



**ROWING
AUSTRALIA**

AUSTRALIAN ROWING TEAM

Principal Sponsors



Corporate Sponsors



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ASADA Hotline	Confidential, free call service offering sport specific information on the status of Australian pharmaceutical medications and substances. 1800 020 506 www.asada.gov.au	
Malaysian Airlines	International team flights	(07) 3218-2555 rowing@malaysia-airlines.com

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WELCOME TO THE TEAM

Congratulations on your selection in the Australian Rowing Team, be it Junior, Under 23 or Senior. You have been selected because of your ability to perform on the world stage. And it is an enormous achievement and honour to represent your country.

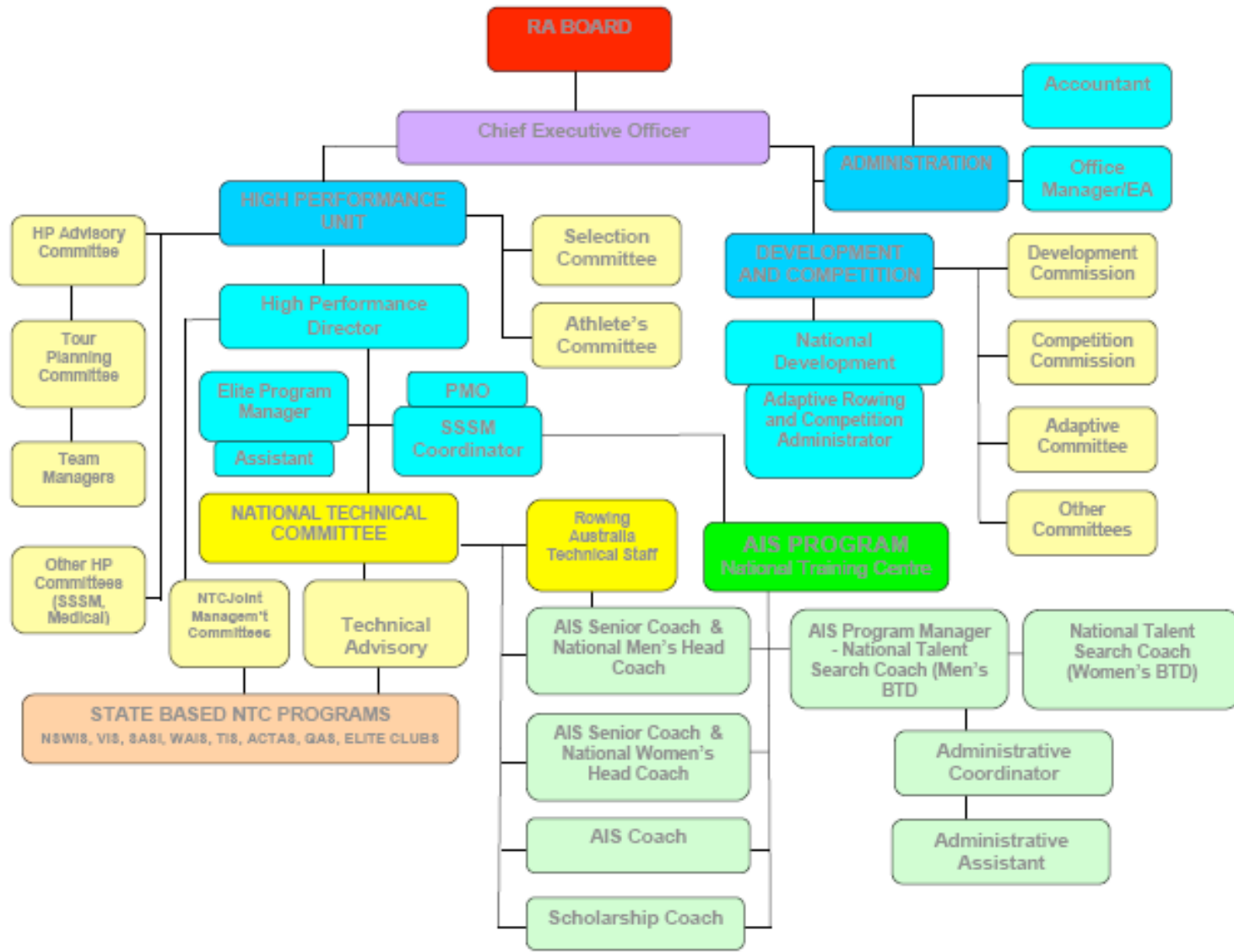
It is very exciting to be part of one of the most successful rowing teams in the world and as one its members you have a number of obligations and responsibilities. It is important that you understand these and take responsibility for ensuring you have met all the requirements of being a team member.

