



# ATHLETE CONTRACT

2024-2025

Manitoba Fencing Association

Sport Manitoba Building

308-145 Pacific Avenue

Winnipeg, MB R3B 2Z6

# Athlete Contract

**By signing this contract, I agree to abide by the rules stated within.**

Athlete Name: \_\_\_\_\_

Athlete Signature: \_\_\_\_\_

Parent\* Name: \_\_\_\_\_

Parent\* Signature: \_\_\_\_\_

Circle one program:      Squad      Intermediate      High Performance (HP)      Youth HP

Date: \_\_\_\_\_

Volunteer Contact Info:  
(phone and email) \_\_\_\_\_

*Parent\* or legal guardian if athlete under the age of majority.*

**Provincial team members must pay club fees, and MFA Full membership.**

**Payment by e-transfer** to [fencing@sportmanitoba.ca](mailto:fencing@sportmanitoba.ca)

**Payment by cheque sent to:**  
Manitoba Fencing Association  
308-145 Pacific Avenue  
Winnipeg, MB R3B 2Z6  
Phone: 204-925-5696

**Shared Coach Travel Costs:** Athletes being coached at a designated tournament by the Provincial Coach will share the cost of Coach and/or Assistant Coach travel. The MFA will attempt to keep the cost per athlete, per trip to \$50-\$80.

## Introduction

The Manitoba Fencing Association (MFA) in 2024 – 2025 offers six tiers of high-performance development. These programs represent the early stages of an athlete development model leading to high performance. The programs offered are Squad, Intermediate, Youth High Performance, High Performance, and National Team.

The Squad program gives athletes a developmental experience through introduction to a training and competition program. Intermediate and High-Performance athlete programs will target success at **Nationals**, **Canada Games**, North American and International levels of performance, facilitating athlete selection into National High-Performance Programs.

Athletes entering both provincial and national programs should be aware that while provincial programs may include some national program criteria, they may not always be complimentary, and the athletes will incur the combined costs for both programs.

To participate in this program, all athletes or parents of athletes who are minors are required to complete and sign the program contract confirming the training and competition commitments as prepared by the Provincial Coach. It remains the responsibility of the athletes or the parents of minors to be aware of the MFA policies that apply to program membership, the commitment they are making, and the expenses they may incur prior to entering the program.

Athletes interested in CFF Cadet, Junior or Senior programs can find links to these on the CFF website at: <https://events.fencing.ca/hpp/>.

## 1 Provincial Team Program Objectives

The MFA is committed to providing athletes with the resources necessary to develop high level fencing skills and physical literacy to allow them to reach their personal goals. The following resources may be available to PT members: a provincial training venue; a provincial coach; financial support (\*if funds are available); administrative support through MFA programs. In return, the expectation is that athletes commit to the program requirements and endeavour to meet their personal goals as agreed to in the **Athlete Contract**.

The MFA commits to providing athletes with opportunities for fundraising and grants through program links to Sport Manitoba or to athlete-funding programs and opportunities, where they arise.

**\*If funds are available**, the MFA will endeavour to assist athletes with their expenses following the policies in Section 17 of the MFA Policy Manual (Appendix 4)

Provincial Team members are required to maintain specific criteria as they take on the responsibility for their personal development, as well as provide development opportunities for their club, program, and team members.

Athletes will be encouraged to enhance their technical skills, as well as meet the CFF armband requirements at specified levels to enhance and maintain their knowledge of fencing rules, refereeing, and coaching (See Appendix 2).

## **2 Provincial Team (PT) Program Fees**

**Provincial team athletes must belong to a club and pay their annual club fees**

**Fees for all PT programs may be prorated if the athlete enters mid-season.**

- **Novice \$100.00**
  - 1 training session per month.
- **Squad \$ 660.00**
  - 2 training sessions a week, strength training, and 5-7 training camps.
- **Intermediate \$880.00**
  - 4 training sessions a week, strength training, training camps, and 10 private lessons
- **Youth High Performance \$1,100.00**
  - 4 training sessions a week, strength training, training camps, and 20 private lessons
- **High Performance \$1,210.00**
  - 5 training sessions a week, strength training, training camps, 20 private lessons
- **National Team Members \$1,650.00**
  - 6 training sessions a week, strength training, training camps, 20 private lessons
- **Out of Province Members\* (Int., H. P., or N. T.) \$550.00**

Barring exceptional circumstances, no refund will be provided for athletes leaving the program mid-season. Partial refunds **may** be considered due pandemic.

