

## Canadian Sport Centre Pacific Billet Program NSF Information Sheet

Canadian athletes are being given the opportunity of a lifetime...to compete at the Olympic and Paralympic Winter Games, at home, in Canada, with the support not only of immediate family and friends, but an entire nation. The success of the Canadian team will result in an enhanced Games experience for all Canadians.

The Canadian Sport Centre Pacific (CSC Pacific) Billet Program is designed to reduce athlete and coach stress and enhance the Canadian team's performance at the 2010 Games by assisting members of their support teams with Games-time accommodations in Vancouver.

To accomplish this, CSC Pacific is seeking volunteers from Metro Vancouver to share their homes with the family and close friends of Canadian athletes and coaches during the 2010 Games. This is a unique opportunity for Vancouver residents to experience the Games through the eyes of the Canadian team's biggest supporters.

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### What is the Canadian Sport Centre Pacific Billet Program?

The Canadian Sport Centre Pacific Billet Program ("the Program") is an official program of the Canadian Sport Centre Pacific. The Program provides complimentary accommodation in Metro Vancouver homes for up to four supporters of eligible Canadian team athletes\* and coaches competing in the Vancouver 2010 Olympic or Paralympic Winter Games.

The goals of the Program are

- to reduce stress and enhance Canadian athlete performance by assisting Canadian athletes and coaches' supporters with accommodation, allowing them to fully support their athlete or coach
- to involve local athletes and communities in the Games experience while showcasing the warmth and hospitality of British Columbia to the nation
- to create a national exchange experience between Metro Vancouver hosts and the Canadian athletes and coaches' supporters who will be staying with them

\* "Athlete" encompasses Olympic and Paralympic competitors, as well as Paralympic guides

### Who is eligible to refer or to be a Guest?

To be an eligible athlete who can refer a Guest, a person must be a Canadian team athlete competing in the 2010 Winter Games, as verified by the Canadian Olympic Committee (COC), the Canadian Paralympic Committee (CPC), or the athlete's National Sport Federation (NSF).

To be an athlete's Guest, a person must be an eligible family member of an eligible athlete, including a parent, sibling, spouse, partner, child, other relative who may be crucial to the eligible athlete's success, or boy/girl friend. Close friends who are regarded as critical members of an athlete's support team will be considered, but are subject to NSF approval. All Guests under the age of 19 must be accompanied by an adult.

Family members of Canadian athletes should note that they may also have an opportunity to participate in the Petro-Canada Canadian Athlete Family Program. Canadian athletes should contact the COC or the CPC for information regarding that program. Those who choose to participate in the Petro-Canada Canadian Athlete Program may also participate in the CSC Pacific Billet Program.

To be an eligible coach who can refer a Guest, a person must be a technical coach (i.e. event or head coach) for the Canadian team (that is a technical coach who is a member of the Canadian Olympic or Paralympic team) competing in the Games, as verified by the COC, the CPC, or the coach's NSF.

Canada



Atlantic  
Calgary  
Manitoba  
Montreal  
Ontario  
Pacific  
Saskatchewan

Pacific  
SPORT

Fraser Valley  
Interior BC  
Northern BC  
Okanagan  
Vancouver Island

To be a coach's Guest, a person must be an eligible family member of an eligible coach, including a spouse, partner, or child. All Guests under the age of 19 must be accompanied by an adult. Upon request of the coach, another family member, including a parent, sibling, or mother or father-in-law, may be substituted for a spouse or partner to accompany children.

**Applications may be submitted to the Program pending an athlete's or coach's eligibility. Early approval of Guests will be considered upon NSF request.**

Applications are subject to NSF, COC, and CPC approval. CSC Pacific reserves the right to reject any application for any reason.

#### **What are Guests responsible for?**

The Program provides accommodation and breakfast for Guests. Guests are responsible for all expenses other than the complimentary accommodation and breakfast provided through the Program, including the following:

- Travel arrangements and transportation to and from Metro Vancouver, including Canadian entry visas, if applicable
- Travel arrangements and transportation during their time in Metro Vancouver
- Ceremony and event tickets for the Games
- All food and beverage requirements other than the complimentary breakfast provided through the Program
- Medical and travel insurance (recommended in event of an emergency)

#### **What will the Host provide?**

A Host in the Program will be expected to:

- Provide accommodation (private sleeping accommodation, bedding, towels, and a shared or private bath) and breakfast (for example, cereal/toast, juice and a hot beverage) for up to four Guests for a period of approximately eight days during the Games hosting period. For Guests of athletes and coaches who are competing over longer periods of time, best efforts will be made to secure accommodation for the duration of their competition schedule.
- Meet Guests upon their arrival at the Vancouver International Airport or at a mutually agreed upon location in Metro Vancouver (whichever is most convenient for the Guest) and transport them to the Host's home
- Arrange for Guest departures at the Vancouver International Airport or at a mutually agreed upon location in Metro Vancouver (whichever is most convenient for the Guest)
- Direct or assist Guests to the nearest public transit point each day

Hosts will not be responsible for providing any Games tickets or covering the costs of Guests' travel or other expenses.

