

LETTER OF UNDERSTANDING
BETWEEN
Canadian Sport Institute Pacific
AND
BC Snowboard
AND
ACKNOWLEDGED BY:
Canada Snowboard

This letter is to clarify the service arrangement between Canadian Sport Institute Pacific (CSI Pacific) and **BC Snowboard** from April 1, 2022 to Mar 31, 2023.

1. General Intent of Partnership

The *Mission* of the Canadian Olympic & Paralympic Sport Institute Network (COPSIN) is to “provide a world-class, multi-sport daily training environment for athletes and coaches through expert leadership, services and programs”. The overall intent of the NextGen & PSO Performance Solutions Strategy is to build high performance system capacity and sustainability, in order to transition athletes to national programs through technical leadership, information sharing, and transfer of knowledge.

This Letter of Understanding seeks partnership for services identified herein between CSI Pacific, and;

- **BC Snowboard**, who has identified targeted athlete and coaches to which performance solutions will be delivered and is making a financial contribution.
- **Canada Snowboard**, who by signing this LOU is acknowledging the targeted athletes and coaches to which performance solutions will be delivered.

Herein these organizations are referred to as PARTNER SPORTS, unless otherwise designated, and agree to collaborate in the identification and development of targeted athletes and coaches to which performance solutions are delivered.

CSI Pacific is a signatory of the **Canadian Anti-Doping Program (CADP)**. We are committed to cooperating with the Canadian Centre for Ethics in Sport (CCES), sport organizations that have adopted the 2015 CADP, the government of Canada and any other organizations that have adopted this program. CSI Pacific and PSO must ensure that all athletes and individuals involved in the sport comply with the 2015 CADP. PSO must ensure that designated athlete support personnel complete CCES’s anti-doping e-learning program. CSI Pacific has also identified a supplement policy for all staff which guides the safe use, distribution and consultations around supplement usage. CSI Pacific supplement policy is available upon request.

2. SafeSport

At CSI Pacific, we are committed to working with PSO staff and athletes to ensure a safe sport environment. In an effort to ensure safe sport practices CSI Pacific endorses the **Universal Code of Conduct for Maltreatment in Sport (UCCMS)** and provincially follows the BC UCC as part of our organization code of conduct, within our CSI Pacific policies. In compliance with the BC UCC CSI Pacific staff must;

1. Behave in a manner that upholds the highest professional standard and comply with BC UCC.
2. Report observed incidents that may constitute maltreatment or boundary transgression as defined in the BC UCC including boundary transgressions.

3. Uphold the 'rule of two' when meeting with athletes in vulnerable situations unless waived by practitioner specific professional practice.
4. Undergo a criminal record check (every 5 years) and obtain necessary training in Safe Sport practices.

3. Delivery of Performance Solutions

CSI Pacific will be receiving a direct financial contribution from PSO, to be used for the delivery of performance services to Partner Sports designated athletes registered with CSI Pacific ([Appendix A](#)). The services provided to PARTNER SPORTS are outlined in the Performance Solutions Plan Tool, which outlines scope of service, a list of intended athletes, and their coaches ([Appendix B](#)). The Performance Solutions Plan Tool will be used as a framework to liaise with CSI Pacific practitioners to deploy services as needed and confirmed by sport, provided that:

