

**LETTER OF UNDERSTANDING  
BETWEEN  
Canadian Sport Institute Pacific  
AND  
Cross Country BC  
AND  
ACKNOWLEDGED BY:  
Nordiq Canada**

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This letter is to clarify the service arrangement between Canadian Sport Institute Pacific (CSI Pacific) and Cross Country BC 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;

- Cross Country BC, who has identified targeted athlete and coaches to which performance solutions will be delivered and is making a financial contribution.
- Nordiq Canada, 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 Cross Country BC, 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 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](mailto: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

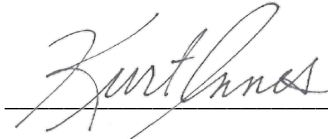
To support the delivery of NextGen & PSO performance solutions Cross Country BC agrees to contribute **\$17,000** upon receipt of invoices from CSI Pacific on dates as defined below.

<u>Date</u>	<u>Date</u>	<u>Date</u>
<u>July, 2022</u>	<u>October, 2022</u>	<u>January, 2023</u>
<b>\$5,667</b>	<b>\$5,667</b>	<b>\$5,667</b>

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;

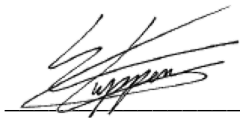
**CANADIAN SPORT INSTITUTE PACIFIC**



**Kurt Innes, Director Performance Solutions, Canadian Sport Institute Pacific**

**Date:** 06/07/2022

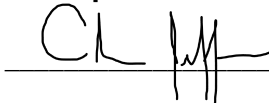
**Cross Country BC**



**Name of Contact: Wannes Luppens, Executive Director**

**Date:** 21/07/2022

**Nordiq Canada**



**Name of Contact:** Chris Jeffries, HP Director

**Date:** 06/07/2022

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

## APPENDIX A: ATHLETE/ COACH LIST

FY	Sport	Last Name	First Name	Level	Expiry Date	Gender	Date of Birth (YYYY/MM/DD)	Primary Coach	Secondary Coach	Campus/Centre	City/Town
2023	Cross Country	Abraham	Maya	Provincial Dev Level 2	31/06/2022	Female	2006-07-29	Doris Hausletter		Interior	Nelson
2023	Cross Country	Achtem	Nathan	Provincial Dev Level 2	31/06/2022	Male	2005-02-25	Adam Elliot		Okanagan	Kelowna
2023	Cross Country	Ackermann	Marielle	SC Carded	31/06/2022	Female	2002-06-05	Frank Ackermann		Interior	Kimberley
2023	Cross Country	Albrechtson	Fred	Provincial Dev Level 2	31/06/2022	Male	2002-09-10	Chris Manhard		Okanagan	Penticton
2023	Cross Country	Ayotte	Frankie	Provincial Dev Level 2	31/06/2022	Male	2005-08-26	Glenn Bond	Chris Manhard	Interior	Salmon Arm
2023	Cross Country	Baxter	Gregory	Provincial Dev Level 2	31/06/2022	Male	2003-08-16	Jacqueline Ackerman		Northern BC	Smithers
2023	Cross Country	Bridge	Breagh	Provincial Dev Level 2	31/06/2022	Female	2005-03-01	Adam Elliot		Okanagan	West Kelowna
2023	Cross Country	Buchar	Zara	Provincial Dev Level 2	31/06/2022	Female	2004-08-10	Glenn Bond	Chris Manhard	Interior	Salmon Arm
2023	Cross Country	Chatterton	Gavin	Provincial Dev Level 2	31/06/2022	Male	2007-02-11	Andrea Stapf		Vancouver Island	Campbell River
2023	Cross Country	Davies	Joe	Provincial Dev Level 1	31/06/2022	Male	2001-02-27	Chris Manhard		Whistler	Whistler
2023	Cross Country	Demars	Sadie	Provincial Dev Level 2	31/06/2022	Female	2005-12-30	Frank Ackermann		Interior	Kimberley
2023	Cross Country	Drobish	Kolbri	Provincial Dev Level 2	31/06/2022	Female	2002-05-28	Chris Manhard		Interior	New Denver
2023	Cross Country	Drolet	Rémi	SC Carded	31/06/2022	Male	2000-08-31	Dave Wood		Interior	Rossland
2023	Cross Country	Drolet	Jasmine	SC Carded	31/06/2022	Female	2002-07-20	Dave Wood		Interior	Rossland
2023	Cross Country	Edwards	Evan	Provincial Dev Level 2	31/06/2022	Male	2006-05-22	Adam Elliot		Okanagan	West Kelowna
2023	Cross Country	Galik	Madeleine	Provincial Dev Level 2	31/06/2022	Female	2006-09-30	Andrea Stapf		Vancouver Island	Courtenay
2023	Cross Country	Galvagno	Alessia	Provincial Dev Level 2	31/06/2022	Female	2006-07-10	Adam Elliot		Interior	Kelowna
2023	Cross Country	Gitt	Lucas	Provincial Dev Level 2	31/06/2022	Male	2007-04-14	Jake Weaver		Vancouver	West Vancouver
2023	Cross Country	Goodwin	Ryan	Provincial Dev Level 2	31/06/2022	Male	2005-07-04	Jake Weaver		Vancouver	North Vancouver