**Shared Coach Travel Costs:** Athletes being coached at a designated tournament by the Provincial Coach will share the cost of Coach and/or Assistant Coach travel. The MFA will attempt to keep the cost per athlete, per trip to \$50-\$80.

## **3 Athlete Program Criteria**

### **3.1 General Criteria**

- The Provincial Coach will be responsible for the selection of athletes to the Provincial Team
- Late registration with any provincial program can jeopardize access to that program
- New athletes face a probationary period of three (3) months before which time the athlete can be demoted within or from the program; athletes demoted within the program are subject to the change in program requirements including prorated costs.
- Upon the approval of the Provincial Coach, athletes may be asked to participate in out-of-province training and competitions
- Athletes residing outside the province of Manitoba may be accepted into the program during the year with approval from the Provincial Coach (see section 3.9)
- Athletes must keep a training log attesting their participation in competitions, training and volunteer activities
- Athletes must maintain 80% or higher attendance at Provincial Team **and** club training.

- Athletes qualifying for a higher tier during the fencing season are required to re-apply for the higher tier program. Change in fees will be prorated effective upon acceptance into the new tier.
- Athletes must be registered with an MFA sanctioned club

### 3.2 Weapon Criteria

The MFA will support programs in each of the CFF weapon categories

### 3.3 Age Criteria

Other than the Youth High Performance, no age criteria will be applied unless there is an external restriction placed upon the program (e.g. Canada Games, Special Programs).

### 3.4 Detailed Program Requirements

All athletes (or their designate, if athlete is under 18) from each program are required to attend the MFA Annual General Meeting. Exemptions will be handled individually by the Provincial Coach, with a written request to the MFA.

#### 3.4.1 *Novice Program*

- 1) Fencers under 12 years old who want to eventually be on the Provincial Squad and have been invited by the Provincial Coach
- 2) Attend designated training with the Provincial Team once a month
- 3) Work with Squad and Intermediate members on tasks provided by the Provincial Coach
- 4) No Volunteer hours required
- 5) Not eligible for strength training program
- 6) Attend select Provincial training camps by invitation from the Provincial Coach (No additional charge)

#### 3.4.2 *Squad Criteria (Learn to Train):*

- 1) Recommended Armband level: Orange (see Appendix 2)
- 2) By invitation of the Provincial Coach upon recommendation from club Head Coach
- 3) Minimum training sessions per week: 3 (one at registered home club and two with the Provincial Team)
- 4) Training camps: **5-7** as scheduled
- 5) Competition Participation: All Manitoba competitions and two designated out-of-province competition in either Saskatchewan, Alberta, or British Columbia.
- 6) Western Canadian Championships in respective age category
- 7) Volunteer Activities: 5 hours  
Minimum of 15 individual lessons per season from Assistant Provincial Coach (APC) - available and payable in 5 lesson blocks.

#### 3.4.3 *Intermediate Program Criteria (Train to Train)*

- 1) Minimum Results (from 2023-2024) any 2 of the following: Top 16 placing in **U15**, Cadet, Junior or Senior Canada Cup or National Competitions, **Top 64 at NAC** or a **top 4 at regional or Open tournament outside the province with minimum 10 participants**.
- 2) Recommended Armband Level: Green (see Appendix 2)
- 3) Minimum training sessions per week: 4 (one at registered home club and three with the Provincial Team)

- 4) Individual Training: 1 per week (strength, physical or specific training)
- 5) Training Camps:
  - a) All designated provincial camps (**7** as scheduled combined with High Performance and National Team)
  - b) Out of province / out of country camp recommended at the discretion of the Provincial Coach
- 6) Minimum individual lessons provided by Provincial Coach: **30\***
- 7) Annual weapon-based training program
- 8) Competition Participation:
  - a) All Manitoba Competitions – Open event
  - b) Canada Cup – Open event
  - c) Nationals – in age category (U15, Cadet, Junior, Senior)
  - d) One designated out-of-province competition in either Saskatchewan or Alberta
  - e) Other designated competitions as recommended by Provincial Coach
- 9) Volunteer Activities: 10 hours (working at home fencing club, coaching Squad athletes, or participating in MFA promotional activities)

\*The MFA covers **10** lessons of the 30 mandatory lessons with Provincial Coach.