- a) *These services are predominantly targeted toward athletes identified in the Performance Solutions Plan. Other athletes may be considered based on reasonable access to service.*
- b) *The list of athletes is updated in accordance to the PARTNER SPORTS nomination cycle and CSI Pacific athlete nomination process.*
- c) *All athletes receiving service are registered with CSI Pacific.*
- d) *Services will predominantly be delivered at or deployed from **CSI Pacific - Whistler Campus***
- e) *Reasonable notice is given to practitioners in order for them to schedule and prioritize service delivery within the time frame identified in the Performance Solutions Plan.*
- f) *PARTNER SPORTS adhere to regular meetings as outlined in the Evaluation section below.*
- g) *This agreement supports the allocation of CSI staff within a discipline area(s) as identified in the Performance Solutions Plan. CSI Pacific has the right to allocate staff time and/or other work related functions to fulfill the optimal performance solution, which may include the deployment of different staff from time to time.*
- h) *All agreed expenses incurred by Services Providers (travel, meals, accommodation, etc.) while traveling on extended trips with the Partner Sport, outside of their home COPSI Network campus (i.e. CSI Pacific campus regions), will be paid by the Partner Sport directly.*
- i) *All agreed consumable costs i.e. lactate strips, nutrition products, etc. will be paid by the Partner Sport directly, or billed back on a quarterly basis as per the below financial agreement schedule.*
- j) *Injury or illness of practitioners, which are CSI Pacific's employees or contractors, are governed by CSI Pacific HR policies*
- k) *Annual Vacation and Health and Wellness Leave are required by law. CSI Pacific will work with staff to ensure vacation requests align to sport plans, which should be communicated and updated on a regular basis.*
- l) *Issues related to CSI Pacific's employees or contractors are governed by CSI Pacific HR policies.*
- m) *CSI Pacific will endeavor to work with PARTNER SPORTS to integrate service delivery among staff which may result in additional services being deployed as needed based on gap assessment and ongoing contact with SPORTS coach or technical lead.*
- n) *Provision of services virtually or remotely are deemed to have equitable value compared to face-to-face interaction.*
- o) *Access to CSI Pacific facilities must comply with CSI Pacific Return to Sport Plan.*
- p) *Under COVID 19, service capacity will depend on CSI Pacific's Return to Sport Plan.*
- q) *Under COVID 19, all PARTNER SPORTS must submit in advance of service, a "clearance to train" from the respective NSO or PSO in adherence with their sport specific return to sport plan and guidelines.*

4. Evaluation

CSI Pacific will conduct formal meetings with PARTNER SPORTS coach and/or technical lead and CSI Pacific practitioner(s) to evaluate that service levels and work-flow reflect program / athlete needs, annual plans and expectations. Service will be deployed and/or adjusted depending on formal meetings that will be scheduled by CSI Pacific throughout the term of the agreement with the following intent.

- Meeting 1 – Integrated Support Team meeting to outline scope, depth, and timing of required services. This meeting will be facilitated by the CSI Pacific performance solution lead for the sport. The intent of this meeting is to introduce performance service practitioners and to guide service delivery in an effective and efficient manner.
- Meeting 2 – Integrated Support Team meeting, lead by the PSO Head Coach and/or PSO technical lead, to update on services and identify adjustments.
- Meeting 3 – Integrated Support Team meeting, lead by the PSO Head Coach and/or PSO technical lead, to debrief services and expectations sought by the sport and to identify future plans or needs.

5. Athlete & Coach Registration with CSI Pacific

A list of your PSO athletes and coaches are appended to this LOU ([Appendix A](#)). Only athletes whose names appear on Appendix A are eligible to receive the support indicated in this agreement. PSO undertakes to inform CSI Pacific of any changes and/or seasonal updates to the list of athletes included in this agreement prior to services being delivered.

To comply with our risk management policies, it is mandatory for athletes identified within the LOU, and any beyond this who receive CSI Pacific service, to complete the CSI Pacific athlete waiver through our Athlete Coach Services department. Further, eligible athletes identified through Appendix B who wish to access CSI Pacific facilities, or those who reside in the province of BC must be registered with the Institute prior to accessing services. Registration can be completed on a group or individual basis, both in-person and virtually. Once registered, athlete(s) and coach (es) will be introduced to various benefits and community partnerships, inclusive of Game Plan, that have been designed to complement their DTE and enhance performance.

Community Partnerships:

CSI Pacific has an established network of community partners which continues to expand across major cities in BC. Discounts and services are available to all CSI Pacific-registered athletes. Discounts provided by the partner varies, depending on the details of the agreement and has been mutually beneficial by providing brand exposure to both the community partner and to CSI Pacific. A summary of services and eligibility can be found on our website [here](#).

PSO Commitment:

- Upon annual submission of PSO targeted athlete nominations, reach out to Athlete Coach Services (athletes@csipacific.ca) to organize a group registration for your LOU athletes (takes 45-60 minutes to complete as a group either in person or virtually).
- Ensure athletes and coaches identified on LOU Athlete List to register, and maintain up to date registration on an annual basis with CSI Pacific via Athlete Coach Services.