#### **Guest Placement**

The information provided by applicants in the Guest Application Form, and similar information provided by Hosts, will assist CSC Pacific in matching Guests with compatible Hosts. The convenience of a Host's home to public transportation, access to relevant Games venues, VANOC transportation hubs, and the number of Guests the Host is able to accommodate will be key considerations. Language and personal needs will be reviewed to assess compatibility during the matching process.

Priority will be given to Guests of athletes and coaches of Own the Podium 2010 (OTP) targeted sports.

## **Tell me more about the Hosts**

Hosts will be from one of the following categories:

1. Registered members of CSC Pacific—coaches and athletes, mostly provincial or elite regional level, some National team members. It is likely the parents of provincial and regional athletes and some coaches will apply to be Hosts
2. Members of the BC Chapter of Olympians Canada—Olympians currently living in BC
3. Members of CSC Pacific staff's personal networks
4. Individuals who have contacted CSC Pacific or its partners (including VANOC, OTP, COC, CPC, Sport BC, Olympians Canada, and PSOs) with an offer to host family and friends of Olympic or Paralympic team members
5. Targeted search—if accommodation is requested in a specific location (e.g. close to a specific venue) or if we do not have an adequate number of French-speaking Hosts, we will implement a targeted search, using sports clubs, recreation departments, schools, or other relevant groups

## **Host Information Sessions**

CSC Pacific will be holding a number of Host Information Sessions in the Metro Vancouver area to provide potential Hosts with more information about the program. CSC Pacific will be holding a Confirmed Host Information Session in January, 2010 to provide Hosts with additional information about Guests' needs and expectations, as well as answer any questions they may have. NSF input for these sessions is welcome.

## **How to Apply**

Guests are asked to complete the online Guest Application Form, and Athletes and Coaches referring Guests are asked to complete the Athlete/Coach Referral Form by **October 15, 2009**.

A link to both forms is available at [www.cscpacific.ca](http://www.cscpacific.ca).

Guest applicants will receive a notice confirming receipt of their application and another confirming receipt of the corresponding Athlete/Coach Referral Form. CSC Pacific will verify and certify the application with the relevant NSF and/or the COC or the CPC. Applications received after October 15, 2009 will be accepted and handled if there are still Host families available. Note that CSC Pacific cannot guarantee that this Program will be able to provide accommodation for all applicants, even those who apply prior to the October 15<sup>th</sup> deadline.

## **Host Details**

CSC Pacific will send Guests confirmation of their Host assignment and Host information as soon as the information is available (beginning in August 2009).

Due to late athlete and team qualification dates, some Applicants may be confirmed as late as February, 2010 for Olympic period Guests and March, 2010 for Paralympic period Guests.

## **Contact Process**

Guests and Hosts will receive their matches' contact information simultaneously from CSC Pacific.

Guests should contact their Host by telephone within 14 days of receiving their Host's contact information from CSC Pacific. If the Host has not heard from their Guests within 14 days of receiving their contact information, the Host may contact the Guest by telephone. If contact between Guest and Host has not been made within one month of receiving their contact information or less than 14 days before the Guests' scheduled arrival date (whichever comes first), the Guests and/or Host may be reassigned or removed from the program.

## Arrival Process

To arrange a pick-up location and to ensure the Host is available to meet the Guests and transport them to their home, Guests should be sure to provide their detailed arrival information to their Host as soon as possible and a minimum of 14 days in advance of their arrival.

## Key Dates

June – November, 2009	Potential Host Information Sessions
July 27, 2009	Official Guest Application and Athlete/Coach Referral period begins
August, 2009	Guest/Host matching begins
<b>October 15, 2009</b>	<b>Official Guest Application and Athlete/Coach Referral period ends</b>
January, 2009	Confirmed Host Information Session
Early February, 2010	Final confirmation of Olympic period Guest/Host matches
<b>February 10 – March 1, 2010</b>	<b>Accommodation period for Olympic Games</b>
Early March, 2010	Final confirmation of Paralympic period Guest/Host matches
<b>March 10 – March 22, 2010</b>	<b>Accommodation period for Paralympic Games</b>

## Contact Information

CSC Pacific Website (link to Program information, Guest & Host Application Forms, Athlete Referral Form, and FAQs)

<http://www.pacificsport.com/Content/Main/PacSportHome.asp?langid=1>

CSC Pacific Billet Program Coordinator: [billet@cscpacific.ca](mailto:billet@cscpacific.ca)