



## **ATHLETE ASSISTANCE PROGRAM CRITERIA – PARALYMPIC PROGRAM**

### ***2018-2019 NOMINATIONS***

#### **I. INTRODUCTION:**

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The purpose of this document is to present the criteria for the determination of the Swimming Canada / Sport Canada Athlete Assistance Program (AAP). The target audiences for this document are athletes and the coaches of such athletes who now access or wish to access the program.

In general, the AAP (carding) recognizes the commitment an athlete makes to long-term training and competitive programs and seeks to relieve some of the pressures associated with participation in international sport. In particular, the AAP provides financial assistance to Canadian high-performance athletes to assist them in seeking enhanced training opportunities intended to progress their performances. To this end, the assistance helps athletes with their training and competition needs and is paid directly to the athlete.

The AAP objective is to support Canadian athletes identified and nominated by Swimming Canada as performing at or having the greatest potential to achieve top 8 results at Paralympic Games and WPS World Championships. The coach remains a critical component of the team and in conjunction with Swimming Canada manages and directs the athletes training plan. *The AAP is the only Sport Canada program to provide direct financial support for athletes.*

#### **Application Process**

Athletes and their coaches will be required to apply for a carding nomination. The application process will open August 1, 2018, must be completed in its entirety and submitted on or before October 5<sup>th</sup>, 2018. Should you have any questions please email Emma Van Steen at [evansteen@swimming.ca](mailto:evansteen@swimming.ca).

Details in Appendix C.

The below criteria contained within this document will be applied to nominate athletes for carding to Sport Canada. Ultimately the decision to grant carding is made by Sport Canada.

#### **General Information and Definitions:**

- i. Sport Canada has allocated a maximum of \$529,500.00 (total funding allocation is currently under review by Sport Canada) in living and training allowance to be allocated through the application 2018-2019 Swimming Canada Athlete Assistance Program Criteria.
- ii. Where the term “World Ranked” or World Ranking” is used, these shall be the WPS Rankings Database - swimming adjusted to 3 swimmers per country, per sport class, per event to determine ranking for performances. The rankings are generated on the World Para Swimming Website (<http://www.paralympic.org/Swimming/Results/Rankings>)
- iii. The Sport Canada AAP funds athletes in Paralympic events at two levels:



- |                  |                           |   |
|------------------|---------------------------|---|
| 1. Senior Cards: | Senior International Card | \$1,765.00/month, totalling             |
|                  |                           | \$21,180/yr                             |
|                  | Senior National Team Card | \$1,765.00/month, totalling \$21,180/yr |
|                  | C1 card                   | \$1060.00/month, totalling              |
|                  |                           | \$12,720/yr                             |
2. Developmental Cards: \$1060.00/month, totalling \$12,720/yr
- iv. Where the term C1 is used, this is defined as a first year Senior card athlete who, regardless of the number of years at a Development card level, receives Senior card status but is funded at Development card level.
- v. Depth of Field for each event will be determined by multiplying the total number of swimmers (adjusted to 3 per country per class) in the event by the depth of field factor (.50 for Senior cards and .67 for Development cards). This will determine the ranking spot for top half or top two-thirds of the field for that event. For example:
- i. Example 1 – Senior card - An event (S14 100 Backstroke) has 55 swimmers in the adjusted world rankings, the top half of the field ranking position for a senior card will be  $55 \times .50 = 27.7$ , which is rounded up to 28. Swimmers whose performance is ranked in the top 12 of the World Rankings are eligible for a Senior card because they are above the 28<sup>th</sup> ranked performance.
  - ii. Example 2 – Development card - An event (S14 100 Backstroke) has 55 swimmers in it; the top two-thirds of the field ranking position for a Development card will be  $55 \times .67 = 36.85$ , which rounds up to 37. Swimmers whose performances are ranked from 13<sup>th</sup>-20<sup>th</sup> in the world rankings are eligible for a development card because they are ranked above the 37<sup>th</sup> ranked performance.
  - iii. Example 3 – Senior card - An event (S11 100 Butterfly) has 15 swimmers in it; the top half of the field ranking position for a senior card will be  $15 \times .50 = 7.5$  which is rounded up to 8. A swimmer who is ranked 9<sup>th</sup> is not eligible for a Senior card because they are outside the top half of the field.
  - iv. Example 4 – Development card – An event (S11 100 Butterfly) has 15 swimmers in it; the top two-thirds of the field ranking position for a development card will be  $15 \times .67 = 10$ . The swimmer who is ranked 9<sup>th</sup> would be eligible for a Development card because they are ranked above the 10<sup>th</sup> ranked performance.
- vi. The carding cycle for the 2018 - 2019 seasons shall be November 1st, 2018 to October 31st, 2019.
- vii. The Sport Canada AAP also offers athletes who receive AAP funds the following additional financial benefits:
1. Tuition Support
  2. Supplementary Support that includes:
    - Excellence living and training allowance
    - Excellence child dependent allowance
    - Training and competition allowance for athletes with a disability
    - Relocation Assistance
    - Child care Assistance