- Provide timely updates when new athletes become eligible to be added to your LOU Athlete list. Ensure these athletes are connected with Athlete Coach Services to begin registration.
- Seek updates on athlete and coach registration in order to encourage those who have not yet registered to do so.

Personal Information Protection Policy Information:

At CSI Pacific, we are committed to providing both our clients and our Staff with exceptional service. As providing this service involves the collection, use and disclosure of some personal information, protecting this personal information is one of our highest priorities. CSI will collect personal information in order to give the athlete or coach information about services available including Performance Services, Support Services, Life Services, Professional Services, Educational Services, Funding Services, and Resource Services. CSI will also collect personal information in order to deliver said services. For more detail on the CSI Pacific policy and methods of collection, use, and disclosure of personal information please refer to the CSI Pacific Personal Information Protection Policy, available upon request. In sharing personal information of clients (athletes, coaches and or staff) the PSO agrees to uphold CSI Pacific's Personal Information Protection Policy and applicable laws in B.C. regarding the protection of personal information.

6. Financial Agreement

To support the delivery of NextGen & PSO performance solutions **BC Snowboard** agrees to contribute \$3,000 upon receipt of invoices from CSI Pacific on dates as defined below.

<u>Date</u>	<u>Date</u>
<u>July, 2022</u>	<u>October, 2022</u>
\$1,500	\$1,500

All monies and / or CSI Pacific support outlined in this agreement must be expended in the current 2022 / 2023 fiscal year (by March 31, 2023), with no carry forward into the next fiscal year.

7. TO EVIDENCE THEIR AGREEMENT each of the parties has executed this Letter of Understanding;

CANADIAN SPORT INSTITUTE PACIFIC

Kurt Innes, Director Performance Solutions, Canadian Sport Institute Pacific

Date:

BC Snowboard

Name of Contact:

Date:

Canada Snowboard

Name of Contact: Dustin Heise, CEO

Date:

CC: Kirsten Barnes, Director Health and Performance Services, CSI Pacific
David Hill, Director System Enhancement, CSI Pacific