This Handbook comprises various key documents and information for you and your team mates. I hope you will find this Handbook useful and that you will use it as a first stop when you have any questions about your role in the team.

I hope you will enjoy your time with the team and I wish you every success with your endeavours.

Andrew Dee
Chief Executive Officer
Rowing Australia

ROWING AUSTRALIA ORGANISATIONAL CHART



HANDBOOK AND COMMUNICATION POLICY

- This hand book provides you with policy, guidelines and general information that is relevant to you as a member of the Australian Rowing Team. It should be your first stop for any question relating to team management and policies.
- The information contained in this booklet remains reasonably consistent from year to year. RA will issue a new handbook to team members at the start of each Olympiad and to new members who join the team from year to year during that Olympiad. Major updates in policy or position during that time will be provided via the RA website with notification via email and SMS. If you cannot find the information that you are searching for in the handbook, please contact your team manager, coach, or relevant staff at Rowing Australia.
- Team Managers will issue information bulletins from time to time. These bulletins contain specific details of each tour that will be conducted each year. These will be available through the Rowing Australia website and/or emailed to you via your nominated email address. Rowing Australia will use SMS technology to advise you of when a new bulletin specific to your team has been issued.

Change to Contact Details

- If any of your contact details change, please download the “Change to Contact Details” from the Rowing Australia website, complete and email to Rowing Australia as instructed.
- Keeping your contact details current with Rowing Australia ensures that you receive all the information you need.

AUSTRALIAN TEAM TRADEMARK

- A TRADEMARK is defined as a distinctive characteristic that is associated with a particular person, team or object.
- The Australian Rowing Team Trademark is an expression, form or trait, which defines who you are, how you perform and how you behave as a member of the Australian Team. The Australian Rowing Team Trademark covers all team members, including athletes, coaches, and managers, doctors, physiotherapists and masseurs.

Trademark

- Being a member of the Australian Rowing team means you are part of one of the most successful sport teams in the world. To be the most successful team in the World, each member of the team will:
 - Enjoy being part of a **SUCCESSFUL** team.
 - Work, support and challenge each other to be the best **UNITED** team possible.
 - Seek **EXCELLENCE** in all things we do.
 - Be **GENUINE** – The real deal.
 - Be **PROFESSIONAL** so that everything else is a hobby.

Non-negotiable behaviour for Australian Team Members:

1. Supportive
 - United and encouraging
 - Acknowledging others efforts and success
 - Share and promote the philosophy
2. Honesty
 - To yourself
 - Develop trust in each other
 - Commit to open communication

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3. Take responsibility for everything you do
 4. To be accountable as professionals
 5. Unity in thoughts, actions and having a common goal
 6. Respect all and every team member.

Counter-productive behaviour for Australian Team Members:

1. Poor communication including
 - Poor coach to rower and rower to coach communication
 - Exchanging confusing information
 - Withholding information
 - Not having clear communication goals
 - Creating factions
 - Making assumptions
2. Selfish behaviour including
 - Putting self before team
3. Disrespectful behaviour including
 - Taking criticism personally
 - Not treating everyone as an equal
4. Displaying inflexibility
 - Not adapting to benefit the team
5. Negativity
 - Criticising or down grading other team and crew members.
 - Phrasing feedback personally
 - Losing focus

ACCOMMODATION AND MEALS GUIDELINES

Accommodation

- Generally two athletes to share a room on a twin share basis. When this is not possible athletes may be required to room with 3 or 4 other athletes.
- Team members will be provided with a key to their rooms. Team members will be responsible for the replacement of lost keys.
- Coaches and support staff will often be placed in single rooms to provide privacy and space for treatments, meetings or discussions.
- When required, a quarantine room will be provided if it is necessary to isolate a sick or infected athlete.

Accounts

- Athletes will be responsible for payment of the following items while staying in team accommodation.
 - Meals and beverages outside set dining
 - Room Service
 - Mini bar
 - Laundry / dry cleaning
 - Personal phone calls from fixed lines.
 - In house pay for view movies
 - Newspapers or magazines
 - Business Services.
 - Damages

Laundry

- Athletes are responsible for the cleaning and laundry of their clothes and training uniform.
- Where possible team management will seek cost effective facilities and services for athletes to use. The location, cost and arrangements for these services will be advised by managers in the various Team Information Bulletins and on Team notice boards while on tour.

