



ONTARIO CYCLING ASSOCIATION Quest for Gold – Ontario Athlete Assistance Program 2017-2018 ATHLETE SELECTION CRITERIA

1.0 **Quest for Gold – Ontario Athlete Assistance Program 2017-2018 (OAAP)** is funded by the Government of Ontario, through the Ministry of Tourism, Culture and Sport (MTCS), and operated through the Sport, Recreation & Community Programs Division. The overarching goal of the Quest for Gold – OAAP is directly related to the High Performance Sport goal of the Canadian Sport Policy – that Canadians are systematically achieving world-class results at the highest levels of international competition – by improving the performance and number of Ontario athletes performing at the national and international level, thereby contributing to the improved performance of Canada at international competitions.

Specific objectives of the program are:

- a) To help athletes continue their pursuit of athletic excellence at the highest levels of national and international competition;
- b) To encourage athletes to stay in Ontario to live and train;
- c) To compensate athletes for earnings lost while training;
- d) To enable athletes to successfully pursue excellence in sport while fulfilling their educational goals;
- e) To increase athlete access to improved high performance coaching; and
- f) To enhance training and competitive opportunities available to athletes.

The intent of the OAAP is to provide funding to individual athletes in the sport's Train to Train and Train to Win categories based on their demonstrated commitment to high performance sport, allowing them to continue to pursue athletic excellence at the highest levels of national and international competition. **Only those athletes that meet the required minimum performance standard detailed in this Selection Criteria will be considered for this program.** Ideally an athlete will first receive a Quest for Gold "Ontario Card" for 1 to 3 years, which will allow them to train towards the goal of a national team position in subsequent years. Once an Ontario athlete reaches the national level and becomes a recipient of Sport Canada's carding program, they become eligible for the Quest for Gold "Canada Card". Athletes who are not planning to train towards this level of competition should not apply for this program.

2.0 How does it work?

In accordance with the OAAP guidelines, Ontario Cycling Association develops sport-specific selection criteria and forms a Selection Committee that will apply these criteria. The top-ranked athletes, based on the criteria, will be awarded Ontario Card status in 2017-2018. This Selection Criteria has been approved by the Board of Directors and reviewed by MTCS staff. Nominated athletes will be required to sign and comply with an Athlete Agreement between the athlete and Ontario Cycling Association. Carding status will be for one year starting April 1, 2017 ending March 31, 2018.

2.1 For 2017-2018, the MTCS has allocated Ontario Cycling Association a total of **18** Ontario cards, split evenly as 11 male and 11 female Cards (assuming athletes meet selection priority requirements). An additional four (4) Ontario Cards are allocated specifically for Para-Cycling.

2.2 As a result, the 22 cards issued to Ontario Cycling Association will be allocated as follows:

| Category | Male | Female |
|----------------------------|------|--------|
| Full Cards – Able-bodied | 9 | 9 |
| Full Cards – Para-Cyclists | 2 | 2 |

Cards will be specifically allocated to the following categories/disciplines:

An athlete's age will be the athlete's racing age for 2017.

| Category | Number of cards |
|--|----------------------|
| Athletes under the age of 23 [Able-bodied] | 16 [8 male/8 female] |
| Senior/Elite aged athletes* | 2 [1 male/1 female] |
| Para-Cyclists [all ages] | 4 [2 male/2 female] |

*Over 18 for track cycling and BMX

Ontario Cycling Association is not obligated to assign all Ontario Cards if there are an insufficient number of athletes who have demonstrated potential to be considered for future National Teams.

2.3 The Selection Committee, as approved by the Ontario Cycling Association Board of Directors is comprised of the following members:

David Jack, OCA High Performance Committee
 Sue Haviland, OCA High Performance Committee
 Rob Fex, OCA High Performance Committee
 Michael Suraci, OCA High Performance Manager

How much funding is available?

The exact level of funding for the 2017-2018 carding year will be determined by the MTCS after the total number of athletes nominated for Ontario Card status has been determined. Funding will be released prior to March 31, 2018.

How will the Ontario Cycling Association Selection Committee decide who receives funding?

