

## REED ATHLETICS FUND FOUNDATION ATHLETE SELECTION PROCESS GUIDELINES

The Gary Reed Athletics Fund Foundation (“**RAF**”) has developed these guidelines to ensure that its athlete selection and funding process is fair, understandable, and transparent to applicants. In exceptional circumstances however, to assist in RAF’s objectives and to maintain a reasonable amount of flexibility, RAF’s board of directors may waive or grant an exception to any one of these guidelines.

### Athlete Application and Selection Process

1. If and when the RAF board of directors concludes that RAF has sufficient financial resources to fund a new athlete, RAF will announce a Canada-wide call for applications (the “**Call**”). RAF may publicize the Call by whatever means the board of directors wishes, including press release, social media, RAF’s website and third party email databases of organizations such as Athletics Canada and BC Athletics, among others. The Call will state the deadline for RAF to receive applications, which will be the date that is 60 days after the date of the call for applications (the “**Application Deadline**”).
2. To be considered for eligibility for funding from RAF, an athlete must complete RAF’s application for funding form (the “**Application**”), which will be available in PDF format on RAF’s website at [www.reedathleticsfund.ca/athletes](http://www.reedathleticsfund.ca/athletes). To be considered, all completed Applications must be scanned and emailed to [info@reedathleticsfund.ca](mailto:info@reedathleticsfund.ca) on or before 5pm (Pacific Time) on or before the Application Deadline.
3. After the Application Deadline, all eligible Applications will be circulated to the board of directors for review. The Applications may also be circulated to third party consultants that the board of directors has decided to involve in the athlete selection process (the “**Board Advisors**”). No other persons will be given access to the Applications and they will be treated as confidential by RAF directors and the Board Advisors and used only for the purpose of the selection process.
4. Within 30 days of the Application Deadline, the board of directors will meet (the “**Initial Rankings Meeting**”) to discuss the Applications, and establish an initial ranking of the applicants. Applicants who have submitted Applications containing significant errors or omissions will not be considered for funding. The board of directors may consider the opinions of Board Advisors when ranking the applicants. Each director may select one Board Advisor to share applicant evaluations with the entire board. All Board Advisors will be instructed that their role is confined to educating the directors of RAF about the athletic performance and progress of the respective applicants.

At the Initial Rankings Meeting, each director will submit a personal numerical ranking of the applicants. For example, five directors would submit five separate rankings of the applicants. The board of directors will then create a composite ranking of the applicants by taking the average rank assigned to each applicant by the board and ranking them in order of their average rank.

For example, if board member A believes Jane Smith is the number 1 applicant, B believes she is the number 4 applicant, C believes she is the number 2 applicant, D believes she is the number 9 applicant and E believes she is the number 3 applicant, then her composite ranking would be:  $(1+4+2+9+3)/5 = 3.8$ . The result of the Initial Rankings Meeting will be a list of the top five ranked applicants based on their composite rankings (the “**Top 5 Applicants**”).

5. Within 30 days of the Initial Rankings Meeting, the board will complete further due diligence on the Top 5 Applicants and meet again (the “**Applicant Selection Meeting**”) to decide which applicant will receive RAF funding. The board will make reasonable efforts to conduct interviews of all of the Top 5 Applicants during or prior to the Applicant Selection Meeting. Interviews will take place either in person or via conference call or videoconference and may be recorded. Each of the Top 5 Applicants will be asked the same general interview questions. (None of the applicants outside of

the Top 5 Applicants will be contacted except as to advise them of their non-selection.) In addition, the board may complete criminal record checks on the Top 5 Applicants, review Notices of Assessment for the previous two years for the Top 5 Applicants and conduct other due diligence. The board may also request brief athletic biographies from the Top 5 Applicants prior to the Applicant Selection Meeting so the biography of the applicant selected for funding can be promptly publicized.

6. At the Applicant Selection Meeting, after the board has completed its due diligence on the Top 5 Applicants, each director will submit a new personal numerical ranking of the Top 5 Applicants. The board will then create a new composite ranking of the Top 5 Applicants. Based on that new ranking, the board will identify the top 2 ranked applicants. Each board member will then vote for one or the other to determine which applicant will receive RAF funding based on the majority vote. Only board members are entitled to vote. RAF will promptly contact the applicant selected for funding and publicize the decision.