#### **3.4.4 Youth High Performance Program Criteria (Learn to Compete).**

- 1) Recommended Armband Level: Orange (see Appendix 2)
- 2) Number of athletes accepted for this program cannot pass 5 athletes all weapons
- 3) Fencers **13 years old and under only** - selected by the Provincial Coach
- 4) Minimum training sessions per week: 4 (one at registered home club and three with the Provincial Team)
- 5) Training Camps: **7** as scheduled
- 6) Directed training or individual lessons with personal coach/partner: minimum 1 per week with approved training partner
- 7) Minimum individual lessons provided by Provincial Coach: **40\***
- 8) Individual Training: 1 per week (strength, physical or specific training)
- 9) Competition Participation:
  - a. All Manitoba Competitions and
  - b. 2/3 designated out-of-province competition (depending on the athlete development level). Note- Two designated competitions are funded at this level (See Appendix 4)
  - c. Western/National Canadian Championships – in respective age category.
- 10) Personalized Annual training program
- 11) Athletes who make the U15, Cadet, National Team will have all their private lessons with the Manitoba Provincial Coach funded at the discretion of the Board and if available in the budget.
- 12) Volunteer Activities: 15 hours (MFA Open House, fencing demos, and other activities)

\*The MFA covers **20** lessons of the **40 mandatory** lessons with Provincial Coach.

### **3.4.5 High Performance Program Criteria (Train to Compete)**

- 1) Minimum Results (from 2023– 2024):
  - a. One top 4 or 8 results in U15, Cadet; or one top 8 or 4 results in Junior or Senior Canada Cups, Canada Games or Nationals; or one Top 32 placing at a NAC; or top 32 at any World Cup Satellite or a Top 75 result at any World Cup in the previous season;
  - b. or having ranked in the top 8 of the National HP rankings and participated at a major international championship in the past two calendar years
- 2) Recommended Armband Level: Blue (see Appendix 2)
- 3) Minimum training sessions per week: 6 (one at registered home club and five with the Provincial Team)
- 4) Training Camps:
  - c. All designated Provincial camps (8)
  - d. National Weapon camps when applicable (1)
  - e. Out-of-province/out-of-country camp recommended at the discretion of the Provincial Coach
- 5) Directed training or individual lessons: Minimum of 1 per week with approved club coach or designated partner.
- 6) Minimum individual lessons per season: 60
- 7) Personalized annual training program
  
- 8) Athletes who make the U15, Cadet, Junior or Senior National Team will have all their private lessons with the Manitoba Provincial Coach funded at the discretion of the Board and if available in the budget.
- 9) Competition Participation:
  - a. All Manitoba Competitions – Open event
  - b. Westerns - Open event
  - c. Canadian Cup Series
  - d. NAC: Recommended 3 in age group
  - e. World Cups: minimum 2 in age group recommended (Cadet & Junior) 1 World Cup or FIE ‘B’ recommended (Senior)
  - f. Nationals – in age category (U15, Cadet, Junior, Senior)
- 10) Volunteer Activities: 15 hours directed only to coaching Squad athletes or school demos

\*The MFA covers 20 lessons of the 60 mandatory lessons with Provincial Coach

### **National Team Program Criteria: (Train to Win)**

- 1) Minimum Results (2023 – 2024):
  - a. Top 4 National High-Performance Ranking; or Participation at any major international championship or games and the recommendation of the Provincial Coach based on weapon strength in the previous season, or:
  - b. Athletes having obtained a Top 8 result at Cadet, Junior, or Senior Pan American Championships or an outstanding result at World Championships (Top 16 for Cadet or Junior, or Top 32 for Senior) in the past three calendar years.
- 2) Recommended Armband Level: Blue (see Appendix 2)