APPENDIX A: ATHLETE/ COACH LIST

Last Name	First Name	Level	Gender	Date of Birth (YYYY/MM/DD)	Sport Discipline	Primary Coach	Primary Coach's Email	Secondary Coach	Campus/Centre	City/Town
Graham	Colby	SC Carded	Male	2001-06-25	Snowboardcross	Chris Nakonechny	christophemak@hotmail.com	Meghan Hebert	Northern BC	Prince George
Matthe	Jasper	Provincial Dev Level 2	Male	2002-12-09	Snowboardcross	Chris Nakonechny	christophemak@hotmail.com	Meghan Hebert	Northern BC	Prince George
Turkington	Hannah	Provincial Dev Level 2	Female	2007-01-17	Snowboardcross	Chris Nakonechny	christophemak@hotmail.com	Meghan Hebert	Whistler	Whistler
Hooper	Kali	Provincial Dev Level 2	Male	2005-03-02	Snowboardcross	Chris Nakonechny	christophemak@hotmail.com	Meghan Hebert	Vancouver	Burnaby
Juoninen	Kennedy	Provincial Dev Level 1	Female	1996-06-21	Snowboardcross	Chris Nakonechny	christophemak@hotmail.com	Meghan Hebert	Whistler	Whistler
Odine	Mayela	SC Carded	Female	1997-02-24	Snowboardcross	Chris Nakonechny	christophemak@hotmail.com	Meghan Hebert	Northern BC	Prince George
Turcotte	Felicia	Provincial Dev Level 2	Female		Snowboardcross	Chris Nakonechny	christophemak@hotmail.com	Meghan Hebert	Whistler	
Rosethom	Kate	Provincial Dev Level 2	Female		Snowboardcross	Chris Nakonechny	christophemak@hotmail.com	Meghan Hebert	Vancouver Island	
Monson	Ryder	Provincial Dev Level 2	Male		Snowboardcross	Chris Nakonechny	christophemak@hotmail.com	Meghan Hebert	Northern BC	
Klein	Seth	Provincial Dev Level 2	Male		Snowboardcross	Chris Nakonechny	christophemak@hotmail.com	Meghan Hebert	Okanagan	
Dempsey	Nicola	Provincial Dev Level 2	Female		Snowboardcross	Chris Nakonechny	christophemak@hotmail.com	Meghan Hebert	Okanagan	
Strachan	Veiga	Provincial Dev Level 2	Female		Snowboardcross	Chris Nakonechny	christophemak@hotmail.com	Meghan Hebert	Interior	
Maclean	Bridget	Provincial Dev Level 2	Female		Snowboardcross	Chris Nakonechny	christophemak@hotmail.com	Meghan Hebert	Okanagan	
Moffatt	Liam	SC Carded	Male	1997-03-30	Snowboardcross	Maele Ricker	maele.ricker@canadasnowboard.ca		Whistler	Whistler
Bichon	Evan	SC Carded	Male	1998-10-12	Snowboardcross	Maele Ricker	maele.ricker@canadasnowboard.ca		Vancouver	Vancouver
McMorris	Mark	SC Carded	Male	1993-12-09	Slopestyle				Vancouver	Vancouver
Sharpe	Darcy	SC Carded	Male	1996-02-09	Slopestyle				Whistler	Whistler
Palchat	Juliette	Canadian Dev	Female	2004-12-04	Slopestyle				Whistler	Whistler
Finestone	Finn	Canadian Dev	Male	2003-03-23	Slopestyle				Whistler	Whistler
Smith	Truth	Canadian Dev	Male	2004-03-04	Slopestyle				Whistler	Whistler
Turner	Tyler	SC Carded	Male	1988-08-26	Para Snowboard	Greg Pacard	coachsbox@hotmail.ca		Vancouver Island	Comox
Derek	Livingston	SC Carded	Male	1991-05-01	Halfpipe	TBD			Whistler	Whistler
Klebe-McCulloch	Dashiel	Provincial Dev Level 2	Male	2004-05-18	Slopestyle				Whistler	Whistler
Brown	Natalie	Provincial Dev Level 2	Female	2001-03-22	Slopestyle				Interior	Sun Peaks

APPENDIX B: DETAILED PERFORMANCE SOLUTIONS PLAN

Performance Solutions Plan 2022/23								
Sport:	BC Snowboard							
# NextGen Athletes:	TBC							
# Provincial Athletes:	TBC SBX and Slopestyle disciplines							
Camp-Based or DTE?:	Camp-based SBX list to be confirmed early May, Slope list to be confirmed mid may							
Primary Campus:	Whistler							
Timing of Service:	June start (10 months)							
	GOALS / OBJECTIVES	Campus	Practitioner	Frequency	DATES	Service Details	DETAILS	Athlete #
Nutrition	Develop and maintain athlete contact & 1on1 follow ups as required.	Whistler	Kourtney Gordon	5	May - Sept	Education	2 x sessions for WC and Nor Am, 3 x sessions for dev and generic needs).	
				3 x	July, Oct, Jan	IST meetings	3 x individual IST meetings (1 per quarter)	1
Mental Performance	Develop and maintain athlete contact & 1on1 consults as required.	Whistler	Andrei Mandzuk			Education	11 x DTE based Group Education sessions (3 x WC, 3 x Nor Am, 3-5 for specific needs and age/stage group) Confirm with PSO coach & practitioner re: education goals, session topic, expected outcomes.	
						Athlete Consultation	Individual Consults & Follow up as req'd (5athletes x 1 consults/per)	5
				3 x	July, Oct, Jan	IST meetings	3 x individual IST meetings (1 per quarter)	1
						Coach Meetings/ in the DTE/ Etc.		
STAFF				IST Meetings Schedule/ Dates				
ROLE	NAME	PHONE	Responsibilities	#1.				
CSI Contact	Kurt Innes	250.208.5702		#2.				
Sport Coach	Christopher Nakonechny	604.329.9974	christophernak@hotmail.com	#3.				
Nutrition	Kourtney Gordon							
Mental Performance	Andrei Mandzuk		andreialexandermandzuk@gmail.com					
HP Director/ ED	Cathy Astoroff	250.442.6928	bcsnow@telus.net					