



Matthias Purdon <purdonmatthias@gmail.com>

Sport Foundations application Cross Country Yukon

Alain Masson <xcyukon@gmail.com> Thu, May 11, 2023 at 11:29 AM
To: Matthias Purdon <purdonmatthias@gmail.com>
Cc: Cross Country Yukon <ccyassistant@gmail.com>, Graham Nishikawa <ccyheadcoach@gmail.com>

Good morning Matthias, please find a copy of the Sport Foundations application.

The highlights from the application:

-Administrative:

Maintain a high level of professional services including a part time book keeper, a part time administrator and 2 full time coordinators.

-Leadership Development:

Offer coaching and official certification as personal coaching development.

-Athlete Development

Offer training camps, athletes clinics, out of Yukon races/trips.

Thank you for your application to the Sport Foundations / Podium Pathway grant. A copy of your application is below.

Username: BC5418F4-AC49-4B4F-B16E-583649C69348
Numeric Response ID: 1515
Response GUID: FFEF8BA3-3A34-4AC2-99BB-2D7D3103D56D
Survey Start Date: Wednesday, 19 April 2023 19:06:04
Survey Completed Date: Thursday, 20 April 2023 16:12:58

What is the name of your organization?

Organizations must be pre-approved to use this service. If you do not see your organization listed below, please contact [Sport and Recreation](#) to confirm your eligibility.

Cross Country Yukon

Contact information

Please enter an email that is checked regularly. The email listed will receive a completed copy of this application.

Full name of the contact person for this report	Alain Masson
Role within the organization	Sport Coordinator
Email	xcyukon@gmail.com
Phone	867-334-9220
Mailing address of organization	4061 4th Avenue
City	Whitehorse
Postal code	Y1A 3G1

Organization's fiscal year

What month does your fiscal year start?

May

What day of the month does your fiscal year start?

1

Are you in good standing with your national sport governing body?

Yes

Are you responsible for facility operations and maintenance costs?

No

Executive board members

Use the scroll bar to see and fill in all the columns on the right.

	Position or title	Member's full name	Community Email	Phone	Gender	Indigenous identity
1	President	Matthias Pardon	Whitehorse purdonmatthias@gmail.com	867-336-7534	Man	No
2	Treasurer	Michele Leach	Whitehorse michele chelle.leach@gmail.com	867-334-9220	Woman	No
3	Secretary	Emily Young	Whitehorse emilyj.09@hotmail.com	867-334-9220	Woman	No
4	Director	Kevin Embacher	Whitehorse kevin.embacher@yesnet.yk.ca	867-332-7684	Man	No
5	Director	Bronwyn Hays	Whitehorse bronwyn@gmail.com	867-334-9220	Woman	No
6	Director	Aisha Montgomery	Whitehorse aishamonty@gmail.com	867-336-4346	Woman	No
7	Director	Annett Kralisch	Whitehorse akralisch@hotmail.com	867-332-4798	Woman	No
8	Director	Jan Mcfadzen	Whitehorse mcfadzen@gmail.com	867-334-9220	Woman	No
9						
10						

Does your organization have paid staff or contractors?
Yes

Staff members and contractors

Use the scroll bar to see and fill in all the columns on the right.

	Position or title	Full name	Community Email	Wage	Hours per year	Gender	Indigenous identity
1	Sport Coordinator	Alain Masson	Whitehorse xcyukon@gmail.com	82669	2080	Man	No
2	Assistant Sport Coordinator	Jennifer MacKeigan	Whitehorse ccyassistant@gmail.com	60320	2080	Woman	
3	Administrator	Kathryn Davis	Whitehorse crosscountryyukonfinance@gmail.com	10000	400		
4	Book Keeper	Corinna Warren	Whitehorse warrenbookkeepingservices@gmail.com	10000	400		
5							
6							
7							
8							
9							
10							

Upload each staff or contractor's job description or contract

CONTRACT FOR ASSISTANT PROGRAM COORDINATOR 2022-2023.pdf - 98 KB

Upload each staff or contractor's job description or contract

Sport Coordinator and Head Coach Contract_21-06-2022_AM_Draft.docx - 29 KB

Upload each staff or contractor's job description or contract

CCY_Administrator_Contract_Katherine Davis_Oct 4_2022_DRAFT.docx - 33 KB

Upload each staff or contractor's job description or contract

Not Answered

Upload each staff or contractor's job description or contract

Not Answered

Do you have more staff or contractor job descriptions or contracts to upload?

