Nordiq Canada CEO or designate will provide consent by way of written agreement or documented email exchange between the Athlete and Nordiq Canada.
12. A "Personal Endorsement Agreement" is defined as a commercial agreement between an Athlete and a corporation or an individual supporter.
13. Nordiq Canada recognizes the athlete's right to enter into "Personal Endorsement Agreements", subject to the terms and conditions set forth in the Athlete Agreement and Handbook.
14. The following steps must be followed for each Personal Endorsement Agreement made by the athlete:
 - i. Written consent from Nordiq Canada is required prior to negotiations with a potential sponsor. The athlete must disclose in writing to Nordiq Canada, the name of the potential sponsor, the contact person of the sponsor, as well as the product or service to be endorsed. Nordiq Canada's consent will be withheld if the product or service to be endorsed by the athlete conflicts with any of Nordiq Canada's sponsorship agreements, international federation and funding or governing bodies' sponsorship rules or is deemed inappropriate, for example: tobacco, cannabis or alcohol.

- ii. Nordiq Canada is to respond to the written notice within five (5) days. If consent is withheld, Nordiq Canada will provide reasons in writing for the decision, and the athlete is to cease all dealings with the potential sponsor.
15. Copies of signed contracts must be filed with the national office to the attention of the CEO.
16. Elements of a Personal Endorsement Agreement should include:
 - Term - All personal sponsorships should be developed for one season with an option for the athlete to renew, state the term of the contract is one year (1), and that the athlete will give them the first right of refusal for subsequent years.
 - Clothing - Clothing will be provided by Nordiq Canada. The athlete must wear PNST clothing as outlined in Uniform section.
 - Conflict of Interest - Include a statement regarding a conflict of interest with Nordiq Canada Suppliers and Sponsors. If Nordiq Canada contracts with a company that conflicts with an Athlete's contract, the Athlete contract will terminate at the end of the current season.
 - Disclosure - All Personal Endorsement Agreements will comply with FIS, IBU, and Nordiq Canada rules.
17. Agreements must not interfere with the Athlete's training or competition schedule or PNST obligations and appearances.
18. The Athlete is responsible for servicing and implementing the Personal Endorsement Agreement
19. Contact the Nordiq Canada Marketing and Engagement Coordinator for a sample Athlete Personal Endorsement Agreement.

2. Personal Sponsorship Clothing Accommodations

1. Nordiq Canada will provide PNST Athletes with space on team clothing for personal sponsor marks or logos as per availability. General guidelines for these provisions are outlined below, however available space may vary depending on clothing design. Full details are outlined in Uniforms. All commercial marks must be approved by Nordiq Canada prior to application onto any team clothing.
2. Nordiq Canada reserves the toques and headbands location until October 15th, 2025. After the deadline, if Nordiq Canada has not filled this sponsorship space athletes can sell the toques and headbands location to personal sponsors pending Nordiq Canada approval, and following the requirements listed below.
3. Marks must be applied via embroidery, application of rubber badge or via heat transfer in the appropriate location as listed below:

Clothing Item	Location	Max # of Marks	Max Size of Any Mark ¹	Max Area for Personal Sponsor Marks ²	Recommended Sponsor Contribution
Toques & headbands	TBD	1	50 cm ²	50 cm ²	\$10,000
Race suit	TBD	2	10 cm ²	20 cm ²	\$10,000
Warm-up jacket	TBD	3	See footnote	90 cm ²	\$7,000
Team Parka	TBD	3	See footnote	90 cm ²	\$7,000
Training tops	Sleeve	2	See footnote	60 cm ²	\$7,000

- Technical specifications about the size, form, and number of commercial markings on clothing are decided and published by FIS/IBU. Athletes will be responsible for paying any FIS/IBU fines levied against Nordiq Canada for improperly applied sponsorship markings and the replacement cost of the garment if it's ineligible for competition.
- Personal sponsor marks added to the racesuit must be done so via a heat seal or sticker. Personal sponsor marks cannot be printed into the racesuit design.
- Alterations (additions of personal sponsor marks) must be coordinated and approved through Nordiq Canada. An Athlete adding personal sponsor marks to Nordiq Canada clothing without prior approval will be sanctioned a fine of \$1,500 (no initial warning will be issued in these situations). Personal sponsor commercial marks added to the uniform will be the Athlete's responsibility and at the Athlete's cost. PNST Athletes are provided promotional space in their athlete biography on the Nordiq Canada website for personal sponsors.