The Ontario Cycling Association Selection Committee will use the Ministry of Tourism, Culture and Sport Eligibility Criteria and the Sport Specific Selection Criteria detailed below to determine which athletes will be nominated for Ontario Card status in 2017-2018:

3.0 Ministry of Tourism, Culture and Sport Eligibility Criteria:

All athletes must meet the Ministry of Tourism, Culture and Sport's minimum athlete eligibility criteria:

- Athlete must be a Canadian citizen or permanent resident (previously known as a Landed Immigrant).
- Athlete must be a permanent resident of Ontario for one year prior to his/her nomination for carding status, (and continue to be a permanent resident throughout the term of the agreement).
- Athletes who have achieved Canada Card status (carded by Sport Canada) are not eligible for Ontario Cards.
- Athletes must be living in and continuing to train in Ontario.

3.1 Residency Exceptions:

Exceptions to these criteria, known as a “Residency Exception” will be considered on a case specific basis by the **Ontario Cycling Association** Selection Committee provided that the athlete can substantiate in writing that:

- (a) He/She cannot receive the required level of training in Ontario and is out of the province temporarily during the year (i.e. due to lack of facilities, coaching, competitions);
- (b) He/She must attend a post-secondary institution out-of-province either because the course of study is not offered by an Ontario institution; or
- (c) It is more financially feasible to attend a post-secondary institution out-of-province, or other extenuating circumstances that require the athlete to be out of the province.

Any change in an athlete’s residency status must be communicated in writing to the PSO/MSO immediately.

The onus is on the athlete to demonstrate that he/she needs to be out-of-province for one of the above reasons. The athlete must submit written documentation to the Ontario Cycling Association (michael.suraci@ontariocycling.org) no later than January 29, clearly indicating how they meet a residency exception(s).

Athlete’s applying for a Residency Exception related to exception (a) above, who are training at an NSO-approved National Training Centre MUST include a letter from the NSO outlining their support for the athlete, the progress the athlete is making and the athlete’s potential to make the national team level. Additional documentation may include, but shall not be limited to an explanation of why the athlete is training out of province, whether or not the athlete was formally invited by the NSO, what additional opportunities are being made available beyond those provided in Ontario; and any other information that will illustrate that the athlete is receiving enhanced training while still meeting all obligations of the Ontario Cycling Association.

3.2 Length of time living outside Ontario:

Athletes living outside Ontario for more than 30 consecutive days within the ministry fiscal year 2017-2018 for athletic or academic purposes must demonstrate, to the satisfaction of the Ontario Cycling Association Selection Committee that appropriate training programs are in place and are being monitored by the PSO/MSO. The onus is on the athlete to:

1. Provide a written plan outlining their training and competition plans to the PSO/MSO prior to their departure from Ontario, as part of their Residency Exception request (**due January 29, 2018**); and
2. Adhere to the PSO/MSO-approved competition and training plan throughout the carding cycle. At a minimum, this requires regular contact by the athlete with the Ontario Cycling Association (**through Michael Suraci, High Performance Manager**) by providing quarterly updates on their training/competition performance.
3. Submit training logs to the Ontario Cycling Association, upon request, to track progress against the PSO/MSO-approved competition and training plan.

Athletes who were formally invited to and are currently participating in their NSO’s national team training program are exempt from this requirement.

3.3 Ministry criteria continued:

- Athlete must be a member in good standing with PSO/MSO and NSO where applicable;
- Athlete must have entered into a Sports Organization - Athlete Agreement with his or her PSO/MSO and must be in full compliance with the terms and conditions of that agreement;
- Athlete must have met all terms and conditions of any previous Quest for Gold Sports Organization – Athlete Agreements to the satisfaction of the PSO/MSO in order to be eligible for consideration in 2017-2018;