Meals

- Breakfast, lunch and dinner will be provided at all hotels. During competition and some training venues some meals may be offered at the site.
- On occasion, lunches and dinners will be nominated where an allowance will be paid to each team member to purchase their own meals. This will allow individual crews to have a meal together. Allowances are as follows:
 - Lunch – 20.00 AUS Dollars
 - Dinner – 25.00 AUS Dollars
- Team meals and Team functions (unless stipulated) are for team members only.

Meal Times

- The meal times will vary from location to location and athletes will be advised by team management of meal time changes. This information will be available on the Team Notice board in the hotel you are staying in.
- It is not uncommon for unplanned events to interfere with you making meals. For example changes in the weather conditions or changes in traffic may cause you to be late or miss a meal. Team management will make alternative arrangements if this occurs. If a crew can not make a meal please notify the team manager as soon as practicable.

OVERSEAS TRAVEL

Carrier

- For 2007 and 2008, Rowing Australia has secured Malaysia Airlines as the organisations official international carrier. All international long haul flights will be with Malaysia Airlines. Please support Rowing Australia's sponsor by encouraging friends and relatives to use the services of the airline.
- When dealing directly with the airline and any of its staff please be polite and courteous at all times.
- Seat upgrades to First Class or business class are possible on all flights to and from Australia. Athletes are responsible for any upgrade costs when making alterations to their flight details. The process is outlined below.

Luggage Requirements and Excess Luggage Policy

- Each athlete travelling on a Rowing Australia provided flight is allowed a **20kg limit** for luggage.
- Malaysia Airlines only provides excess luggage allowances for team equipment such as medical, recovery foods, oars and coaches tool boxes. It does not provide for excess personal effects. Domestic flights within Australia and overseas have the same constraints.
- **Athletes are responsible** for any costs or charges incurred for excess luggage. Excess luggage is charged @ \$26.00 per kilo by the carrier. Other costs could include any mailing and packaging costs for items selected by the athlete at the time of check in to be mailed to a home address.

Passports and Visas

- All team members will require a passport that is valid for at least six months or for the duration of the year's campaign. Additionally athletes should ensure that several pages are available within the passport for immigration stamps.
- Passport applications, renewals and costs are the individual's responsibility.
- Any visa requirements for holders of Australian passports will be the responsibility of the individuals. However, Rowing Australia will ascertain and advise Team members of any visa requirements for countries that the Team may be visiting.
- Holders of passports other than Australian must notify the Team Manager so visa requirements can be determined. Again, any required visas will be the responsibility of the individual.

Seating and Booking

- In general, RA requests Exit Row, Bulk Head and Aisle Seating as a priority for athletes at the time of making the bookings.
- Athletes should inform the team manager and RA of any special meal requests as soon as possible after selection.

New Aviation Security Measures for Carry-On Luggage at International Airports

- To increase your safety, there are new rules for taking liquids, aerosols and gels on flights into and out of Australia. These new rules are needed to protect you from the threat of liquid explosives. They are in effect from 31 March 2007.

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- Each container of liquids, aerosols or gels in your carry-on baggage must be **100 millilitres or less**. All the containers must be sealed in a transparent, one-litre plastic bag. You are only allowed one plastic bag. Any resealable bag of one litre capacity or less is allowed.
 - **You may still carry on board** prescription medicines. Baby products and non-prescription medicines that you need for the flight are also allowed. Proof of need may be required.
 - When you get to the screening point, you will have to surrender any liquids, aerosols or gels greater than 100ml that you still have with you, including duty free. The new rules also introduce random frisk searches as part of the screening process.
 - Note that you can still fly internationally with items shown in the right hand column of the table if:
 - they are carried in containers smaller than 100 millilitres and they fit comfortably into a resealable, one-litre plastic bag, or
 - you pack them into your check-in baggage
 - For more information, email lags@dotars.gov.au or contact the liquids, aerosols and gels hotline on **1300 791 581** during business hours.
 - See the diagram below for an overview of allowed and not allowed items.

