



SHOOTING FEDERATION OF CANADA

Policy Title: IST Cancellation/Missed/Late Policy

Policy No.: 2019.001

Effective Date: July 1, 2020

Last Revised: June 26, 2020

POLICY OWNER: High Performance Committee

POLICY CONTACT: Vice President, High Performance

1. Reason for Policy:

To clarify expectations and consequences of late arrival to, or missed, Mental Performance sessions and/or rescheduling of, and cancellation of, Mental Performance sessions.

2. Procedure:

Late arrivals for sessions:

- The Mental Performance Consultant will wait 10 minutes for an athlete to attend a session prior to cancellation. Should the athlete attend within the first 10 minutes, the session will continue for the remaining time.
- Any session that the athlete is late for, past the 10 minute wait time, will be cancelled and be billed to the athlete at the rate of \$55/session.
- Athletes who are late for 3 sessions (combined) will not longer receive Mental Performance Consultant sessions supported by the High Performance Program budget AND may receive further sanctioning from the HPC.
- Accommodations for reasonable excuses will always be considered.

Missed/Cancelled/rescheduled sessions:

- 24 hour notice is required for rescheduling / cancellation of Mental Performance Consultant sessions supported by the High Performance Program budget.
- Any sessions missed or cancelled within a 24 hour timeframe will be billed to the athlete at the rate of \$55 per session.
- Sessions that are missed/cancelled or changed (within 24hr guideline) 3 times in total (combined), will no longer receive Mental Performance Consultant session supported by the High Performance Program budget AND the athlete could receive further sanctioning form the HPC.
- Accommodations for reasonable excuses will always be considered. Please forward these to VP High Performance. Standard business practices should apply. Reason for cancellation should not be used over and over showing a pattern of abuse.

The MPC must inform the VPHP of any missed or cancelled (within 24hr guideline) on a weekly basis.