- Athlete must demonstrate a commitment and dedication to a proper training and competitive program, the goal of which is to continue to train towards a national team position and Sport Canada carding;
- Athlete's coach should be minimum Level 2 NCCP certified or trained status Competition Stream or the sport's equivalent in the Instruction Stream, or be engaged in completing this training, as determined by the Ontario Cycling Association;
- Athlete must not be under a sanction that prohibits competition as per the Canadian Anti-Doping Policy;
- Athlete must be attending an educational institution full-time (i.e. elementary and secondary schools):
 - Exceptions will be made provided that the athlete can substantiate that his/her training will not allow for full-time attendance or if an athlete requires special needs that preclude full or part-time attendance (e.g. Athlete with a disability (AWAD) athlete);
- Athletes who have completed their area of study at the secondary level (i.e. high school) and who continue to train towards participation in major national or international competitions will also be considered;
- If eligible, the athlete must compete, and continue to compete solely for Ontario and/or Canada for one year from the date of the Minister's letter informing the athlete of acceptance into OAAP program, at Canada Games and other national competitions involving provincial team competitions;
- Athlete must not receive financial support from any other provincial/territorial athlete assistance program. This does not include academic scholarships, bursaries, student grants, student loans, social assistance, disability pensions, and other forms of financial assistance that have nothing to do with competitive sport.
- Eligibility will be limited to Ontario junior-aged athletes, ages 11-22 ("junior-aged" refers to chronological age, not a sport's specific age category - only exception is for PSO/MSOs using 30% of Ontario Card allotment for athletes older than 22 years of age who have been identified as a potential next generation national team athlete by the PSO/MSO's selection process.

3.4 Residency Exemption for Military Families:

The one-year Ontario residency requirement is waived for any Ontario Card or Canada Card applicant who is a spouse or dependant of a: Regular Force member of the Canadian Forces; or Reservist currently deployed by the Canadian Forces into active service and who takes up residence in Ontario during the fiscal year. This means that eligible military family members now qualify for OAAP funding immediately upon becoming residents of Ontario. Please contact Ontario Cycling Association for more information if you are applying for this exemption.

- To be deemed a potential next generation national team athlete, the athlete must be age-eligible to compete on the national team in the year following receipt of Ontario Card funding.
- All athletes under the age of 18 must have their parent or legal guardian sign their OAAP application form. Cheques will be processed in the name of the eligible athlete.
- An athlete can only be nominated to receive Quest for Gold funding in one sport.

4.0 Athletes funded through the Sport Canada AAP:

Ontario athletes who have been nominated and accepted for funding through Sport Canada's AAP within the government of Ontario's fiscal year (April 1, 2017 to March 31, 2018) and who continue to meet AAP and OAAP eligibility requirements will automatically be considered for a Quest for Gold 'Canada Card'. MTCS will contact those athletes directly at the mailing and email addresses the athlete provided to Sport Canada. Athletes are solely responsible for ensuring that their contact information is kept accurate and up to date at all times.

An athlete who received Sport Canada AAP carding during any part of MTCS' fiscal year April 1, 2016 to March 31, 2017 and/or any part of fiscal year April 1, 2017 to March 31, 2018 and is no longer in receipt of Sport Canada Athlete Assistance shall not be eligible to receive Quest for Gold funding during fiscal year 2017-2018 (April 1, 2017 to March 31, 2018.)

The intent of this rule is to prevent athletes whose performance levels and rankings no longer qualify them for Sport Canada carding from taking an Ontario Card from a future national-level athlete.

4.1 Canada Card Exception (CCE)

Exceptions may apply to this rule (known as a Canada Card Exception (CCE)) and will be considered by the Ministry on a case-by-case basis. Exceptions may include, but may not be limited to logistical or administrative changes (e.g. reduction in Sport Canada carding allocation), injuries, etc.

It is the sole responsibility of the athlete to contact OCA Selection Committee (michael.suraci@ontariocycling.org) prior to **January 29, 2018** to request a CCE. The athlete must submit, in writing, an explanation of why they have not been, or do not expect to be re-carded by their NSO. The submission **MUST** include a statement from Cycling Canada on Cycling Canada letterhead from the High Performance Manager or Director confirming that the athlete still has potential to return to Cycling Canada's carding program in the future. It is the responsibility of the athlete to submit this letter with their application. The OCA will not request this letter from Cycling Canada on the athlete's behalf.

OCA will then contact MTCS in writing prior to the submission of the Athlete Nomination Form to seek individual Canada Card Exceptions. OCA is not responsible for seeking a CCE for any athlete unless requested to do so by the athlete as detailed above.

Ontario Cycling Association will then contact MTCS in writing prior to the submission of the Athlete Nomination Form to seek individual Canada Card Exceptions. Ontario Cycling Association is not responsible for seeking a CCE for any athlete unless requested to do so by the athlete as detailed above.

5.0 National College Athletic Association (NCAA):

On August 1, 2013, the NCAA revised their By-law that previously prevented an athlete from accepting grants from a governmental entity, such as Quest for Gold. Despite this change, any athlete considering an application to an NCAA institution is strongly encouraged to contact the NCAA Eligibility Center prior to applying for QFG funding.