3. Public and Promotional Appearances

- PNST Athletes may be requested to appear on behalf of Nordiq Canada, either individually or with other members of the PNST, at Nordiq Canada approved sponsored activities. Such activities may include: major announcements of sponsored teams, events or program properties; sponsor visits; sponsor receptions; or fundraising activities. As these activities generate funds for programs which benefit PNST athletes, honoraria will not normally be paid.
- PNST Athletes are required to participate in two (2) non-commercial promotional ventures as requested by Nordiq Canada and approved by the PNST HPD. Re-

¹ Maximum logo size must be the same size or smaller than existing Nordiq Canada applied marks. Personal sponsor marks cannot exceed Nordiq Canada marks.

² The maximum area for personal sponsor marks must fit within the overall 450 cm² minimum set by FIS. As such, the maximum area cannot be guaranteed if Nordiq Canada is required to use more than 360 cm² to accommodate national team sponsors.

imbursement will be for expenses only. These appearances would be in addition to the request above.

3. Where more than two (2) appearances are requested, an honorarium may be provided. PNST Athletes requested to appear in more than two (2) such individual appearances, can request consideration for use of their attribute. Nordiq Canada recommends a standard honorarium of \$250 - \$500. This payment, plus expenses, will correspond with the level of activity requested, disruption to normal training schedules, and the international ranking of the athlete and will be determined by Nordiq Canada.
4. PNST and AAP Athletes are required to participate in reasonable non-commercial promotional activities as may be requested by Sport Canada on behalf of the Government of Canada where the arrangements for such activities are made through Nordiq Canada and are not for more than the equivalent of two (2) working days for any individual athlete unless incremental compensation is arranged and agreed to by the Athlete.
5. PNST Athletes are required to attend race banquets and awards ceremonies. Athletes will ensure their warm-down is scheduled so that they are on time for the awards ceremony. Athletes who do not attend the awards ceremony and prize distribution will lose their right to receive the prize money.
6. Athletes may be requested to appear at non-commercial promotional events. This may include the activities previously noted but also include invitations to events, races or Club/Division activities.
7. Where an Athlete has retained the services of a third party to coordinate and manage their business affairs the Athlete must notify Nordiq Canada in writing.

SECTION 5 - POLICIES

1. Passports and Travel Visas

1. The Athlete must have an up-to-date passport.
2. The Athlete should carry a photocopy in case of misplacement.
3. The Athlete must carry their passport to Canadian events if there is a possibility, they will be leaving Canada afterward.
4. A passport is required for travel to the United States.
5. Passports must be valid for 4 to 6 months past the return date of the trip, it is the Athlete's responsibility to ensure their passport is valid for the times required by the trip destination.
6. Athletes are responsible for acquiring any visas or other documents required for Team travel. Visas are required for stays longer than 90 days within a 180 day period from the date of the departure from the country. To obtain a visa, contact the consulate of the country you will be staying in the longest.

2. Team Vehicles

1. Refer to the Nordiq Canada Driving policy for more information.

3. Licenses

1. Athletes are responsible for purchasing all required licenses and memberships (club) related to their program and events such as Nordiq Canada race licenses, Para FIS license, and Para IBU license.
2. Athletes are responsible for checking competition start and results lists to ensure the following information is included: the athlete's FIS/IBU license number, the athlete's correct racing license number and the correct club, team and divisional affiliation is identified.

4. Coaching Course

1. Nordiq Canada provides PNST Athletes free access to technical level coaching and will facilitate Athletes obtaining certification and coaching experience while an PNST member. Contact Stephen Novosad for more information.

5. Travel

1. Travel arrangements to and from camps or competitions will be the responsibility of the athlete unless otherwise specified by Nordiq Canada.
2. Athletes will be charged change flight fees on flights booked by Nordiq Canada for any flight changes due to personal reasons.
3. Extra costs to travel to and from the Athlete's residence will be the Athlete's responsibility.
4. Accommodations for Athletes participating in Nordiq Canada-sponsored training, competitions or events will be organized by the National Team staff in alignment with Nordiq Canada's Safe Sport policies.
5. People external to the Team are not allowed to enter the team environment.
6. The Athlete is responsible for any costs they incur against the room such as phone bills, internet access, snacks, etc.
7. Boulevard Travel is the travel agency for Nordiq Canada.
8. Athletes (except WC team members) are responsible for their own luggage and any extra charges associated with their luggage unless requested by Nordiq Canada to assist with the transport of extra equipment, in which case Nordiq Canada will cover the charges of any Nordiq Canada equipment or bags.
9. Athletes must travel with a credit card or other means of accessing funds in case of an emergency.