- Retirement Assistance

These are Sport Canada benefits and are subject to change by Sport Canada. More information regarding these additional financial benefits is in section 8 of the Sport Canada AAP Policies, Procedures & Guidelines document posted on the Sport Canada website.

### **Swimming Canada's authority for decisions:**

All matters relating to the nomination of athletes for AAP are the sole authority of Swimming Canada. Swimming Canada makes decisions relating to the approval of AAP nomination on the basis of the approved Swimming Canada AAP Criteria and requirements. If an athlete does not meet (in the discretion and opinion of Swimming Canada) any of the requirements set out in the Swimming Canada AAP Criteria, Swimming Canada may decide in its sole discretion, to either recommend withdrawal of carding, or to not nominate an athlete for 2018 - 2019.

### **Eligible Swimmers:**

Only those athletes eligible to represent Canada at either the World Para Swimming Championships or the Paralympic Games shall be eligible for AAP support. Athletes must be a duly registered swimmer with Swimming Canada (Competitive registration) at the time of the carding performance and again prior to the 2018-2019 season and be a licensed World Para Swimming eligible athlete.

## **II. CONDITIONS:**

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- i. The following conditions apply to all carding levels
- ii. Only events for sport classes offered on **the 2020 Paralympic Games Events Program** (Appendix A) will be eligible for carding.
- iii. Eligible performances from the 2018-2019 season will be ranked using the WPS Rankings Database – Swimming to determine carding nominations. WPS Rankings Database includes performances from November 1, 2017 – October 14, 2018 using the amended WPS Rankings Database - Swimming adjusted to 3 per country per sport class.
- iv. To be eligible for carding, athletes in sport class 1-14 must hold a World Para Swimming International “R” or “C” sport class status and hold a current IPC Athlete Licence.
- v. In the event that World Para Swimming determines a sport class is no longer included in the 2020 Paralympics Event Program, the carding of the affected athlete will continue for two (2) months after the date of notification.
- vi. In the event that a athlete becomes ineligible due to re-classification, the carding of the affected athlete will continue for two (2) months after the date of notification, after which their carding would be discontinued. Athletes would be eligible to apply for all AAP retirement assistance programs.
- vii. In the event that a athlete moves up a sport class due to re-classification, if deemed necessary, an in-person review with the Swimming Canada Associate High Performance Director may be required to discuss carding status and performance progression.

## **III. CARDING REQUIREMENTS**

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- i. All carded athletes must complete and submit all required documentation in Appendix C, as well as documentations outlined in the carding notification letter by the specified deadlines. Failure to do so will result in Swimming Canada delaying or rescinding the athlete's nominations to Sport Canada for AAP funding. Funding will not be activated until such time that all required documentation is returned to Swimming Canada.



- ii. Under normal conditions, a carded athlete must be training and competing at a prescribed minimum standard for Senior and Development cards (see **Section VII** and Appendix B). All carded athletes shall be expected to attend to an appropriate standard of training suitable to progress their competitive standard.
- iii. A carded athlete's home coach is required to submit a detailed Yearly Training Plan (YTP) for the upcoming season (including end of training cycle performance benchmarks) no later than October 5th, 2018. All Swimming Canada High Performance Centres coaches are to submit reports based on the HPC Operational Plan.
  - The Home Coach has the opportunity to submit an updated YTP for the next training mesocycle following the December Can-Am and April Canadian Swimming Trials;
  - The Home coach and athlete will complete an *end of cycle* performance report outlining accomplishments (performance benchmarks), challenges and adjustments made to the next cycle training plan and adjusted performance benchmarks. Report Date May 1 2019;
  - Should the Home coach be unable or unwilling to submit this, Swimming Canada will work with the athlete directly.
- iv. Carded athletes will submit monitoring data as prescribed by the Swimming Canada monitoring program via Avail (formerly Logit).
- v. Athletes not meeting the recommended minimum training requirements or failing to provide required reports during the carding cycle will be subject to review. The review will be conducted in conjunction with their home coach, and Swimming Canada Staff members.
- vi. If for any reason other than injury and illness (see **Section VI**) a athlete is unable to sustain or otherwise maintain a suitable level of training, their carding status will be reviewed. Should the review provide a negative result, a recommendation for withdrawal of carding will be made to Sport Canada.
- vii. All athletes AND home coaches of carded athletes will be expected to submit testing data when requested by Swimming Canada.
- viii. Home coaches of carded athletes may be required to attend Carded Coaches Meetings as directed and determined by the Swimming Canada Associate High Performance Director.