No

Does your organization provide honorariums? Include any coaches and officials who receive honorariums.
No

AGM minutes

22-05-25 AGM Minutes.docx - 17 KB
[Download File](#)

President's report

6.1 Presidents Report.pdf - 68 KB
[Download File](#)

Staff report(s)

6.3 Sport Coordinator Final Report 21-22.pdf - 55 KB
[Download File](#)

Please provide a brief summary of the past year or season, if this is not already reflected in your most recent president and staff reports.

The Yukon Ski Team completed 6 training camps from April to September. Yukon skiers took part in the following events: Sovereign Lake Nordic Cup in late November-early December 2022 - 12 skiers World Junior U23 Selection Trials January 2023 - 3 skier Arctic Winter Games January 2023 - 17 skiers World Junior/U23 Championships January 2023 - 3 skiers World Senior Championships February 2023 - 1 skier Canada Winter Games February 2023 - 12 skiers Canadian National Championships March 2023 - 12 skiers

Balance sheet for the complete year

Balance Sheet Mar 2023.pdf - 41 KB
[Download File](#)

Income statement or statement of profit and loss

Income Statement Mar 2023.pdf - 96 KB
[Download File](#)

Year-to-date financials (if your current fiscal does not end March 31)

CCY 2022 - Compiled Financials.pdf - 348 KB
[Download File](#)

Explain any variances, as well as any significant funds shown as term deposits, reserve funds, retained earnings, etc.:
Not Answered

Equity, diversity and inclusion (EDI)
CCY Access & Equity Policies.pdf - 14 KB
[Download File](#)

Code of conduct
CCY Yukon Ski Team Code of Conduct.pdf - 77 KB
[Download File](#)

Concussion
Cross Country Yukon Concussion Policy.docx - 20 KB
[Download File](#)

Conflict of interest
CCY Conflict of Interest Guidelines.pdf - 17 KB
[Download File](#)

Constitution and bylaws
CCY - New Bylaws - 2022 03 03.pdf - 125 KB
[Download File](#)

Discipline
CCY - Draft Harassment Policy April 7, 2020.pdf - 111 KB
[Download File](#)

Prevention of maltreatment
CCY Safe Sport Policy - draft 15 Oct 2022.docx.pdf - 69 KB
[Download File](#)

Multi-year plan
2023-02-19 Cross Country Yukon Strategic Planning session capture.pdf - 557 KB
[Download File](#)

Volunteer screening
CCY Volunteer Screening Guide, TOR & Forms.pdf - 121 KB
[Download File](#)

Anti-doping
CCY Safe Sport Policy - draft 15 Oct 2022.docx.pdf - 69 KB
[Download File](#)

Other
Not Answered

Do you have affiliates?

Yes

1st affiliate

Upload completed [affiliate verification forms](#). These must have been completed by your affiliate(s).

AFFILIATE VERIFICATION.pdf - 649 KB
[Download File](#)

Do you have a 2nd affiliate to upload?

Yes

2nd affiliate

Upload completed [affiliate verification forms](#). These must have been completed by your affiliate(s).

SCAN0041.PDF - 576 KB
[Download File](#)

Do you have a 3rd affiliate to upload?

Yes

3rd affiliate

Upload completed [affiliate verification forms](#). These must have been completed by your affiliate(s).

cs-affiliate-verification-3.pdf - 164 KB
[Download File](#)

Do you have a 4th affiliate to upload?

