



**CEC High Performance Program  
World Cup Trip Logistics Policies and Procedures**

**Overview**

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This document describes the policies and procedures for CEC Team Trips to attend IFSC World Cup Competitions. This includes:

1. Accommodations
2. Trainings
3. Communication
4. Exemptions

**Accommodations**

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*Accommodation Selection Guidelines*

CEC will research and book team accommodation based on the following guidelines:

1. Adherence to the [CEC Athlete Protection Policy](#) regarding Safe Sport Guidelines:
  - i. Spouses, family and/or significant others are not permitted to stay with athletes in mandatory team accommodation.
  - ii. Athletes in romantic relationships are subject to the following:
    1. Adherence to the CEC Athlete Protection Policy regarding room assignments (i.e, mixed gender rooms are not permitted).
    2. Romantic activity (kissing, cuddling, sexual contact of any kind) is not to be conducted in mandatory team accommodation at any time.
2. Shared Rooms
  - i. A standard target of 2 athletes to a room, with the allowance for up to 4 per room in situations where rooms specifically designed for 3 or 4 are available.
  - ii. Each athlete will always have his/her own bed.
3. Kitchens
  - i. Accommodations that have kitchens will be prioritized. This allows for athletes to optimize nutrition while keeping cost reasonable.
4. Proximity to Venue (Competition and Training)
  - i. Accommodation that is the shortest time or distance depending upon logistics will be prioritized.
5. Athlete Preparation/ Recovery
  - i. Accommodation that provides an environment that enhances athlete relaxation, recovery and down time will be prioritized.

6. Country – Local Conditions
  - i. The safety and logistics (language, familiarity, local transportation infrastructure) of the country will be considered. Event hotels will be prioritized when these considerations are challenging.
7. Budget Considerations

#### *Participation and Financial Support*

1. Participation in Team Accommodation is mandatory and will be paid by CEC during “Mandatory Training” or “Official Competition” defined as follows:
  - i. Mandatory Training (see Mandatory Training section below for definition):
    1. Check in the day prior to the first training session
    2. Check out the day following the last training session
  - ii. Official Competition:
    1. Check in the day prior to the day of the Technical Meeting
    2. Check out the day following the last round of competitions
2. In circumstances where it is not possible to leave the day following a competition, CEC may cover extra night(s) accommodation.
  - i. If the circumstances requiring additional accommodation coverage applies to the entire team, confirmation will be communicated by staff in advance.
  - ii. If the circumstances requiring additional accommodation coverage does not apply to all team members, each athlete must request the additional coverage within 15 days of the dates required.

#### **Trainings**

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CEC may arrange and pay for training as part of World Cup Trips. These trainings may be in the form of simulations, facility access, group activities or other training as define in the SafeSport Info Sheets.

1. “Mandatory Training” is defined as any sessions identified as such in the SafeSport Info Sheet.
  - i. At minimum, the dates and locations of Mandatory Training will be included in the SafeSport Info Sheet. Daily Schedules for Mandatory Trainings will be communicated by 8pm local time the night before.
  - ii. Athletes are expected to attend all Mandatory Trainings. If an athlete, is unable to attend, an exemption request is required as outlined below.
2. “Optional Training” may be identified in the SafeSport Info Sheet or may come up ad hoc during a trip. These optional trainings are at each athlete’s discretion to attend.
  - i. Staff will communicate all “Optional Trainings” by 8pm local time the night before. Athletes are required to confirm attendance or not prior to the start of training.

#### **Communication**

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1. CEC staff will communicate the Team Accommodation location and dates through the SafeSport Information Sheet prior to each WC Trip.
  - i. The information communicated will include Mandatory Training, Optional Training, and Accommodation Information.

- ii. The SafeSport Info Sheet will be sent as far in advance as possible and no less than 21 days from the first night.
2. Athlete questions or concerns about the SafeSport Info Sheet details must be sent to staff no more than 48 hours following of the release of the SafeSport Info Sheet.
3. Arrival details including availability, entry codes (if necessary) will be communicated via WhatsApp group message.

## **Exemptions**

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CEC acknowledges that there may be times when it is in an athlete's best interest to request an exemption from Mandatory Training and/or Accommodations, and such situations may not always be foreseeable.

1. Exemption from Mandatory Team Training
  - i. Athletes must send an exemption request to the CEC Staff no less than 48 hours prior to the day of the first Mandatory Training. The request must include the reason for the exemption and include the number of days/sessions of mandatory training they would like to miss. This request may be made verbally, however, an email must be sent within 24 hours to document the process.
  - ii. CEC Staff will review the request and will provide an official decision within 24 hours of receiving the request. The official decision will be communicated to the athlete by email, or verbally if emails are not accessible at the time, in which case an email will follow to document the process.
2. Exemption from Team Accommodation
  - i. Athletes must send an exemption request to the CEC Staff no later than 12p.m. local time the day before they require an exemption, including the reason(s), and number of nights that the athletes plan to stay in a separate accommodation. This request may be made verbally, however, an email must be sent within 24 hours to document the process.
  - ii. CEC Staff will review the request and will provide an official decision no later than 4p.m. local time the same day. The official decision will be communicated to the athlete by email, or verbally if emails are not accessible at the time, in which case an email will follow to document the process.
  - iii. If an athlete is granted an exemption from Team Accommodation, the cost of the alternate accommodation is entirely at the athlete's expense. No CEC subsidy or financial support will be provided.