#### **Eligible Performances:**

For the 2018-2019 carding cycle, carding shall be determined by Long Course performances at the following competitions:

- 2018 Canadian Swimming Trials July 18-22, 2018 Edmonton, Alberta
- 2018 Pan Pacific Para Swimming Championships August 10-13 2018, Cairns, Australia
- Any LC competition between June 25<sup>th</sup> to August 31<sup>st</sup>, 2018 that is a WPS recognized competition, and have results listed in the WPS Rankings Database.

#### **Prioritization of Carding Nominations:**

The following seven points constitute the priority order for nominating athletes who have met the carding criteria. Cards will be awarded in a “top down” fashion until the total allocation of cards is exhausted:

- PRIORITY 1: Senior International card nominations (SR1/SR2).
- PRIORITY 2: Athletes carded the previous year at the Senior International card level (SR1/SR2) in Paralympic events who are injured\* AND who meet the Sport Canada policy (Section 9.2) on curtailment of training and competition for health-related reasons.



- PRIORITY 3: Senior National Team card nominations (including C1 cards) based on criteria outlined in this document.
- PRIORITY 4: Athletes carded the previous year at the Senior National Team level (including C1 cards) and who are injured\* AND meet the Sport Canada policy (Section 9.2) on curtailment of training and competition for health related reasons. These cards will be prioritized based on the previous year's ranking.
- PRIORITY 5: Development card nominations based on criteria outlined in this document.
- PRIORITY 6: Athletes carded the previous year at the Development card level in an individual event that are injured\* AND meet the Sport Canada policy (Section 9.2) on curtailment of training and competition for health related reasons.
- PRIORITY 7: Should Swimming Canada after the carding review meetings with Sport Canada have additional funds unspent based on the allocation of the 24 Senior cards or equivalent, Swimming Canada may consider performances done between March 1<sup>st</sup>, 2018 to April 30<sup>th</sup> 2018, to allow for mid-season carding in approved or sanctioned competitions under the WPS swimming Guidelines in eligible events.

*\* Please see the section **VI. Injury and Illness***

#### **IV. SENIOR CARDS**

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##### **1. SENIOR INTERNATIONAL CARD CRITERIA:**

Eligibility for the 2018-2019 Senior International cards is only available in years that include a World Para Swimming Championships or the Paralympic Games as per the following criteria. This is a two-year card.

##### **i. Individual Events:**

- To be eligible for nomination as a Senior International card, athletes must finish within the top 8 places of an individual event and finish within the top ½ (half) of the entered field.

##### **Notes:**

- Athletes who meet the Senior International criteria at the World Para Swimming Championships or the Paralympic Games are eligible to be nominated by Swimming Canada for two consecutive years, with the card for the first year referred to as SR1 and the card for the second year referred to as SR2. The second year of carding will be requires that the athlete is re-nominated by Swimming Canada.
- Athletes will be re-nominated if they are maintaining an approved training and competitive program recognized by Swimming Canada and Sport Canada and have maintained a performance level within a threshold of 1% of the time they performed to earn the SR1 card.
- Once approved, the athlete must sign the most recent version of the Athlete/NSO Agreement and complete any additional documentation for the year in question.

Athletes carded for the first time may receive a Senior International card nomination providing their performances fulfill the above criteria.



## 2. SENIOR NATIONAL TEAM CARD CRITERIA:

Eligibility for a 2018-2019 Senior National Team card shall be based on world rankings as per the following criteria. This is a one-year card.

- i. Event Priority for the Senior National Team card will be the events offered for each sport class at the **2020 Paralympic Games Events Program**, based on performance done at any WPS recognized competition inside the qualifying period from the competitions listed in **“Eligible Performances”**
- ii. Athletes ranked in the top 10 and top half of a field in the adjusted World Rankings and within the specified “depth of field”.