 Items Allowed	 Items Over 100ml Not Allowed
<p>Empty Containers</p> <ul style="list-style-type: none"> • Empty containers such as flasks or mugs <p>Cosmetics & Toiletries</p> <ul style="list-style-type: none"> • Sanitary towels and tampons • Talcum powder • Contact lenses and contact lens solution <p>Food</p> <ul style="list-style-type: none"> • Sandwiches • Fruit • Vegetables • Other solid foods <p>Baby Products</p> <ul style="list-style-type: none"> • Empty containers such as empty bottles, beakers or flasks • Baby milk • Sterilised baby water • Baby juice • Baby products in liquid, gel or paste form • Baby food powder <p>Medicines</p> <ul style="list-style-type: none"> • Essential prescribed medication • Essential non-prescribed medication eg. cough syrup • Insulin • Medical devices 	<p>Drinks</p> <ul style="list-style-type: none"> • Any drinks in cans, bottles, plastic containers etc <p>Liquid Cosmetics & Toiletries</p> <p>All cosmetics and toiletries in liquid/gel form, for example:</p> <ul style="list-style-type: none"> • Fragrance and perfume • Creams • Liquid foundations and lip gloss • Mascara • Toothpaste • All products in pressurised containers eg. hairspray and shaving foam/gel • Deodorants <p>Food</p> <p>Any liquid-based food products in packets, tubes, plastic or tin containers, for example:</p> <ul style="list-style-type: none"> • Jams and syrups • Sauces • Pastes • Yoghurts • Soups (carton or otherwise) • Stews or curry

Changes to Return Flight

- It is possible for athletes to alter their return flight date and departure port (European and KL only) after completion of the World Championships each year. Additionally if athletes desire to upgrade travel class they are permitted after the completion of the World Championships only.
- In years where the team completes two or more tours athletes are not permitted to amend return flights to Australia on pre World Championship tours unless permission is sought from Rowing Australia prior to doing so.
- Athletes who alter their return flight dates are advised to plan their return flights so that they return to Australia prior to the advertised return to training deadline on the National Activity Plan. All athletes are expected to return to training after a transition period.
- To amend the return date and departure port the following process is to be used. The required form can be found on the RA website.
 1. Athletes will be notified of return flights and return departure ports via the Teams Information Bulletin.
 2. Athletes must research, via the Malaysia Airlines Website (www.malaysia.com) to identify alternative departure dates, ports and flight numbers. (Note: Malaysia does not fly out of all major cities in Europe.)
 3. Athletes must complete the “Change to Return Flight” form found on the RA website. Athletes must complete all required fields and sign the credit card authority form.
 4. The form is submitted via email to both [\\$rowing@malaysia-airlines.com](mailto:$rowing@malaysia-airlines.com) and cmccall@rowingaustralia.com.au

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5. The forms must be submitted no later than 21 working days prior to the departure date for the team competing at the World Championship event.
 6. By submitting the form at this stage you authorise Malaysia Airlines to debit your credit card \$75.00. This is a "Change to booking fee" which is standard for all flight changes with the airline.
 7. It should be noted that changing your departure port may incur increased departure taxes as departure taxes vary considerably from Airport to Airport. This amount will also be debited to your credit card after a Malaysia Airlines representative has contacted you via phone to advise you of the changes to the tax costs and the total amount required.
 8. It is possible to change the details of your return flight after the 21 working day cut off period. However a \$250.00 change to booking fee is applied due to increased ticketing, mailing and administration fees applied by Malaysia Airlines. Any increased tax costs will require payment before the booking is confirmed and a Malaysia Airlines representative will contact you via phone to advise you of the changes to the tax costs and the total additional payment required. **NO** changes can be made in the last seven days.
- Malaysia Airlines and Rowing Australia are not responsible for any other flights you choose to make during this time. Please seek service from a travel agent to arrange this.

DRESS POLICY

- The overriding principle in regards to the presentation of uniforms is to encourage coaches and athletes achieve a level of uniformity across all crews and teams.
- Athletes and coaches are also encouraged to maintain high levels of hygiene and cleanliness with respect to the maintenance of training and competition uniforms.

Team Issue

- As a minimum the following uniform items will be supplied to each athlete:
 - Tracksuit
 - Polo shirt x 2
 - Shorts
 - Vest
 - Hat x 2
 - Team Bag
 - Bonds T-shirt
 - Skins Garments X 4
 - Australian Zootsuit x 4
- Any changes to this will be advised via the Team Bulletin.

Uniform Requirements during Competition and At Competition Venues

On Water

- All athletes must wear issued Australian Team uniform, rowing suits, hats, etc.
- Where possible all crew members should wear similar hats, shirts, etc.
- No other country, SIS/SAS or club racing uniform to be worn.

Off Water

- All athletes must wear issued team clothing.
- Clothing should be clean and respectable and specific to the year of competition.

Footwear

- All athletes must wear clean and respectable footwear while in the boat park and competition venue.