The onus is entirely on the athlete to determine the impact of accepting OAAP funding on current or future NCAA eligibility and to decide whether or not to accept OAAP funding. The athlete will be required to acknowledge this onus and responsibility when signing the OAAP Ontario Card application form and agreeing to the related terms and conditions of the program. Athletes are strongly encouraged to contact the NCAA Eligibility Center to determine the impact of Quest for Gold - OAAP funding on current or future eligibility for a NCAA scholarship or on eligibility to compete in a non-scholarship NCAA sport.

National Collegiate Athletic Association www.ncaa.org

NCAA Eligibility Center mailing address:
NCAA Eligibility Center P.O. Box 7136, Indianapolis, IN 46207
Toll-free phone number (U.S. callers) - Customer service line – 877-262-1492
Phone number (international callers) - Customer service line – 317-223-0700
Fax number - 317-968-5100

6.0 Ontario Cycling Association Athlete Selection Criteria:

The following sport specific athlete selection criteria will be utilized in the identification, ranking and selection of athletes for Ontario Cards:

Athlete Quest for Gold Eligibility (Athletes must meet the below criteria to be eligible for OAAP)

1. Must be an athlete in an Olympic or Canada Games discipline to be eligible
2. Must hold current OCA license
3. Athletes cannot be Nationally Carded
4. Must be coached by an NCCP Introduction to Competition Trained Coach.
5. Eligible athletes must compete and continue to compete for Ontario for one (1) year from the date of acceptance.

NOTES:

- 1) **Para-Cycling:** Para-cards are separate from the able-bodied cards and their selection criteria is found on page 8.
- 2) **Senior Categories:** Male Athletes up to a maximum age of 26 and Female athletes up to a maximum age of 29 years will be eligible for a senior card. Athletes in this age category will be considered only if the athlete can be identified in writing by Cycling Canada as being on the National Team Development Pool and has demonstrated potential for progression towards a position on the National Team. In the senior [elite] category only the top male and female will be selected to receive a card [total of 2 cards maximum to this category].
- 3) **Track Eligible Events:** IP, Omnium [points race when no omnium is held], match sprint, keirin [Cycling Canada Standards refer to standards in place at time of event]
- 4) **Road Eligible Events:** Road Race and Time Trial.
- 5) **BMX:** Categories include Junior Devo [must be 16 years of age], Junior and Elite.
- 6) **Results:** Based on results from January 2017 – October 2017. A DNF/DQ is a non-result [does not apply to World Championships selection].

World Championships refer to the following:

- 2017 World Track Championships [elite] – April 12-16, 2017
- 2017 World Junior Track Championships – August 23-27, 2017
- 2017 MTB World Championships – September 5 -10, 2017
- 2017 Road World Championships – September 17-24, 2017
- 2017 BMX World Championships – July 25-30, 2017

National Championships refer to the following:

- 2017 U17/U19/Para Canadian Track Championships – Mar. 31 – Apr. 2, 2017, Milton, ON
- 2017 Canadian Road Championships – June 24-29, 2017, Ottawa, ON
- 2017 Canadian MTB Championships – July 22-23, Canmore, AB
- 2017 Para Canadian Road Championships – August 16-17, 2017, Bromont, QC
- 2017 Canadian BMX Championships – August 26, Calgary, AB
- 2017 Elite/Master Canadian Track Championships – September 28-30, Milton, ON

- 7) **HP Committee:** In the event of any discrepancies or conflicts within this document, the OCA High Performance Committee will be responsible for interpretation/decision.

1st Priority: U19/U23/Senior National Champions (Road, MTB, Track¹, BMX¹)

Tiebreaking:

No tiebreaking will be required for this priority.