- 3) Minimum training sessions per week: 7 (one at registered home club and six with the Provincial Team)
- 4) Minimum Individual Training: 2 per week (Strength training, Physical Training or Specific Training)
- 5) Minimum Training sessions per week: 9 (one Club, six Provincial Team and two Personal Training)
- 6) Training Camps:
  - a. All designated Provincial Camps (7)
  - b. National Weapon Camps when applicable
  - c. Out of province / out of country camp recommended at the discretion of the Provincial Coach/National Coach
- 7) Directed training or individual lessons: Minimum of 1 per week with approved club coach or designated partner.
- 8) Minimum individual lessons per season: 100
- 9) Minimum individual lessons provided by Provincial Coach: 60 (**30 covered by MFA**)
- 10) Personalized Annual training program
- 11) Competition Participation (dependent on international scheduled events):
  - a. All Manitoba Competitions\* – Open event
  - b. Western Canadian Championships – Open event
  - c. Canadian Cup Series- in age category (Cadet, Junior, Senior)
  - d. Nationals – in age category (Cadet, Junior, Senior)
  - e. NAC: Recommended 2 in age group
  - f. World Cups: minimum 2 in age group recommended (Cadet & Junior) 1 World Cup or FIE ‘B’ recommended (Senior)
  - g. Volunteer Activities: 15 hours directed **only to coaching Squad athletes or school demos.**

### 3.5 Additional Expectations

- 1) The Provincial Coach will approve a designated training partner or coach for Squad athletes, and a designated training partner for Intermediate, Youth High Performance and High-Performance athletes if the club coach does not have the required experience.
- 2) Individual Lessons provided by the Provincial Coach are partially subsidised by the MFA. The athlete is responsible for ensuring they meet the lesson requirements taken with their designated coach. Intermediate athletes must pay for the **first 20 of 30 lessons** while the High-Performance Athletes must pay for the **first 20 of 40 lessons** taken with the Provincial Coach. The lessons should be spaced approximately evenly throughout the fencing season to meet training plan. Additional lessons beyond those specified are at the expense of the athlete.
- 3) Athletes designated as High Performance or Intermediate are expected to take part in supplementary conditioning, training and sport psychology sessions throughout the fencing season. These sessions have proven essential in assisting our athletes be successful in competitions throughout the world.
- 4) Prior to missing a training session, the athlete is responsible to notify the Provincial Coach. An athlete who is suspended from the Provincial Team for poor attendance at training will not be eligible for funding for the duration of the suspension



- 5) The selection of athletes to the High Performance, Youth High Performance, Intermediate, and Squad Programs is the responsibility of the Provincial Coach, however, club coaches are encouraged to recommend athletes to the program.
- 6) Athletes being coached at a designated tournament by the Provincial Coach will share the cost of Coach and/or Assistant Coach travel. The MFA will attempt to keep the cost per athlete, per trip to \$50-\$80.

### **3.6 Financial Support for Intermediate, High Performance and National Team Athletes**

- 1) Financial support available to MFA provincial team athletes is outlined in Section 17 of the MFA Policy Manual (See appendix 4)
- 2) An athlete entering the **Intermediate** or **High-Performance** program mid-season, may qualify for *prorated* financial support provided that the athlete meets the program requirements
- 3) An athlete who, through their results during the fencing season, qualifies for a different MFA program may apply to that program by completing a new Athlete Contract with the Provincial Coach (e.g. a squad athlete achieving a Top 4 result at a Canada Cup may apply to convert to the High-Performance program). That athlete will have their fees prorated for the remainder of the season and is eligible for prorated financial support from the program they are entering (see Appendix 4).

### **3.7 Volunteer Activities (athletes or their designated family member or guardian)**

**Squad-** required to fulfil a minimum of 5 volunteer hours. Volunteer opportunities will be available at designated MFA tournaments and can include piste set-up, piste take-down and canteen duty.

**Intermediate-** required to fulfil a minimum of 10 volunteer hours. Volunteer opportunities will be available at designated MFA tournaments and can include piste set-up, piste take-down and canteen duty.

**High Performance (HP)-** required to fulfil a minimum of 15 volunteer hours. It is expected that HP athletes volunteer their hours in the area of coaching and supporting young athletes at the Novice and Squad level or whomever deemed appropriate by the Provincial Coach.

**National Team)-** required to fulfil a minimum of 15 volunteer hours. It is expected that HP athletes volunteer their hours in the area of coaching and supporting young athletes at the Novice and Squad level or whomever deemed appropriate by the Provincial Coach.