Uniform Requirements While At Training Locations

On Water

- Athletes can wear uniforms, rowing suits, hats, etc from SIS/SAS or clubs unless specified by the crew and coach.

Off Water

- All athletes must wear clothing that is clean and respectable and appropriate for the weather conditions.

Footwear

- All athletes must wear appropriate footwear to and from the training location and in the boating area.

Uniform for Meals during Competition

General

- Clean collared current team shirt or tracksuit
- Respectable casual shorts (Team issue if provided) or Long Pants (Team issue if provided)
- Neat and respectable footwear to be worn at all times.
- Socks to be worn with shoes.
- Thongs are permitted as long as they are clean and respectable.
- No training gear is permitted to be worn during meals times
- Athletes must shower and be clean at all meals. No athlete permitted to meals direct from training.

Uniforms for Meals at Training Venue

General

- Clean collared shirt or T-shirt
- Clean and respectable shorts or long pants / jeans.
- Neat and respectable footwear to be worn at all times – Socks to be worn with shoes.
- Athletes must shower and be clean at all meals. No athlete permitted to meals direct from training.

Uniform During Team Travel (Ground And Air)

General

- All team members will need to wear the following team uniform for the flight:
 - Australian Rowing Team White Polo
 - Beige Pants
 - Australian Team Tracksuit Top
 - Black shoes (not supplied)
- When travelling on long flights athletes may change into comfortable clothing but must be in team uniform when arriving at the final destination.
- When travelling on connection flights and where travelling as a team, Team members must wear current team clothing and shoes (not thongs).

GROUND TRANSPORT

Allocated Drivers

- From time to time, the team will use hire vehicles to transport the team to and from the accommodation for training and competition.
- When required, specific athletes, will be selected to drive hire vehicles.
- Only licensed and responsible drivers will be selected.
- If selected as a driver, you will require a current licence.
- Fuel is the responsibility of the team managers so you should contact them when you require more fuel.
- If another athlete is driving a vehicle that is not an allocated driver, and the vehicle is damaged, then the driver has the responsibility and liability of the damages.
- If a vehicle is damaged and the allocated driver is deemed to have been negligent, then they will be responsible and liable for damages

Fines and Parking Tickets

- Rowing Australia will not be liable for any parking / speeding fines imposed on drivers when using hire cars with a team. Any traffic infringements are the responsibility of the driver at the time of the incident. Managers will maintain a register of which coaches and athletes have been allocated vehicles.

INSURANCE

- Rowing Australia has insurance cover against a wide range of risks. This cover is renewed annually. Rowing Australia has the following categories of insurance with various insurers that cover the range of team operations.
 - Travel Insurance;
 - Personal accident and injury.
 - Boat and equipment insurance
 - Professional Indemnity
 - Public Liability.

Travel Insurance

- Travel Insurance is provided for all National Teams.
- Rowing Australia will take out a standard Travel Insurance Cover that offers the following:
 - Overseas medical for injury and illness (occurring outside Australia) including hospital and medical expenses emergency optical and dental, burial
 - Expenses together with ancillary benefits towards accommodation and third party carers ie. Family or colleagues.
 - Emergency travel assistance - baggage and travel effects
 - Personal money, travellers cheques and credit cards
 - Personal liability
 - Loss of travel deposits and additional expenses
 - Any payable expense must be paid within 12 months of the injury or illness
 - Capital benefits
 - Weekly benefits for injury and illness
- Please note that if you decide to stay after the World Championship event, you must arrange for your own personal travel insurance. When making personal

travel insurance arrangements ensure that the policy commences from the day after the world championship event finishes.

- Athletes and coaches who return to Australia directly after the world championship event are covered until they return to Australia.
- If you have any questions regards insurance please contact the staff at Rowing Australia.
- To make a claim under the travel insurance policy please down load the claim form from the website and forward to Rowing Australia as instructed.

Insured Personal Effects

- Athletes and coaches can have their personal items (example: lap tops, cameras, mobile phones, personal music players etc) insured for incidents such as theft, destruction etc while on tour.
- To ensure your items are included under the insurance policy, you must provide the following details of the items to Rowing Australia:
 - Item
 - Brand
 - Model
 - Purchase value
 - Year of manufacture
 - Serial number
- Please use the form provided on the website. Generally the due date is 14 days before departure of tour. You will be notified SMS of the due date for information.
- If this information is not received the team can not accept any responsibility.