2nd Priority: U19/U23/Senior Athletes Selected to World Championships (Road, MTB, Track, BMX)

Tiebreaking:

- a) Distribution to balance gender allotment
- b) Closer percentage to World Champion time (if tie involves RR, MTB or timed track event)

¹ Minimum of five (5) participants will be required for result to count [waiving this requirement is at discretion of HP Committee]

- c) Higher placing at National Championships
- d) U19 to take priority over U23; U23 to take priority of Senior
- e) Assigning of cards based on the following distribution 40% track, 30% MTB, 20% RR, 10% BMX
- f) g Committee vote based on potential to progress into a national team program [may involve consultation with national team coaches]

3rd Priority: U19/U23/Senior National Championships Top 5² (Road/MTB) Top 3 Track³; Top 3 BMX¹

Tiebreaking:

- a) Distribution to balance gender allotment
- b) Closer percentage to National Champion time [if tie involves RR, MTB or timed track event; if time involves athlete in non-timed event, move to next tiebreaking step]
- c) Higher placing at National Championships [if tie is between two track athletes, closer percentage to the Cycling Canada Junior Time Standard will be used to break the tie]
- d) U19 to take priority over U23; U23 to take priority over Senior
- e) Assigning of cards based on the following distribution 40% track, 30% MTB, 15% RR, 15% BMX
- f) Committee vote based on potential to progress into a national team program [may involve consultation with national team coaches]

4th Priority: U17 National Championships Top 5 (Road/MTB) Top 3 Track⁴; Top 3 BMX¹

- a) Distribution to balance gender allotment
- b) Closer percentage to National Champion time [if tie involves RR, MTB or timed track event; if time involves athlete in non-timed event, move to next tiebreaking step]
- c) Higher placing at National Championships [if tie is between two track athletes, closer percentage to the Cycling Canada Junior Time Standard will be used to break the tie]
- d) Assigning of cards based on the following distribution 40% track, 30% MTB, 15% RR, 15% BMX
- e) Committee vote based on potential to progress into a national team program [may involve consultation with national team coaches]

5th Priority: U19 Provincial Champion (Road/MTB/Track⁵); Junior Devo Canada Cup Champion (BMX)

² U23[Road]-time must be within 10% of top elite time when less than five (5) U23 competitors are present; committee has discretion to waive this requirement

³ For Omnium/IP/Points Race result to be considered athlete IP time must be within 2% of Cycling Canada Junior IP Standard; for Keirin/Match Sprint result to be considered Sprint Qualifying time must be within 2% of Cycling Canada Junior flying 200m Standard

⁴ For Omnium/IP/Points Race result to be considered athlete IP time must be within 3% of Cycling Canada Junior IP Standard for Women and under 2:25.5 for Men; for Keirin/Match Sprint result to be considered Sprint Qualifying time must be within 3% of Cycling Canada Junior flying 200m Standard

⁵ For Omnium/IP/Points Race result to be considered athlete IP time must be within 3% of Cycling Canada Junior IP Standard for Women and under 2:25.5 for Men; for Keirin/Match Sprint result to be considered Sprint Qualifying time must be within 3% of Cycling Canada Junior flying 200m Standard

- a) Distribution to balance gender allotment
- b) Higher placing at National Championships
- c) Assigning of cards based on the following distribution 40% track, 30% MTB, 15% RR, 15% BMX
- d) Committee vote based on potential to progress into a national team program [may involve consultation with national team coaches]

6th Priority: U17 Provincial Champion (Road⁶/MTB/Track_[see end note 5])

- a) Distribution to balance gender allotment
- b) Higher placing at National Championships
- c) Assigning of cards based on the following distribution 40% track, 30% MTB, 15% RR, 15% BMX
- d) Committee vote based on potential to progress into a national team program [may involve consultation with national team coaches]

PARA-CYCLING CARDING CRITERIA

Notes:

1) National Championships:

a) Champion result will only be valid if there are a minimum of five (5) competitors involving a min. of two (2) provinces outside of Ontario. If less than five (5) athletes and/or less than two (2) other provinces, the athlete must meet the National B Standard [this may be waived at the discretion of the HP Committee in consultation with Cycling Canada]

b) Top 3 result will only be valid if there are six (6) or more competitors involving a min. of two (2) provinces outside of Ontario and the athlete's performance meets the National D Standard [this may be waived at the discretion of the HP Committee in consultation with Cycling Canada]

2) Road Eligible Events: Road Race and Time Trial.

3) Cycling Canada Standards: Standards must be achieved in a sanctioned competition.