#### Basic Applicant Selection Criteria

RAF's basic applicant selection criteria are as follows:

1. *Citizenship/Residency* - to be eligible for RAF funding, an applicant must be a Canadian citizen and must intend on, or currently be representing Canada in athletics competition.
2. *Age* – an applicant must be at least 18 years old and less than 28 years old during the calendar year of the Application Deadline.
3. *Athletic Performance* – applicants 20 or older must have achieved a top 10 finish in their primary event at the most recent Canadian National Track and Field Championships. 18 and 19 year old applicants must have achieved either a top 10 finish in their primary event at the most recent Canadian National Track and Field Championships or a top 3 finish in their primary event at the most recent Canadian Junior National Track and Field Championships. When evaluating the performance of applicants, RAF's board of directors will be sensitive to variances based on age and may refer to the Mercier Scoring Tables. Athletic progress during the 3 years prior to the Funding Application will be closely scrutinized by the board.
4. *Community Outreach* - the ability and willingness for an applicant to be involved in the community will be an asset in the selection process. Community volunteer work is an example of community outreach that applicants should mention on their application.
5. *Representing RAF* – the ability and willingness to promote the RAF and its objectives will be an asset to applicants in the selection process. Representing RAF may involve such activities as appearances at RAF events and speaking engagements involving RAF sponsors.
6. *Character* – applicants applying for RAF funding must submit to a criminal record check, if requested. Applicants must also include 2 references in their applications. One reference will be a personal reference that RAF may contact. This personal reference must not be a relative, and RAF will not require a reference letter from this individual. The second reference will be the applicant's personal or national team coach. A reference letter from the applicant's coach will be required. The reference letter must describe why the coach believes that the applicant's performance, character, community outreach, financial need and ability to represent RAF are exceptional. Factors that will impact the board's assessment of an applicant's character include the following:
  - (a) the applicant has demonstrated the spirit of sportsmanship, sports leadership and ethical conduct;

- (b) the applicant treats others with respect and refrains from negative or disparaging conduct; and
  - (c) the applicant complies with all applicable anti-doping rules.
7. *Training Environment* - RAF is looking for applicants who are training in effective and supportive environments. RAF will consider factors such as the applicant's length of time in their environment with the current coach, the coach's resume, and the coach's willingness to provide quarterly progress updates on the applicant.
  8. *Financial Need* - supporting applicants with true financial need is a core purpose for RAF. Applicants must disclose net worth, annual funding and income from all sources for the past 2 years (taxable and non-taxable, such as carding) and projections regarding an ideal training budget that would maximize potential.

#### Terms of RAF Funding Commitment

1. If a RAF athlete breaches any terms of RAF's athlete agreement, RAF funding will immediately terminate and no further funding will be considered.
2. Regarding of the cause, after two consecutive years of inactivity, meaning, without limitation, failure of the Athletic Performance guidelines set out above, RAF will no longer fund an athlete.
3. RAF will fund an athlete for a maximum of 4 years from the date the athlete first receives RAF funding.
4. RAF may stop funding an athlete at any time if the board of directors decides it is in the best interests of RAF. In addition, RAF reserves the right, in its sole discretion, to increase, reduce or terminate funding to an athlete for any or no reason. In its athlete agreement or otherwise, RAF does not assume any legal obligation to fund an athlete with a particular amount, for a particular term, or at all.
5. As part of the RAF Athlete Agreement, the athlete's annual financial situation must be reported to the Board to ensure that the athlete meets RAF funding selection criteria.
6. At the discretion of the Board of Directors and in keeping with the core purposes of RAF, RAF may conduct an annual review of an athlete's funding if such individual's net income for that calendar year exceeds \$75,000.00. If, in the opinion of the Board of Directors that athlete's financial need has been significantly reduced, such athlete's funding may be subject to review and change in consultation with the athlete.
7. If an athlete's funding exceeds \$75,000.00 per calendar year and such funding is subject to change or reduction, the athlete will continue to serve as a RAF Ambassador and will use best efforts to attend RAF functions, promote RAF and its designated causes, sponsor RAF and do all things incidental to advancing RAF's profile and efforts, provided that RAF pay the athlete's reasonable expenses of attending same.