Other volunteer opportunities include, but are not limited to:

- Competition Set-up/Tear-down
- MFA Open House/Demo
- Refereeing at designated tournament
- Directed coaching of squad/novice athletes at training sessions/camps

- Coaching squad athletes at designated tournaments
- MFA fundraising or special events
- Participant on MFA Executive Board or MFA Committees

### ***3.7.1 Recording of Volunteer Hours***

Volunteer activities **must be recorded both in the athlete's training log, and on a Volunteer Hours Record Form (Appendix 3)** and submitted to the Provincial Coach by the end of the fencing season. Volunteer activities must be **approved** by the Provincial Coach or designate.

NOTE: Athletes who do not fulfil their volunteer hours are not eligible to receive athlete funding under Appendix 4: Section 17 of the MFA Policy Manual.

### **3.8 Recording of Attendance**

Attendance at provincial training sessions will be recorded by the Provincial Coach and submitted to the Executive Director on the last day of each month.

Attendance at the athlete's registered home club must be recorded by the athlete in his/her training log.

Attendance of individual training will be recorded by the athlete in his/her training logbook. A report stating the date, duration, and type of training, is to be and submitted to the Executive Director or designate on the last day of each month using the form in Appendix 5.

### **3.9 Athletes Residing and Training Outside of Manitoba**

The MFA acknowledges that from time to time, an athlete who is registered in an MFA Athlete Program may not reside within Manitoba. This may be to attend university, to train with another group, coach, or for other valid reasons. In such instances, to maintain their Athlete Program status, the athlete must notify the MFA in writing indicating the reason for residing out of Manitoba. Through dialogue with the Provincial Coach, the MFA may approve the out-of-province training as a substitute for the athlete program criteria. All out-of-province requests will be dealt with individually and will be subject to a \$580 "Out-of-Province Member" fee.

### **3.10 Athletes Residing Outside of Manitoba and Temporarily Training with The Provincial Program**

Occasionally throughout the fencing season, High Performance Athletes from outside Manitoba may come to train with our Provincial Athletes. This is a benefit to our athletes as it raises the competition level, providing different opposition during training. Athletes from outside Manitoba must be affiliated with a recognized fencing body associated with the world governing body (FIE) and are responsible for paying a fee of \$15 per session at the discretion of the Provincial Coach.

### **3.11 Designated Sparring Partners**

On the invitation of the Provincial Coach, athletes not registered with a provincial team program may participate in a maximum of **2** provincial team training sessions per week. These athletes must register as an MFA Sparring Partner and pay a fee of **\$200** per 5 months. Sparring Partners must be members in good standing of the MFA.

Note: athletes seeking to qualify for provincial, National, International Championships, or Games are not eligible Sparring Partners and should register with an appropriate Provincial Team program.

## **4 Disciplinary Measures**

### **4.1 Inability to Meet Program Requirements**

From time to time, an athlete, for acceptable reasons, may request an exemption from meeting certain specific program requirements. The athlete must contact the Provincial Coach, in advance, to notify him of planned absences. Reasons for the absence must be given. Mutually agreed absences will not be counted towards athlete disciplinary measures.

For periods in excess of three days, the athlete must submit a written explanation to the Provincial Coach who may forward the information to the MFA Executive. The MFA recognizes that reasons may be confidential in nature and will maintain this information in confidence.

Athletes seeking an exemption from competing at any designated competition must request said exemption from the Provincial Coach **in writing** at least 45 days prior to the event. A written response will be provided by the Provincial Coach to the athlete making the request and stored by the Executive Director for the duration of the season. Athletes may request an exemption from competition participation within 45 days of the event if said request is submitted as soon as the valid reason becomes known (e.g. announcement of an exam schedule, announcement of a conflicting competition, sudden injury, sickness, etc.)

Unexplained absences at training or failure to compete in designated competitions without an approved exemption may negatively affect program participation and/or financial support.

NOTE: The Provincial Coach will determine whether an absence is justified. Examples of acceptable reasons include sickness, injury, reasons of compassion, mid-term and final exams and other approved trainings. Training sessions missed due to heavy school workload will be counted as unjustified.