6. Athlete Expenses

1. Only expenses pre-approved by the trip manager or the Nordiq Canada budget manager in accordance with the [Travel and Expenses Policy](#), will be eligible for reimbursement.

2. Refer to the Nordiq Canada [Travel and Expenses Policy](#) for timelines for expense claim submissions and payments.
3. Upon approval from Nordiq Canada, when a personal vehicle is needed for team travel over 40 km, costs will be reimbursed to the owner at the mileage rate listed in the [Travel and Expenses Policy](#).
4. Long distance phone calls, email hookups and internet cost are the Athlete's responsibility.

7. Athlete Fee Payment

1. Athletes will be informed of the costs they are expected to cover, and when possible, the total or estimated amount they are responsible for before the start of a project. Competition fees are listed in the technical guide for that specific trip.
2. Pre-payment may be required for some projects or trips. For trips or projects not requiring prepayment, Nordiq Canada will invoice the Athlete for any amount owing within 30 days of completion. This timing may be extended if it conflicts with an Athlete's participation in a Major Event. The Athlete will have 30 days to provide payment. Athletes unable to complete the payment within the allotted time must contact the High Performance and Athletes Services Coordinator to make other arrangements for payment.
3. Payments can be made installments via etransfer or credit card.
4. Failure to complete payment or contact the High Performance and Athlete Services Coordinator within the 30 days could result in the Athlete being deemed 'a member not in good standing' and the matter being handed to a third party for resolution.

8. Athlete Health

1. Athletes are responsible for informing Nordiq Canada staff (trip manager) prior to departure and during the event of any health-related problems or other reasons that would prevent the Athlete from optimal performance as soon as possible.
2. Ill Athletes will be quarantined from other Team members. The amount of time in quarantine will be established on the advisement of the Team Physician or a local doctor.
3. Decisions to alter the Trip, associated training and travel plans due to illness will be made by the Trip Head Coach on advisement from the Team Physician if applicable.
4. Athlete long-term health, appropriate recovery time and optimal performance will be the primary consideration when judging when an Athlete can return to training or competition.
5. It is the responsibility of the athlete to read and understand all Curtailment of Health and Curtailment of Competition in Nordiq Canada posted selection criteria, including all timelines and deadlines.

9. APPENDIX A - Sponsor Information

Heart Rate Monitors – Polar

Running Shoes – Norda

Roller skis – Marwe

Supplements – USANA

SkiErgs -Concept2

Ski Clothing - Swix

Sponsors change through the season as contracts expire and renew. Up to date sponsor information can be accessed through the Marketing and Engagement Coordinator.

10. APPENDIX B - Definitions

“**CADP**” means the Canadian Anti-Doping Program.

“**CCES**” means Canadian Centre for Ethics in Sport.

“**CPC**” means the Canadian Paralympic Committee .

“**Designated Contact**” means the individual designated by Nordiq Canada as the Athlete’s main contact for questions, concerns and communication.

“**FIS**” means International Ski Federation

“**Fee Schedule**” means the schedule of when an Athlete will have to pay any fees or costs associated with participation on the national team, and the amount.

“**HPD**” means High Performance Director.

“**HPM**” means High Performance Manager.

“**IBU**” means International Biathlon Union

“**IPC**” means the International Paralympic Committee.

“**IF**” means International Federations.

“**PNST Coach**” means a national team coach designated by Nordiq Canada.

“**PNST**” means National Ski Team and is inclusive of the Para Nordic program.

“**NSO Sponsor**” means any entity, whether characterized by NSO as a sponsor, supplier, licensee or otherwise, with whom the NSO has a contract to use, market, advertise, or promote their products or services.

“**Personal Information**” means information collected about an identifiable individual, which may include information concerning:

- the physical or mental health of an individual;
- any health service provided to an individual; or

- the donation by the individual of any body part or any bodily substance of the individual or information derived from the testing or examination of a body part or bodily substance of the individual.

“SDRCC” means the Sport Dispute Resolution Center of Canada.

“WADA” means the World Anti-Doping Agency.