## 3. C1 CARD CRITERIA

C1 carded athletes are funded at the Development card level in the first year they meet the national criteria for a Senior card even if they have previously been carded at the Development (D) level. If, however, the athlete has been previously been carded at the SR1 or SR2 level, has been named to the national senior team, or has competed in World Championships before meeting the national criteria for the Senior card for the first time, the athlete will be funded at the Senior card (SR) level rather than at the Development card level

Notes:

- A athlete is eligible for four (4) years total at the Senior National Team card level (including C1) **unless** they continue to produce podium level performance (Top 3 at World Championships and Paralympic Games) in their designated sport class.
- Athletes not showing performance improvement of more than 1% per year for two consecutive years will no longer be carded, unless they continue to produce podium level performance in their designated sport class. Best performances done during the 2016-2017 will be the initial measure.

## V. DEVELOPMENT CARDS

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The availability of Development cards is subject to the total number of cards available under the Sport Canada criteria and the number of cards awarded at the Senior International and Senior levels. This is a one-year card.

Development cards will be allocated as per the process below and until resources are exhausted.

- I. Event Priority for the Senior National Team card will be the events offered for each sport class at the **2020 Paralympic Games Events Program**, based on performance done at any WPS recognized competition inside the qualifying period from the competitions listed in **“Eligible Performances”**
- II. Athletes ranked 11<sup>th</sup> – 18<sup>th</sup> of the adjusted rankings from the WPS Rankings Database and in the top two-thirds of the field will be prioritized.

**Notes:**

- Athletes who have been carded at a Senior card (SR, C1) level for more than two (2) funding periods are not eligible for nomination for a Development card (an exception may be granted at the sole discretion of Sport Canada, for an athlete carded at the SR level while still a junior athlete).
- A athlete is eligible for four (4) years total at the Development card level. If a athlete does not advance to the Senior level after this period, the athlete will undergo a thorough review of their daily training environment and their coach plan to be considered for carding. In order to be carded for a fifth year at a Development Card level, Swimming Canada must be satisfied that the athletes performances are progressing and the athlete still has potential to advance to the Senior card level.
- Athletes not demonstrating performance improvement of more than 1% per year for two consecutive years will no longer be carded, unless they continue to produce podium level performance in their designated sport class. Best performances done during the 2016-2017 will be the initial measure.
- In the event of a tie, athletes will be prioritized based upon the percent depth of field calculation and athlete with the lower depth of field percentage will be ranked higher. If the tie occurs in the same event, then the athletes second highest world ranked swim will be used to break the tie. Should there be no other world ranked swim then the athletes second highest rated swim using the World Para-swimming Performance Point Charts shall be used to break the tie.
- Development card athletes whose performances have regressed (season best time as compared to career best time) over a continuous two-year period will undergo a performance review to determine eligibility for carding by Swimming Canada Staff. In order to be nominated the athlete's review must provide evidence that they are demonstrating a commitment to return to career best times. Such evidence will be based on training frequency, quality in programming, "in-season" performances and home coach feedback.

**VI. INJURY AND ILLNESS**

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Swimming Canada will consider nominating athletes for an injury card in accordance with section 9.1.3 of the Sport Canada AAP policy. In order to be considered for nomination for an injury card for 2018-2019, an athlete must meet all of the following requirements:

- i. The athlete must have been carded during the 2017-2018 carding cycle;
- ii. It is the responsibility of the athlete to duly notify Swimming Canada in writing of his/her injury or illness status within 21 days of the date of diagnosis or of the date when the athlete had to interrupt his/her training. A licensed sport medicine or medical practitioner must make any such signed diagnosis.

If Swimming Canada nominates an athlete for injury carding, the athlete will be nominated for an injury card at the same level (i.e. Senior or Development) at which they were carded in 2017-2018.

Athletes receiving an injury card:

- i. Must report monthly to their Swimming Canada Performance Link on their rehabilitation activity and progression. This must continue until such time as they are deemed fit to return to full training. Failure to report on a monthly basis may result in, at the sole discretion of Swimming Canada, a recommendation to Sport Canada to withdraw carding. Injury reporting for a resident



athlete at a Swimming Canada High Performance Centre or Intensive Training Program is to be completed through the respective HPC/ITP IST staff and documented in the HPC/ITP bi-monthly IST report.

- ii. Must follow the conditions outlined in the Sport Canada AAP policy regarding curtailment of training and competition for health-related reasons (section 9.1.1 and 9.1.2).

Athletes may only be nominated for an injury card for two consecutive seasons.