RELOCATION

- From time to time an athlete will need to relocate from their residence to another city in Australia for team requirements or training needs. As a relocating athlete there are a number of questions you may have in relation to your impending move.
- The following tables contain the lists of the questions you may wish to ask your appointed National Crew Coach, your State Head Coach or State ACE Coordinator.
- Due to the variety of solutions and options available to athletes it is recommended that you contact each of the individuals below and make enquires with the questions you have.
- Additionally a number of resources are available to assist you. You should contact Rowing Australia Staff or your State Academy or State Institute ACE Consultant for more assistance.

Questions for your Appointed National Crew Coach

Question	Y/N	Notes / Action
What type of accommodation will you require (e.g. Flat, family home, billet)?		
Who is responsible for finding this accommodation?		
What travel needs will you have at your new location?		
Will you have access to washing machines, land line phone, internet, cooking, cleaning?		
How will you spend your non training time in the new location (casual job, part time work, study)?		

How much will you need to budget for food, electricity, telephone, local transport, clothing, entertainment?		
Will you have access to a computer?		
Will you require employment in your new location and what type?		
What is the best timeframe to relocate (end of semester exams, assignments)?		

Questions for your SIS/SAS Head Coach

Question	Y/N	Notes / Action
Will you be eligible for a visiting or associate scholarship?		
What Sport Science and Sports medicine will you be eligible for?		
How long will these arrangements continue?		
Do you need to bring a copy of your medical records or last medical screen with you?		
Are you eligible for any grants or allowance from your State Academy and State Institutes?		
How will you travel to and from your new location?		

Questions for your State ACE Coordinator

Question	Y/N	Notes / Action
How will the relocation affect your schooling / studies?		
What arrangements should you make concerning your study (cancellation of subjects, HECS expenses) and who is responsible for making these arrangements?		
What services are available to assist you with studies in the new location?		
Will the new living arrangements make it possible for you to study?		
Are there any employment options already available?		
Who will be responsible for assisting you to find employment?		
Are you job ready (resumes, qualifications, experience)?		
Do you need to arrange leave from a current employer?		

DRUGS IN SPORT REQUIREMENTS

- This information below is provided as an overview only. For detailed information on all aspects of Drugs in sport athletes should review the Australian Sports Anti-doping Authority website at www.asada.gov.au.

The Australian Sports Anti Doping Authority

- The Australian Sports Anti-Doping Authority's (ASADA) mission is to protect Australia's sporting integrity through the elimination of doping.
- Deterrence, Detection and Enforcement form the basis of ASADA's anti-doping program. The program is a fully integrated anti-doping framework which incorporates testing, education, investigation, presentation of case hearings, sanction recommendations and the development, approval and monitoring of sporting organisations' anti-doping policies.
- All elite athletes preparing for national and international competition have a number of obligations and responsibilities. These can be collected under one of three categories.
 1. Current Status
 2. Whereabouts
 3. Drugs and Medicines.

Current Status

- As a recognised high performance athlete, Rowing Australia has a responsibility to recommend your name to be placed in the ASADA "Registered Testing Pool" (RTP) or "Domestic Testing Pool"(DTP).
- RTP athletes are required to maintain their contact details and submit their Athlete Whereabouts (AW) information directly to ASADA. The criteria for inclusion on the RTP is as follows:

-
1. Members of the national senior team
 2. Athletes included in the FISA RTP list.
 3. Athletes who are serving suspensions due to anti-doping rule violations.
- ASADA has the authority to include or remove athletes from the RTP.
 - If you have been included on the RTP, ASADA will contact you by mail to notify you of inclusion. The correspondence will also outline your legal obligations and responsibilities.
 - DTP athletes are required to maintain accurate personal and contact details with Rowing Australia. Rowing Australia will provide this information to ASADA on request.
 - If an athlete retires from competition, they will be removed from the pool. This is done by submitting an Athlete Retirement Notice". This form is available at www.asada.gov.au. Until this is done you have all the responsibilities and obligations of an elite athlete in the testing pool.
 - If an athlete desires to return to competition after an official retirement, they must be re-added to the Testing Pool. Rowing Australia would notify ASADA in the first instance and ASADA would contact you directly to confirm your reinstatement. This is also achieved by submitting an Athlete Reinstatement Notice. This form is available at www.asada.gov.au.

Whereabouts

- Complying with ASADA whereabouts requirements is an athletes responsibility.
- As an athlete in the RTP you are required to inform ASADA of your whereabouts at all times. This is necessary for the ASADA testing personnel to conduct random, on the spot testing.