1st Priority: National Champions (Road, Track)

- a) Distribution to balance gender allotment
- c) Closer percentage to World Champion time (if tie involves multiple track athletes)
- d) Assigning of cards based on a 50% distribution for track and 50% for road
- e) HP Committee vote based on athlete potential for international success [in consultation with Cycling Canada]
- f) Committee vote based on potential to progress into a national team program [may involve consultation with national team coaches]

⁶ Winner of U19 Provincial Road Race/TT

2nd Priority: Athletes Selected to World Championships or World Cup (Road, Track)

- a) Distribution to balance gender allotment
- c) Closer percentage to World Champion/World Cup winner's time
- d) Assigning of cards based on a 50% distribution for track and 50% for road
- e) HP Committee vote based on athlete potential for international success [in consultation with Cycling Canada]
- f) Committee vote based on potential to progress into a national team program [may involve consultation with national team coaches]

3rd Priority: Athletes Achieving a Cycling Canada A or B Standard (Road, Track) [in-competition]

- a) Distribution to balance gender allotment
- c) Better percentage in relation to standard
- d) Committee vote based on potential to progress into a national team program [may involve consultation with national team coaches]

4th Priority: National Championships Top 3 (Road, Track)

- a) Distribution to balance gender allotment
- c) Closer percentage to National Champion's time
- d) Assigning of cards based on a 50% distribution for track and 50% for road
- e) Committee vote based on potential to progress into a national team program [may involve consultation with national team coaches]

7.0 Breaking a Tie:

Please refer to tie-breaking procedures indicated within the selection criteria.

8.0 Injured Athletes:

Ontario Cycling Association has no method for ranking injured athletes.

9.0 Alternates: Ontario Cycling Association will also nominate alternates to those athletes nominated for Ontario Card status. Alternates will be those athletes who are ranked directly behind those athletes nominated for the allotment of Ontario Cards in a particular category/discipline. The names of alternates will be published along with the names of nominated athletes. If an athlete drops out or is removed from the OAAP an alternate will be substituted into that athlete's position, provided that:

- Alternate is substituted within 2017-2018 fiscal year;
- An alternate meeting all requirements is available from the same category/discipline/card level (Full/Half);
- Funding for athlete being substituted is still available within fiscal year (e.g. full funding for card has not already been paid out to athlete no longer in program).

10.0 To Apply:

There is no formal application process required. Athletes will be nominated based on results from the 2017 season.

For more information:

Michael Suraci

Email: michael.suraci@ontariocycling.org

Phone: 416-855-1717

- 10.1 Any athlete requesting a “Residency Exception”** must submit this information by **January 29, 2018** as detailed above.

The Sports Organization – Athlete Agreement will only come into effect if an athlete is selected and accepts carding status through the OAAP program. Athletes who fail to return a signed Athlete Agreement by the deadline date will not be carded.

- 10.2 Ontario Cycling Association will publish or make known a draft list of athletes nominated for Ontario Card status by no later than February 16, 2018.**

In the event of a conflict or inconsistency between the MTCS eligibility requirements detailed in the MTCS binder provided to PSO/MSOs and duplicated in the Athlete Handbook provided to each nominated athlete and the eligibility requirements listed in the PSO/MSO Athlete Selection Criteria Document prepared by the PSO/MSO, the MTCS Binder/Athlete Handbook shall prevail.

11.0 Appeals

Athletes who have not been nominated for an Ontario Card by the Ontario Cycling Association Selection Committee, where applicable will be allowed to appeal that decision by filing a “Notice of Appeal” with MTCS. Appeals will be heard by an Appeals Committee comprised of representatives from the sport community, selected by the MTCS.

Grounds for appeals will be limited strictly to issues related to:

- A) Whether or not the Selection Committee has completed the selection process in accordance with its own published selection criteria and related procedures;
- B) Whether or not the Selection Committee applied the selection criteria in a manner that was free from bias, discrimination and/or conflict of interest.

Issues related to the specific content or selection requirements contained in the Ontario Cycling Association Selection Criteria are not grounds for an appeal and should therefore be discussed directly with the leadership of Ontario Cycling Association.

Please note that before an athlete can file a Notice of Appeal, he or she must first ask Ontario Cycling Association for reasons explaining why he or she was not nominated for an Ontario Card.

If the athlete is not satisfied with the Ontario Cycling Association response, the athlete may submit a **Notice of Appeal**, found below. A Notice of Appeal will only be accepted from the athlete or their parent/guardian on the MTCS-provided template (typed or hand-printed, no hand-written entries) through email, regular post, registered mail, courier or delivered in person. One appeal cannot be written on behalf of multiple athletes.