No

Indigenous youth (18 years and under)

	Community	Male	Female	Non-binary or other	Prefer not to say or unknown
1 Whitehorse	12	13	0		0
2					
3					
4					
5					
6					

Non-Indigenous youth (18 years and under)

	Community	Male	Female	Non-binary or other	Prefer not to say or unknown
1 Whitehorse	237	181	0		0
2 Marsh Lake	12	7	0		0
3					
4					
5					
6					

Indigenous adults (19 years and over)

	Community	Male	Female	Non-binary or other	Prefer not to say or unknown
1 Whitehorse	17	39	0		0
2					
3					
4					
5					
6					

Non-Indigenous adults (19 years and over)

	Community	Male	Female	Non-binary or other	Prefer not to say or unknown
1 Whitehorse	666	1038	0		0
2 Marsh Lake	1	3	0		0
3					
4					
5					
6					

Costs of participation

	Response
What does it cost for a participant to play in your sport?	200
What are your annual insurance costs?	20000
What does your insurance cover (for example, travel, liability, extended medical)?	3rd party liability insurance
What do you pay to your national sport organization for fees?	10 per members
What do the fees include (for example, insurance, membership, affiliation)?	membership, insurance and affiliation

Games and championships

Check all major games in which your organization will be participating in the future:
Canada Games
Arctic Winter Games
Other:

If other, please enter here:

Olympic Winter Games

Has your organization hosted any Yukon championships in the past year?
Yes

List any additional competitions that your organization hosted within the Yukon this past year:
Don Sumanik Memorial races AWG trials CWG trials Series of 5 time trials

How many championships did you host in the past year?
1

How many of those championships were held in rural Yukon?
0

List participant age groups and divisions from the championship:
male and female U8 U10 U12 U14 U16 U18 U20 Senior Masters

How many affiliates were present at the events?
1

List which affiliates were present and the number of participants from each affiliate:
Whitehorse Cross Country Ski Club 110 skiers entered

What was the total number of participants from all Yukon championships hosted in the past year?
110

Coaches breakdown

List all of your coaches who are not already included on the affiliate verification form(s).

Use the scroll bar to see and fill in all the columns on the right.

If your group has many coaches and officials, you can upload a list instead of entering information below.

Community Coach's full name	NCCP Certification #	Gender	Indigenous identity
1			
2			
3			
4			
5			
6			
7			

Officials breakdown

List all of your officials who are not already included on the affiliate verification form(s).

Use the scroll bar to see and fill in all the columns on the right.

Community Officials full name	Gender	Indigenous identity
1		
2		
3		
4		
5		
6		
7		

If your group has many coaches and officials, you may upload an excel file instead.

Make sure that your file includes the 5 column titles and information we asked for in the tables.

2022-2023 Coach Tracking.xlsx - 13 KB
[Download File](#)

Which Sport Foundations funding categories are you applying for?

For more information on each category, see the [eligible expenses](#).

Administration and organizational development
Athlete and participant development
Leadership development

Category: administration and organizational development

Use the scroll bar to see and fill in all the columns on the right.

Activity or item	Estimated number of adult participants	Total projected costs	Amount requested from Sport Foundations grant for this category
1 Staffing	4	162000	40000
2 Registration administration	1	6000	4000
3 Ressource materials	1	6000	4000
4 Nordiq Canada, CCY AGM	1	2500	1500
5 Rent & admin expenses	1	5000	3000
6 Strategic planning/review	1	5000	3000

Category: administration and organizational development

For each activity above, provide a detailed description or objective.

Include frequency of activity and community, if applicable.

To continue to provide a high standard of services in coordination and implementation of Cross Country Yukon programs. To maintain, revise, and improve Cross Country Yukon strategic plan, code of conducts and policies and procedures as necessary in order to successfully facilitate the day to day operation of CCY programs.

Category: athlete and participant development

Use the scroll bar to see and fill in all the columns on the right.

Activity or item	Estimated number of youth participants	Estimated number of adult participants	Total projected costs	Amount requested from Sport Foundations grant for this category
1 Spring and summer camps	100	10	15000	7500
2 NORAM Races	12	4	20000	10000
3 Western Canadian Championships	15	4	18000	9000
4 World Junior Trials	6	2	12000	6000
5 Yukon Championships	85	20	2000	1000
6 Arctic Winter Games	20	4	7200	3600
7 Ski Nationals	12	4	40000	20000

Category: athlete and participant development

For each activity above, provide a detailed description or objective.

Include frequency of activity and community, if applicable.