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- In 2007, ASADA commissioned the online whereabouts portal. The online system allows you to log on and register your whereabouts (Domestic and International) for each quarter of the year from anywhere in the world.
 - Key benefits of the online system include:
 - The ability to duplicate data, thus saving time in entering and submitting information.
 - The ability to update information by midnight the day before so accurate information is provided to ASADA.
 - Notifications that tell the athletes the status of their whereabouts information and help them meet requirements
 - Notifications sent to athletes via SMS or email to remind them of upcoming due dates or other important messages
 - The ability for athletes to authorise a third party representative to enter and update their whereabouts information
 - The ability for National Sporting Organisations (NSOs) to submit training camp or competition details that athletes can select when entering whereabouts information

Doping Control: Consequences of non-compliance with Athlete Whereabouts Information requirements

- If an athlete fails to meet ASADA's Athlete Whereabouts Information requirements, they may receive written notice from ASADA that they have either failed to comply with a request to inform ASADA of their location (also known as Failure to Provide Information) or failed to be located for a sample after being requested to provide their location (also known as a Missed Test).
- If an athlete receives three (3) notices in an eighteen month period (starting from the date of the first notice) for either:
 1. failing to comply with a request to inform ASADA of their location; or
 2. failing to be located for a sample after being requested to provide their location; or
 3. a combination of (1) and (2) above totalling three notices,

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- ASADA may determine that an Anti Doping Rule Violation (ADRV) has occurred, and the athlete's name and relevant details will be entered on its Register of Findings and the athlete's NSO will be informed. The sanction for the ADRV could range from a minimum of three months up to two years.

Drugs and Medicines

- ASADA has a list of medicines and drugs that are permitted and a list that is not permitted. Drugs that are not permitted are referred to as “BANNED”. This list is available on all national sporting organisations websites and the ASADA website. This list includes prescribed, non prescribed and recreational drugs and supplements.
- There are a number of instances where you may need to take a prescribed drug that is on the banned list for therapeutic reasons. For example asthma medication.
- As an athlete in the RTP are required to notify either Rowing Australia or ASADA or both in the case that you are taking a prescribed medicine for therapeutic needs.
- You must follow one of the two processes below in notifying Rowing Australia and ASADA that you are taking a banned medicine. Which process you are required to undertake depends on the medicine prescribed to you by your doctor.
- You will need to call the ASADA hotline 1800 020 506 to find out which form is required to be completed and returned for the medication prescribed.

THERAPEUTIC USE EXEMPTION FORM (TUE)

1. Check status of the medication you intend to use on the ASADA website or hotline.
www.asada.gov.au or 1800 020 506 (weekdays 9am-5pm EST)



2. You are advised the substance is prohibited and that you need to complete a TUE form.



3. Talk to your doctor and see if there is an alternate, permitted medication you can use.



4. If there is no alternate permitted medication, you will need to fill out a TUE form.



5. Download the FISA TUE form and ASDMAC TUE form from the relevant organisation or from the Rowing Australia website.



6. Complete and submit your form with the assistance of your doctor.
Completed forms should be submitted to:

ASDMAC TUE Form
PO Box 345, Curtin ACT 2605
Fax: 02 6206 0262

FISA TUE Form
Rowing Australia
PO Box 245, Belconnen ACT 2617
Fax: 02 6256 5955



7. Your TUE is then considered by the relevant organisations.



8. The relevant body will communicate whether your TUE application has been approved or rejected. You can begin treatment only after receiving the authorisation notice from the relevant organisation (except in rare cases of an acute life threatening condition for which a retroactive approval may be considered). An approved TUE is valid for 12 months from the approval date.

ABBREVIATED THERAPEUTIC USE EXEMPTION FORM (ATUE)

1. Check status of the medication you intend to use on the ASADA website or hotline.
www.asada.gov.au or 1800 020 506 (weekdays 9am-5pm EST)



2. You are advised that the substance is prohibited and that you need to fill out an ATUE form. Note: the only substances subject to ATUE's are inhaled beta-2 agonists (commonly in asthma medications) and non systemic glucocorticosteroids (contained in some anti-inflammatory medications)



3. Download the FISA ATUE form from the Rowing Australia website.



4. Complete the ATUE form and submit it to Rowing Australia.



5. Your ATUE form is automatically approved when received by Rowing Australia, as long as it is clearly written and signed by a doctor. Incomplete forms will be returned to the athlete for resubmission. If you are intending on competing for Australia in a national team it will also be sent to FISA.