The Notice of Appeal must be received by MTCS by noon on the deadline day. Appeals that are delivered personally or by courier shall be deemed to be received on the date of delivery.

Once MTCS has received the Notice of Appeal, it will share it with Ontario Cycling Association, who will then submit a **“Response”** with MTCS by a specified deadline. The Response will outline why Ontario Cycling Association believes that the Selection Committee’s decision not to nominate the athlete should be upheld by the Appeals Committee. MTCS will share the Ontario Cycling Association Response with the athlete.

If, after receiving the Ontario Cycling Association Response, the athlete believes that Ontario Cycling Association has raised new or additional reasons to justify the Selection Committee’s decision not to nominate the athlete for an Ontario Card, then the athlete will have an opportunity to file a **“Reply”** with MTCS, responding to these additional reasons. The Reply must be limited to these additional reasons and cannot be used to make submissions already raised in the Notice of Appeal, or that the athlete neglected to include in the Notice of Appeal. The Reply will only be accepted on the MTCS-provided template.

Once MTCS receives the Notice of Appeal, the Response, and the Reply (if applicable), it will provide those materials to the Appeals Committee. The Appeals Committee will discuss all appeals at once. During its review of the appeals, the Appeals Committee reserves the right to request additional information from both the athlete and Ontario Cycling Association.

After reviewing an appeal the Appeals Committee will have the authority to:

1. Direct Ontario Cycling Association to redo the selection process using the correct criteria/process and submit a new list of nominated athletes;
2. Deny the appeal; or
3. Allow the appeal and nominate the appellant for carding status.

Once the Appeals Committee has reached its decision, it will contact the athlete and Ontario Cycling Association in writing to communicate its decision and the reasons therefore.

An athlete who has had his or her appeal denied is not permitted to submit a second appeal to the Appeals Committee on the same or different grounds.

Note: Ontario Cycling Association is encouraged to resolve disputes or disagreements informally with athletes who have not been nominated to avoid, wherever possible, formal appeals.

11.1 Appeals Deadline:

The deadline for athletes to submit an **“Athlete’s Notice of Appeal”** to the Appeals Committee is **February 27, 2018 at 12 noon.**

11.2 Notice of Appeals:

Appeals must be completed on the Notice of Appeal template below and will be directed to:

Quest for Gold Appeals Committee
c/o Sport, Recreation and Community Programs Division
Ministry of Tourism, Culture and Sport
777 Bay Street, 18th Floor
Toronto ON M7A 1S5

**2017-2018 Quest for Gold – Ontario Athlete Assistance Program
Athlete’s Notice of Appeal Template**

The deadline for an athlete to submit an appeal to the Appeals Committee is 12 noon on February 27, 2018. Appeals will only be accepted on the MTCS-provided Notice of Appeal template. **Please refer to the appeals section of your PSO/MSO’s Athlete Selection Criteria document prior to completing this form.**

Return form to:

**Quest for Gold Appeals Committee
c/o Ministry of Tourism, Culture and Sport
Sport, Recreation and Community Programs Division
777 Bay Street, 18th Floor, Toronto ON M7A 1S5 Email: Scott.Cooper@ontario.ca**

Full Name _____
Address _____ City _____
Postal Code _____ Phone _____ Email _____
Sport / PSO _____

Reason for Appeal (Check all that apply):

- Whether or not the PSO/MSO has completed the selection process in accordance with its own published selection criteria and related procedures;
- Whether or not the PSO/MSO applied the section criteria in a manner that was free from bias, discrimination and/or conflict of interest.

Provide a two-line summary of the reason for the appeal:

In the space below, (continue on to next page as needed) provide the reasons communicated to you by your PSO/MSO as to why you were not nominated for an Ontario Card, and the date the information was provided. (Note: This Appeal will not be accepted unless it contains a response from your PSO/MSO.)

Date of PSO response: _____

In the space below (continue on to next page as needed), provide a detailed account of the situation to allow the Appeals Committee to understand the basis of the appeal (please submit additional pages/supporting documentation as necessary):

PLEASE NOTE that all decisions of the Appeals Committee are final.

| | | |
|----------------------------|------------------------|------|
| A. Print Name of Appellant | Signature of Appellant | Date |
|----------------------------|------------------------|------|

All information provided to the Appeals Committee will be shared with both the Appellant and the PSO/MSO.