## VII. ATHLETES TRAINING OUTSIDE OF CANADA

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The following shall apply to athletes who meet the carding criteria as noted above and who are training abroad:

- i. All athletes training outside of Canada are required to support the National program as outlined in this document.
- ii. Swimming Canada will, at its sole discretion, determine if Canadians who achieve the carding criteria while living and training outside of the country will be nominated for AAP funding. The decision will be based on a number of factors which shall include, but not be limited to, the available daily training environment and the ability to support the National program as outlined in this document.
- iii. As per Sport Canada policy (2.5.2), Swimming Canada will nominate athletes who are attending a foreign post-secondary educational institution and are receiving an athletic scholarship for AAP funding provided that they commit to support the National Team Program activities. These athletes will be nominated by Swimming Canada for AAP support during the months they are **not attending** the foreign post-secondary institution. It is the responsibility of the individual athlete to notify Swimming Canada of the applicable time period for which they will not be attending the foreign post-secondary educational institution.

## VIII. TRAINING REQUIREMENTS

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- i. All carded athletes shall be expected to attend to an appropriate standard of training suitable to progress their competitive standard.
  - All athletes must be training daily under the direct supervision of an CSCTA Registered swim coach or international equivalent.
  - Alternative programs may be considered at the discretion of the Swimming Canada Associate High Performance Director and Senior Coach Paralympic Program.
- ii. Athletes not meeting the recommended minimum training requirements or failing to provide required reports during the carding cycle will undergo a review. The review will be conducted in conjunction with their home coach and Swimming Canada Associate High Performance Director and Senior Coach Paralympic Program.
- iii. Any determination of unsuitable training will be made in concert with the athlete's home coach and Swimming Canada staff.
- iv. Home coaches of carded Athletes may be required to attend Carded Coaches Meetings as directed and determined by the Swimming Canada Associate High Performance Director. Special dispensation may be granted at the discretion of the Swimming Canada Associate High Performance Director
- v. All carded athletes are required to attend the "Carded Swimmers Meetings" as outlined in the Athlete Agreement.
- vi. If for any reason other than injury and illness (see section III) a athlete is unable to sustain or otherwise maintain a suitable level of training, their carding status will be reviewed. Should the



review provide a negative result, a recommendation for withdrawal of carding will be made to Sport Canada.



## **IX. MANDATORY MEETS / NATIONAL PROGRAM**

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Once carded, all athletes must attend and compete in Swimming Canada competitions in the events in which they were selected for carding.

They must also actively participate in any Swimming Canada camps for which they are selected as well as the following competitions:

- i. 2019 Canadian Swimming Trials (April 3-7, 2019);
- ii. If not selected to represent Canada at the 2019 World Para-Swimming Championships, they are required to compete in the 2019 Canadian Swimming Championships (August 5-8, 2019); and
- iii. Any other event as determined by Swimming Canada.



## Appendix A 2020 Paralympics Event Program

	Class	50FS	100FS	200FS	400FS	50BK	100BK	50BR	100BR	50BF	100BF	150IM	200IM	Class
<b>Mens</b>	<b>1</b>					x	x							<b>1</b>
	<b>2</b>			x		x	x	x						<b>2</b>
	<b>3</b>	x		x		x		x				x		<b>3</b>
	<b>4</b>	x	x	x		x			x			x		<b>4</b>
	<b>5</b>	x	x	x		x			x	x				<b>5</b>
	<b>6</b>		x		x		x		x	x			x	<b>6</b>
	<b>7</b>	x			x		x		x	x			x	<b>7</b>
	<b>8</b>		x		x		x		x		x		x	<b>8</b>
	<b>9</b>	x			x		x		x		x		x	<b>9</b>
	<b>10</b>	x	x		x		x				x		x	<b>10</b>
	<b>11</b>	x			x		x		x		x		x	<b>11</b>
	<b>12</b>		x				x		x		x			<b>12</b>
	<b>13</b>	x			x		x		x		x		x	<b>13</b>
	<b>14</b>			x			x		x		x		x	<b>14</b>
	Class	50FS	100FS	200FS	400FS	50BK	100BK	50BR	100BR	50BF	100BF	150IM	200IM	Class
<b>Women</b>	<b>1</b>													<b>1</b>
	<b>2</b>					x	x							<b>2</b>
	<b>3</b>		x			x		x						<b>3</b>
	<b>4</b>	x				x			x			x		<b>4</b>
	<b>5</b>		x	x		x			x	x			x	<b>5</b>
	<b>6</b>	x			x		x		x	x			x	<b>6</b>
	<b>7</b>		x		x		x		x	x			x	<b>7</b>
	<b>8</b>	x			x		x		x		x		x	<b>8</b>
	<b>9</b>		x		x		x		x		x		x	<b>9</b>
	<b>10</b>	x	x		x		x				x		x	<b>10</b>
	<b>11</b>	x	x		x		x		x				x	<b>11</b>
	<b>12</b>		x				x		x					<b>12</b>
	<b>13</b>	x			x		x		x		x		x	<b>13</b>
	<b>14</b>			x			x		x		x		x	<b>14</b>