### **Suspension from MFA Programs**

An athlete may be temporarily suspended for a maximum of one month from any MFA program after a majority decision by a Disciplinary Committee, which shall be comprised of the following members:

- o Provincial Coach / Technical Director
- o Program coaches (if applicable)
- o Board of Directors

Potential reasons for suspension are outlined in paragraph 4.3

## **4.2 Removal from MFA Programs**

A recommendation to remove an athlete from any MFA program will be made to the MFA Executive Committee after a majority decision by a Disciplinary Committee. The MFA Executive Committee will review and either approve or deny the recommendation at its next regularly scheduled meeting. A decision to remove an athlete from any MFA Program must be explained in writing to that athlete by the President. An athlete who has been recommended for removal from a program may be temporarily suspended from that program until such time as the Executive Committee has reviewed and approved or denied the recommendation.

## **4.3 Reasons for Suspension / Removal from MFA Programs**

Athletes may be suspended and /or removed from MFA programs for any of the following reasons:

- o Infractions of the MFA or CFF Codes of Conduct
- o Cumulative attendance below 80% over 2 consecutive months excluding justified absences as determined by the Provincial Coach- attendance levels will be evaluated separately for each of the following;
  - o Provincial Team training
  - o Home Club training
  - o Individual training
  - o Provincial training camps
- o Failure to attend designated competitions
- o Consistent poor work ethic at designated training sessions as assessed by the Provincial Coach
- o Consistent failure to attain the required results to maintain status in the program (e.g. applicable results for High Performance)

The MFA has a zero-tolerance policy with respect to the use of illegal or performance enhancing drugs by its members, volunteers and staff. Any athlete, coach, volunteer or staff member participating in any MFA Athlete Program may be immediately suspended from that program by the Disciplinary Committee, upon suspicion of use of illegal or performance enhancing drugs.

## **4.4 Appeals**

Athletes may appeal decisions to remove them from MFA Programs. Procedures for appeals are outlined in section 27 of the Policy and Procedures Manual.

### **Appendix 1: Local, National, NAC & International Competition Schedule**

- 1) Manitoba Competition Schedule Updates [www.fencing.mb.ca](http://www.fencing.mb.ca)
- 2) Canadian Competition Schedule Updates [www.fencing.ca](http://www.fencing.ca)
- 3) North American Cup Competition Updates [www.usfencing.org](http://www.usfencing.org)
- 4) International FIE Competitions [www.fie.ch](http://www.fie.ch)

## Appendix 2: Armband Criteria

CFF Web link: <a href="http://www.fencing.ca/downloads/armband_program_eng.pdf">www.fencing.ca/downloads/armband_program_eng.pdf</a> FOIL	Technical	Tactical	Rules	Refereeing	Coaching
<b>YELLOW</b>	Fundamentals, Simple attacks, Engagements and beats Lateral parries (4&6) Ripostes & counter-ripostes: simple direct	Valid target the dimensions of the piste Method of scoring hit	Corner judging Movement, attention, correct responses		
<b>ORANGE</b>	Simple attacks w/ preparations, Circular parries Ripostes & Counter-ripostes: simple indirect Compound attacks: w/ feints & disengages	Observation of others Differentiate between the attacker and the defender	Conventions Role of the referee (succinctly)	Referee 4 bouts using the correct commands and call the initial offensive action	
<b>GREEN</b>	Simple attacks on the preparation. Compound attacks Compound parries Prise de fer attacks: opposition, liement	Self-observation The ability to explain one's actions (both offensively and defensively)	Explain the fencing phrase	Referee 4 bouts analyzing the actions (summary only) Keeping a pool sheet	Ability to demonstrate the technical aspects of the yellow and orange armbands for beginner fencers
<b>BLUE</b>	Attacks on the return to guard. Compound attacks: multiple feints. Compound ripostes. Prise de Fer attacks: croisé, envelope Ceding parries	Observation of the opponent the ability to explain the opponent's action (both offensively and defensively)	Rules about the field of play: boundary rules and sanctions	Referee 4 bouts analyzing the actions (completely) Demonstrate ease and self-assurance of analysis	Teach yellow armband to the perceiving stage of patterning stage of development.
<b>RED</b>	Compound attacks w/ Prise de fer. Counter time. Simple and compound dérovement Renewed attacks: remise, reprise	Explain one's choice of actions	Limits and extensions of the target area Rules regarding corps a corps and in-fighting. Judging: Only the attacker is hit.	Referee a full pool of 5 fencers Time keeping	Teach orange armband to the perceiving stage of patterning stage of development.
<b>BLACK</b>	Stop hit with the blade: opposition, interception.	Adaptations to all bouting situations	The sanctions	Provincial refereeing exam	Obtain Instructor-Beginner