2023	Cross Country	Granstrom	Beth	Provincial Dev Level 2	31/06/2022	Female	2000-12-01	Zach Hill		Interior	Revelstoke
2023	Cross Country	Green	Tyson	Provincial Dev Level 2	31/06/2022	Male	2003-01-25	Jacqueline Ackerman		Northern BC	Prince George
2023	Cross Country	Hay	Aidan	Provincial Dev Level 2	31/06/2022	Male	2004-04-19	Jake Weaver		Vancouver	North Vancouver
2023	Cross Country	Hay	Dustin	Provincial Dev Level 2	31/06/2022	Male	2005-10-22	Jake Weaver		Vancouver	North Vancouver
2023	Cross Country	Heale	Adam	SC Carded	31/06/2022	Male	2005-01-03	George Grey	Chris Manhard	Interior	Rossland
2023	Cross Country	Hostyn	Axel	Provincial Dev Level 2	31/06/2022	Male	2007-04-14	Jacqueline Ackermann		Okanagan	Vernon
2023	Cross Country	Kitamura	Joe	Provincial Dev Level 2	31/06/2022	Male	2006-04-07	Dana Manhard		Interior	Kamloops
2023	Cross Country	Low e	Marin	Provincial Dev Level 2	31/06/2022	Female	2005-07-11	Chris Manhard	Maria Lundgren	Whistler	Squamish
2023	Cross Country	Luxmoore	Alexandra	SC Carded	31/06/2022	Female	2004-12-18	Zach Hill		Interior	Revelstoke
2023	Cross Country	Macleod	Maeve	Provincial Dev Level 2	31/06/2022	Female	2005-11-13	Zach Hill		Interior	Revelstoke
2023	Cross Country	Maturo	Maya	Provincial Dev Level 2	31/06/2022	Female	2004-04-19	George Grey		Interior	Rossland
2023	Cross Country	Miller	Molly	Provincial Dev Level 1	31/06/2022	Female	2001-04-08	Dave Wood		Interior	Kimberley
2023	Cross Country	Molinaro	Marie	Provincial Dev Level 2	31/06/2022	Female	2003-10-14	Chris Manhard		Whistler	Whistler
2023	Cross Country	Murdoch	Michael	Provincial Dev Level 1	31/06/2022	Male	2000-01-09	Chris Manhard		Whistler	Whistler
2023	Cross Country	Musseau	Meya	Provincial Dev Level 2	31/06/2022	Female	2006-09-02	Zach Hill		Interior	Revelstoke
2023	Cross Country	O'Shea	Quinn	Provincial Dev Level 1	31/06/2022	Male	2004-05-14	Jake Weaver	Chris Manhard	Vancouver	Burnaby
2023	Cross Country	Parker	Mattias	Provincial Dev Level 2	31/06/2022	Male	2004-03-17	Jake Weaver		Vancouver	North Vancouver
2023	Cross Country	Pghin	Klara	Provincial Dev Level 2	31/06/2022	Female	2007-09-03	Adam Elliot		Okanagan	Vernon
2023	Cross Country	Pulfrey	Juliet	Provincial Dev Level 2	31/06/2022	Female	2005-09-14	Jake Weaver		Vancouver	North Vancouver
2023	Cross Country	Ram	Carly	Provincial Dev Level 2	31/06/2022	Female	2006-09-21	Andrea Stapf		Vancouver Island	Courtenay
2023	Cross Country	Redman	Finn	Provincial Dev Level 2	31/06/2022	Male	2006-07-01	Adam Elliot		Okanagan	Kelowna
2023	Cross Country	Sadesky	Evan	Provincial Dev Level 2	31/06/2022	Male	2005-02-22	Jacqueline Ackermann		Okanagan	Vernon
2023	Cross Country	Savage	Nathan	Provincial Dev Level 2	31/06/2022	Male	2003-04-17	Jacqueline Ackerman		Interior	Fernie
2023	Cross Country	Segelken	Anna	Provincial Dev Level 2	31/06/2022	Female	2007-03-15	Jake Weaver		Vancouver	Vancouver
2023	Cross Country	Siever	Garrett	SC Carded	31/06/2022	Male	2004-02-08	Adam Elliot		Okanagan	Kelowna
2023	Cross Country	Tarte	Raleigh	Provincial Dev Level 2	31/06/2022	Male	2006-03-23	Frank Ackermann		Interior	Kimberley
2023	Cross Country	Taylor-Gregg	Johann	Provincial Dev Level 2	31/06/2022	Male	2004-04-23	George Grey		Interior	Rossland
2023	Cross Country	Wallace	Xavier	Provincial Dev Level 2	31/06/2022	Male	2006-08-04	Dana Manhard		Interior	Kamloops
2023	Cross Country	Wells	Amelia	Provincial Dev Level 2	31/06/2022	Female	2002-06-06	Andrea Stapf		Vancouver Island	Victoria
2023	Cross Country	Wilson	Eamon	Provincial Dev Level 2	31/06/2022	Male	2006-03-12	Jake Weaver		Vancouver	Burnaby
2023	Cross Country	Wimbush	Ava	Provincial Dev Level 2	31/06/2022	Female	2006-05-14	Andrew Brisbin		Northern BC	Smithers
2023	Cross Country	Wiso	Chloe	Provincial Dev Level 2	31/06/2022	Female	2007-08-14	Simon Larmache		Northern BC	Prince George
2023	Cross Country	Wilkie	Natalie	SC Carded	31/06/2022	Female	2001-01-21	Graham Nishikawa		Interior	Salmon Arm
2023	Cross Country	Sammarelli	Leo	SC Carded	31/06/2022	Male	1994-07-22	Jessica Hayes	Jamie Stirling	Vancouver	Vancouver
2023	Cross Country	Hess	Ethan	SC Carded	31/06/2022	Male	1999-04-30	Jessica Hayes	Jamie Stirling	Whistler	Pemberton