## Appendix B Recommended Minimum Training Requirements

Para Swimming - Recommended Minimum Training Standards for AAP Senior Carded Athletes													
Class	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10	S11	S12	S13
<b>Training Variables</b>													
Workout duration (mins)	60-75	60-75	60-75	60-75	60-90	60-90	60-105	90-120	90-120	90-120	75-105	90-120	90-120
Workout Volume (1000 m)	1-1.15	1-1.5	2-2.5	2.5-3	3-4	3.5-4	3.5-4.5	4-5	4.5-5	4.5-5.5	3.5-4.5	4.5-5.5	4.5-5.5
Workouts per week (water)	4-5	5-6	5-7	5-7	6-8	6-8	7-9	7-9	8-10	8-10	7-9	8-10	8-10
Weekly Volume (km)	4-6	5-10	10-17.5	12.5-21	18-32	21-32	25-40	28-45	32-50	36-55	25-40	36-55	36-55
Competitions per month	1	1	1	1	1+	1+	1+	1+	1+	1+	1+	1+	1+

Para Swimming - Recommended Minimum Training Standards for AAP Developmental Carded Athletes													
Class	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10	S11	S12	S13
<b>Training Variables</b>													
Workout duration (mins.)	45-60	60	60-75	60-75	60-90	60-90	60-90	75-90	75-90	90-120	60-75	90-120	90-120
Workout Volume (1000 m)	.75-1	1	1-2	1.5-2	2.0-3.0	2.5-3.5	3-3.5	3.5-4	3.5-4	3.5-4.5	2.5-3.5	3.5-4.5	3.5-4.5
Workouts per week (water)	4	4-5	5	5-6	5-7	5-7	6-8	6-8	7-9	7-9	6-8	7-9	7-9
Weekly Volume (km)	3-4	5-6	7.5-10	7.5-12	10-21	12.5-24	18-28	22-32	24-36	24-40	15-28	24-40	24-40
Competitions per month	1	1	1	1	1+	1+	1+	1+	1+	1+	1	1+	1+



## Appendix C Carding Application Process

All carded athletes must complete and submit all required documentation by the specified deadlines. Failure to do so will result in Swimming Canada delaying or rescinding the athlete's nominations to Sport Canada for AAP funding. Funding will not be activated until such time that all required documentation is returned to Swimming Canada.

The following information is very important and is critical that you clearly understand it – please do not hesitate to ask questions if you don't understand or require clarification to Emma [evansteen@swimming.ca](mailto:evansteen@swimming.ca)

This is a NEW process with an open application for athletes and provides details that will be used to recommend nominations for carding to Sport Canada. Please follow this [link](#) for the online form and complete all required details before October 5<sup>th</sup>, 2018. *This will be open starting August 1, 2018.*

### **1. AAP Application Form**

This form must be completed and returned to Swimming Canada as soon as possible. The Government of Canada will not permit funds to be distributed until this form is received. You must upload the form in the [online form](#)

### **2. Direct Deposit Form (included within the AAP Application Form)**

Please note that payments will only be done via direct deposit. Please complete the direct deposit form and attach a voided cheque or if you do not have a checking account the bank will give you a form. You must upload in the [online form](#):

If you had direct deposit previously and have not changed your banking information then you do not need to complete this form again.

### **3. Yearly Training Plan**

Swimming Canada requires that all carded Athletes, in conjunction with their Coach, submit an annual training plan. Your Swimming Canada Performance Link coach will review and provide feedback to your home coach on this plan before funding will be released. Annual training plans can be submitted in whatever format suits you best. However, they should include these key planning elements:

- Phases of yearly training
- Prescribed emphasis training loads with the different phases
- Training Camp dates
- Competition dates
- Testing Dates

Please upload the via the [online form](#).

### **4. Gap Analysis (Online)**

Please note, that your coach is responsible for this and has been emailed the link once your application has been received. Please contact them to ensure that it is completed.