	Chaining				accreditation
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### Appendix 3: Provincial Athlete Volunteer Record Form

## Volunteer Hours

Name: \_\_\_\_\_

Program Category: \_\_\_\_\_

Date	Description	Hour(s) Logged
<b>Total Hours</b>		



## **Appendix 4: Section 17, MFA Policy Manual**

### **17.1 Ongoing MFA Programs**

The Manitoba Provincial Fencing team (hereafter referred to as the Provincial Team) is divided into five programs:

- Novice Program
- Provincial Squad
- Intermediate Program
- Youth High Performance Program
- High performance Program
- National Team Member

Selection process and requirements for each program are outlined in their respective sections of the Athlete Handbook.

### **17.2 Special Programs**

Special Programs are designed as required to enable the Association to field competitive teams for specific special events such as the Canada Winter Games, Western Canada Summer Games, Manitoba Games, and others. Special Program Selection process and requirements, including training requirements will be outlined in a program specific document prepared and approved by the MFA from time to time as required.

### **17.3 Training Requirements**

Training and competition requirements differ between programs and are listed in the programs' respective sections of the Athlete Handbook.

### **17.4 Disciplinary Measures**

Disciplinary Measures applicable to Provincial Fencing Team members are outlined in the Disciplinary Measures section of the Athlete Handbook.

### **17.5 Program Fees**

The fees for the various programs are listed in the Provincial Team Program Fees section of the Athlete Handbook. These fees are in place to offset the program costs.

### **17.6 Athlete Travel Reimbursement**

Athletes registered within the provincial team program may be eligible for financial support from the MFA to assist in offsetting the cost of travel to fencing tournaments or developmental events such as training camps. The amount of athlete travel funding available to athletes will vary from year to year depending on a number of factors such as:

- Provision of Sport Manitoba funding for specific programs
- The number of athletes in the various MFA programs
- The amount of MFA funding for specific programs

- The amount of funds raised by the MFA for Athlete travel reimbursement

Athletes in the High Performance and Intermediate programs, as well as National Team Members, are eligible for funding from the Athlete Travel Fund as prescribed by Sections 17.6.3 to 17.6.5\*:

\*Athletes must meet all of their program requirements as outlined in the Athlete Handbook in order to be eligible for athlete travel reimbursements.

### **17.6.1 Athlete Travel Fund**

All funds reserved for Athlete Travel Reimbursement shall be filed under a budget line item called “Athlete Travel Fund”. All moneys allocated to this budget line item are to be reserved for direct reimbursement of MFA athletes (i.e. disbursements conforming to Sections 17.6.3 to 17.6.5) and may not be reallocated.

Moneys allocated to the Athlete Travel Fund may be sourced from:

- MFA general revenues, as budgeted
- Any fundraising activities initiated for the purpose athlete travel funding
- Any donations from persons or groups for the purpose of athlete travel funding

Funds in the Athlete Travel Fund will be disbursed to MFA athletes according to Section 17.6.3 by the end of each program year. Remaining funds in the Athlete Travel Fund following the disbursements under Section 17.6.3 shall be disbursed under section 17.6.4 of this document. Any funds remaining after the disbursements under section 17.6.4 will be reserved for disbursements under Section 17.6.5 at the end of that current fencing season.

### **17.6.2 Domestic incentive travel funding**

The MFA will be providing partial travel reimbursement for competitions designated in the athlete contracts using an incentive funding system. Depending upon the athlete’s results at the designated competition in the designated event category, he / she will be reimbursed as shown in the table below. If funds are available with the MFA, an athlete could be reimbursed a maximum of \$1000.00 for National Team /High Performance and \$500.00 for Intermediate.