To provide year round programming for all athletes at various ages and levels, to improve and develop their talent/skill by providing training and competition opportunities locally, regionally, nationally and internationally. To provide an increased level of professional service for all squad athletes and coaches by maintaining a second paid coach position. To provide top Yukon skiers an opportunity to train and compete in international training and competition.

Category: leadership development

Use the scroll bar to see and fill in all the columns on the right.

	Activity or item	Estimated number of youth participants	Estimated number of adult participants	Total projected costs	Amount requested from Sport Foundations grant for this category
1	NCCP Community Coaching	6	20	1500	750
2	NCCP L2T On-snow	4	10	1500	750
3	NCCP T2T On-snow	4	10	1500	750
4	Official Level 3		1	2500	1250
5	National Coaching Conference		2	5000	2500
6	Official Level 2 courses		5	750	400
7	Coaching clinics	4	12	1200	600

Category: leadership development

For each activity above, provide a detailed description or objective.

Include frequency of activity and community, if applicable.

To provide year round programming for all athletes at various ages and levels, to improve and develop their talent/skill by providing training and competition opportunities locally, regionally, nationally and internationally. To provide an increased level of professional service for all squad athletes and coaches by maintaining a second paid coach position. To provide top Yukon skiers an opportunity to train and compete in international training and competition.

Are you also applying for the Podium Pathway grant?

Yes

Which Podium Pathway funding categories are you applying for?

For more information on each category, see the [eligible expenses](#).

Enhanced athlete development
Coaches and officials' enhancement
Rural and Indigenous participation

Category: enhanced athlete development

Use the scroll bar to see and fill in all the columns on the right.

	Activity or item	Estimated number of youth participants	Estimated number of adult participants	Total projected costs	Amount requested from Podium Pathway grant
1	Functional Strength	20	4	8000	4000
2	Sport Psychology	20		4000	2000
3	National prospect Camp	4		4000	2000
4	National Team Dev Camp	1	1	4000	2000
5	Nordiq Canada AD camp	20	10	3000	1500
6	Physiological testing	20	4	2000	1000

Category: enhanced athlete development

For each activity above, provide a detailed description or objective.

Include frequency of activity and community, if applicable.

We are going to work with a functional strength specialist on a regular bases to help athletes better technique and help reduce the number of injuries. We are going to work with a sport psychologist to help our athletes learn and develop the various mental training techniques available to elite athletes. We will support the Yukon skiers named to the National Ski Team Prospect team in attending the summer training camps outside of the Yukon. We will support the Yukon skiers named to the National Ski Team Development team in attending the summer training camps outside of the Yukon. We will organize a visit

from the National Team Athlete development Coordinator to the Yukon to conduct some AD activities. We will organize a series of tests to evaluate our skiers.

Category: coaches and officials' enhancement

Use the scroll bar to see and fill in all the columns on the right.

	Activity or item	Estimated number of youth participants	Estimated number of adult participants	Total projected costs	Amount requested from Podium Pathway grant
1	High Performance Coach Seminar		2	5000	2500
2	NST Coaching Coordinator		15	4000	2000
3	Continued Coach PD		2	4000	2000
4					
5					
6					
7					

Category: coaches and officials' enhancement

For each activity above, provide a detailed description or objective.

Include frequency of activity and community, if applicable.

We will support our two full time coaches in attending a National Coaching Seminar outside of the Yukon to continue to learn and develop their skills and gain valuable experience. We will organize a week long visit for the National Ski Team Coaching Coordinator to come to the Yukon and deliver a series of coaching clinics. We will support our full time coaches in attending personal development opportunities outside of the Yukon.

Category: rural and Indigenous participation

Please use the scroll bar to fill in all the columns on the right.

	Activity or item	Estimated number of youth participants	Estimated number of adult participants	Total projected costs	Amount requested from Podium Pathway grant
1	Community Contract	25	10	10000	10000
2	travel communities		2	3000	2000
3					
4					
5					
6					
7					

Category: rural and Indigenous participation

For each activity above, provide a detailed description or objective.

Include frequency of activity and community, if applicable.

Provide opportunties for member and affiliate clubs, volunteers, athletes and other interested persons to become more knowledgeable coaches, officials and leaders. Provide continuous opportunities to improve safety, organizational standards of events, community involvement and to maintain risk management and volunteer screenign policies. Support youth programs by providng opportunities for new coaches and upgrading existing coaches.