## APPENDIX B: DETAILED PERFORMANCE SOLUTIONS PLAN

Performance Solutions Plan 2022/23							
Sport: Cross Country BC							
# NextGen Athletes:	x Canadian Development	Athlete list to be confirmed.					
# Provincial Athletes:	x PD 1 or regional dev						
Camp-Based or DTE?:	DTE Technical Coaching						
Primary Campus:	Whistler						
Timing of Service:	Year- Round (May 3rd start)						
	GOALS / OBJECTIVES	Campus	Practitioner	Frequency	DATES	Service Details	DETAILS
Physiology	Establish physiology benchmarks per athlete.	Whistler	Stacey Hutton	1 x	May 19-23, 2022	GXT treadmill testing with LA. (BCST / BCDT)	Treadmill lactate step test (reviewing testing protocols). 40 x athletes. 1 x testing session and ongoing physiology support for coach (interpretation & program design).
				1 x	May	Physiology support post testing	Testing data entry, analysis, and reporting
				1 x	September 16-20	GXT treadmill with LA and VO2. (BCST)	15-18 x athletes. Treadmill with LA and VO2 - protocols and dates TBC (September camp)
				1 x	September	Physiology support post testing	Testing data entry, analysis, and reporting
				4 x	April, July, Oct, Jan	IST meetings	4 x individual IST meetings (1 per quarter). 1 hr meet & 1 hr planning
Nutrition	Individual athlete nutrition screens (via online). Develop and maintain athlete contact & 1on1 follow ups as required.	Whistler	Kourtney Gordon	12x	May	Nutrition Screening	40 x athlete screening - digital athlete questionnaire forms (May camp)
				2	May & June	Education	2 x DTE based Group Education sessions (May camp, and June camp). Confirm with WNDC coach & practitioner re: education goals, session topic, expected outcomes.
				24x 30 min	ongoing	Athlete Consultation	Individual Consults & Follow up as req'd (12 athletes x 2 consults/per)
				4 x	April, July, Oct, Jan	IST meetings	4 x individual IST meetings (1 per quarter)
				2x	ongoing	Coach Meetings/ in the DTE/ Etc.	Coach / practitioner/athletes to meet in DTE @ may and June camps (2 days total)
Mental Performance							Working with PSO practitioner - Dave Freeze (Kamloops, BC)
Strength & Conditioning	Strength optimized. On snow ski performance improvements.	Whistler	Lauren Lipsius			HP Gym Access	CSI Pacific @ Whistler HP Gym access during testing camps
						Full Support	
				2x	May & September	Diagnostics & Testing	2 x camp based testing for BC Team, and Dev Team (20-40 athletes) - 6 days incl analysis
				monthly		Program Planning	2 x unique developmental age programs (1 - U23, 1- U18) x 12 months. Confirm with Chris Manhard & Practitioner the goals of program, and expected outcomes.
				2x	May & September	DTE Technical Coaching	2 x camp check ins with coach/ athletes - 2 days
Biomechanics & Performance Analysis	Develop data base for IST and field testing results	Whistler	Matt Jensen (Ming-Chang Tsai)	4 x	April, July, Oct, Jan	IST meetings	4 x individual IST meetings (1 per quarter)
						Basic MSK Screening	
						Biomechanical Assessment	
						Notational Analysis	
						Sport-Specific Diagnostics	
Health Sciences		Whistler	Dr. Sara Forsyth			Athlete Monitoring	
						Consultation	data base and dash board for IST to interpret and monitor field testing results.
				1 x	May 2022	Medical Screening	15 x Medical intake for returning athletes (blood work requisitions ). 8 x follow up early June.
				4 x	April, July, Oct, Jan	IST meetings	4 x individual IST meetings (1 per quarter)
				ongoing	ongoing	Injury & Illness Support	2 days follow up support if required ~ fall / early winter 2022.