Competition Result	Total Travel Funding
Top 20% finish	\$500
Top 30% Finish, >20%	\$350
Top 35% finish, >30%	\$200
Top 40% finish, >35%	\$100

### **17.6.3 National Team Selection**

Athletes who have been selected to represent Canada at an eligible National Team competition will automatically be considered for \$800 in travel reimbursement. If the costs associated with the competition are over and above \$1000, the athlete may also apply under section 17.6.5 for additional travel funding. Athletes will only receive the funding if they have accepted their

selection to the event. Athletes participating in multiple National Team events during a season are eligible to receive this travel reimbursement for each of the events. If funds are available with the MFA.

Eligible National Team competitions include:

- Olympic Games and Youth Olympic Games
- Pan American Games
- Cadet, Junior, and Senior World Championships
- Cadet, Junior and Senior Pan American Championships

Performance Incentive:

Athletes are also eligible for additional Performance Incentives at National Team competitions:

Olympic Games and Youth Olympic Games:

- Top 16 - \$600
- Top 8 - \$900
- Top 4 – \$1200
- Finalist - \$1500

Junior/ Cadet World Championships:

- Top 32 - \$100
- Top 16 - \$200
- Top 8 - \$300
- Top 4 – \$400
- Finalist - \$500

Senior World Championships:

- Top 32 - \$200
- Top 16 - \$400
- Top 8 - \$600
- Top 4 – \$800
- Finalist - \$1000

Pan American Games:

- Top 8 - \$360
- Top 4 – \$480
- Finalist - \$600

Cadet/Junior Pan American Championships:

- Top 8 - \$240
- Top 4 – \$320
- Finalist - \$400

Senior Pan American Championships:

- Top 8 - \$360
- Top 4 – \$480
- Finalist - \$600

**17.6.4 Disbursement of Travel Support Funds**

Disbursement of travel support funds will occur no later than 30 days after the approval of travel support funding by the Athlete Funding Committee.

#### **17.6.5 Appeal**

Athletes in MFA programs may appeal decisions regarding the allocation of the Athlete Travel Fund. Procedures for appeals are outlined in Section 27 of this document.

#### **17.6 Provincial Team Uniform**

When possible, athletes on the Provincial Team are required to wear their provincial team uniform during their events at all out-of-province tournaments. An order form for provincial team clothing (including tracksuit) shall be made available to all Provincial Team members before the first National tournament (i.e., Canada Cup) of the season.

The design of the provincial team tracksuit shall be altered every four (4) years (or sooner if needed) following the Olympic Games cycle, in order to maintain an updated look for the team.

## Appendix 5: Athlete monthly individual training report

Athlete Name:	
Report for the month of (mm/yyyy)	

Day	Activity	Hours	Day	Activity	Hours
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					

Total hours:	
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Athlete Signature: \_\_\_\_\_

# GOALS

SHORT TERM:

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LONG TERM:

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# SMART Goal

Goal Title: \_\_\_\_\_

## Specific

What needs to be accomplished (a), who is responsible for it (b), what steps need to be taken to achieve the goal (c)?  
Eg. physical, technical, tactical achievements (a)(b)(c)  
(a)  
  
(b)  
  
(c)

## Measurable

Something that can be measured; eg. Top 32 out of poules, top 16 finish, medal.

## Achievable

Can you realistically achieve this goal in a certain time frame or at least come close?

## Relevant?

Is this goal relevant to your business and its growth.

Yes  No

## Time-Bound

What is the time frame for this goal?

---

## Goal Result

Did you complete this goal?

Yes  No

### Why or Why Not

### What could you do better next time?

## PLANNED COMPETITIONS

LOCAL:

Date(s): \_\_\_\_\_

Place: \_\_\_\_\_

Event(s): \_\_\_\_\_

\_\_\_\_\_

REGIONAL:

Date(s): \_\_\_\_\_

Place: \_\_\_\_\_

Event(s): \_\_\_\_\_

\_\_\_\_\_

NATIONAL:

Date(s): \_\_\_\_\_

Place: \_\_\_\_\_

Event(s): \_\_\_\_\_

\_\_\_\_\_

INTERNATIONAL:

Date(s): \_\_\_\_\_

Place: \_\_\_\_\_

Event(s): \_\_\_\_\_

\_\_\_\_\_