Are you applying for the coach salary subsidy?

Yes

Coach salary subsidy request (complete for each coach)

Complete all fields for each coach. You can add as many coaches as necessary.

	Response
Coach’s full name	Jennifer MacKeigan
Coach's job title	Assistant Sport Coordinator
NCCP certification number	1169211
Full time, part time or seasonal?	Full time
Total proposed salary	66000
Amount you're asking from Podium Pathway	20000

List the current certification status of this coach as well as any other certifications they hold:

CCD trained but not fully certified Advanced Certified CCI - T2T Certified Community Coach CCI-L2T LF Workshop

Major responsibilities and authority of this coach. Indicate which stages of long-term development they're coaching:
Major responsibilities are: Designing lesson plans for Green, Purple and Orange Squad. Communicating these lessons to athlete, coaches and parents.
Making sure our programs were following the guidelines and keeping everyone feeling safe. Organizing coaching development and athlete development with outside guest. Organizing events, camps and races with the head coach. Attending major National Level races

Level and number of athletes being coached:
U10 15 U12 14 U14 15 U16 10 U18 10

Upload the employment contract or agreement.

Not Answered

Would you like to add another coach?

Yes

Coach salary subsidy request (complete for each coach)

Complete all fields for each coach. You can add as many coaches as necessary.

	Response
Coach’s full name	Graham Nishikawa
Coach's job title	Sport Coordinator/Head Coach
NCCP certification number	584218
Full time, part time or seasonal?	full time
Total proposed salary	82000
Amount you're asking for from Podium Pathway	20000

List the current certification status of this coach as well as any other certifications they hold:
Certified CCD - L2C Coach Certified Community Coach Trained - AWAD

Major responsibilities and authority of this coach. Indicate which stages of long-term development they're coaching:
Responsible for planning and implementing all areas of high performance. Responsible for coaching age 14 and older skiers. Responsible for coordination and supervision of other coaches. Mentor for other coaches working with the elite skiers. Responsible for coordinating with other Squads

Level and number of athletes being coached:
20 skiers

Upload the employment contract or agreement.

Not Answered

Would you like to add another coach?

No

Projected revenue sources

How will the balance of funds for expenses not covered by the Sport Foundations or Podium Pathway grants be funded? Identify all other funding sources and estimated amounts.

Projected revenue source	Estimated amount (\$)
1 Program fees	100000
2 NWSDA (Nordiq Canada)	20000
3 Yukon Lotteries Travel Grants	3400
4 Fund-raising	6000
5 Athlete Travel Contribution	70000
6 Bank interests	1200
7	
8	

How is your organization working towards truth and reconciliation?

CCY expects all of its members to acknowledge and respect the land and territory in which all activities and programs are held. CCY is actively seeking to engage with aboriginal youth and adults in order to promote and increase the participation in sports in rural and aboriginal communities in the Yukon.

How is your organization working towards gender equity?

This could include for boards, coaches, participants and programming.

CCY continues to plan and organize activities and program specific to female athletes in order to promote gender equity in our ski community.

How is your organization reducing barriers to participation for families with low incomes?

CCY recognizes the financial hardship and barriers for families wanting to participate in sports. It is always willing to help families in need to find the necessary support to allow them to eliminate barriers and access our sport programs.

How does your organization support the participation of rural Yukoners?

CCY continues to support 2 contractors in order to promote and engage with rural communities and provide opportunities for Rural Yukoners.

How is your organization delivering specific programs that are open to all genders?

Yes, we are developing a new competition model that will include new categories to include all genders in the future. We are planning to implement this new competition model this coming year.

Before you continue

You must agree to the following declarations as a representative for this group.

This profile and grant application is accurate and has the approval of the executive of the Yukon special recreation group or sport governing body. I also understand that further documentation may be requested from the Government of Yukon at any given time in respect to these grants.

Please sign within the box below.

Signature_2946_2023420.png - 6 KB

A handwritten signature in black ink, appearing to read 'Alain Masson', written on a white background.

[Download File](#)

Name and title of person signing

Alain Masson, Sport Coordinator