6. Your ATUE will be valid for 12 months from the time it is sent to Rowing Australia. It will need to be renewed after this time.

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- The information supplied here is a summary and does not substitute the information available from ASADA. Athletes should use the AUSTRALIAN SPORTS ANTI DOPING AUTHORITY website at www.asada.gov.au

FISA Requirements

Whereabouts Information

- FISA also have a Registered Testing Pool of athletes who have placed at international events
- RTP athletes are required to complete a Permanent Location Form in November each year which includes permanent address, training address and schedule.
- Temporary Location Forms are due in each quarter. This requires daily whereabouts information.
- Both forms are available from the FISA and Rowing Australia websites under anti-doping headings.

ASADA and FISA

- Discussions have begun regarding the sharing of whereabouts information between ASADA and FISA.
- It is intended that after athletes have completed their online whereabouts form by the due date each quarter, ASADA will supply FISA with the whereabouts information of their RTP athletes.
- This will save athletes duplicating information to different organisations. Athletes will need to notify both organisations of any whereabouts changes during the quarter. Rowing Australia will inform all RTP athletes when the sharing of information will commence. Until then athletes will need to meet the whereabouts requirements of both ASADA and FISA.

TUE and ATUE Forms

- As per Drugs and Medicine heading above, all athletes competing in FISA events and included in the FISA RTP are required need to fill out FISA TUE and ATUE forms and receive approval to use prohibited substances and medications.

SPORT MEDICINE

- As a member of the Australian Rowing Team it is critical that the health and physical condition of all athletes is monitored at all times. It is in the best interest of the athlete and the team that athletes arrive at the competition in the best physical condition possible.
- Rowing Australia (RA) has created a process of managing an athlete's medical information that aims to best serve both the athlete and the sport. At all times the athlete's well being is of utmost importance, and the principle of confidentiality of medical information remains paramount.

Rowing Australia Medical Management Plan

- The RA Principal Medical Officer (PMO) and Coaching Staff within the RA High Performance Program must receive a certain amount of relevant information.
- This information is important to ensure that an athlete is receiving the best possible medical care when planning for an athlete shifting training locations, joining an overseas touring team or for matters of selection.
- Rowing Australia must be notified if you are injured or become ill, and you visit a practitioner and are unable to train for 24 hrs because of the condition.
- To notify Rowing Australia your coach should:
 1. Download the Athlete Medical Report Form from the Rowing Australia website and take to your practitioner for you consultation.
 2. Have your practitioner complete the relevant information including:
 - Practitioner Information
 - Injury / illness Data
 - Treatment required
 - Prognosis

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3. Transfer the information into the form electronically (either at the surgery, personal workstation or other access point)
 4. Email to the RA SSSM Coordinator and the Principal Medical Officer (Email address on the form)
 5. The SSSM Coordinator will make contact with you to monitor the situation.

The Athlete's Obligations – Illness and Injury

Immediately upon becoming ill or injured, the athlete shall:

1. Take all reasonable steps to minimise any further illness or injury;
2. Notify their crew coach of the fact of the illness or injury and such details about the nature and prognosis as they request
3. Attend a medical practitioner and/or other health professional for an examination.
4. Attend the examination with an RA Injury / Illness Report Form and ensure that it is completed prior to leaving the examination.
5. Ensure that this form is forwarded to the State Academy / Institute Head Coach or Program Coordinator, RA Principal Medical Officer and RA Sports Science / Sports Medicine Coordinator.
6. Follow to the best of his/her ability the recommended advice of the medical professional and/or allied health professional;
7. Report to the State Academy / Institute Head Coach and RA Principal Medical Officer on a regular basis, as determined by either / both of them, of the status of the illness and injury; and

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8. Attend medical practitioners or health professionals that are part of the NTC Medical Network, unless it is an emergency. Refer to Paragraph 5 for further information on the NTC Medical Network.
 9. Failure to follow these steps will jeopardise an athlete's chances of final selection in National Teams.

The Coach's Obligations – Illness and Injury

Immediately upon an athlete becoming ill or injured, the coach shall:

1. Take all reasonable steps to minimise any further illness or injury;
2. Direct the athlete to attend a medical practitioner and / or other health professional who is part of the NTC network as soon as possible.
3. Reinforce to the athlete the importance of attending the consultation with a RA Injury / Illness Reporting Form and ensuring that this completed and forwarded to the State Academy / Institute Head Coach or Program Coordinator, RA Principal Medical Officer and RA Sports Science / Sports Medicine Coordinator.
4. Work with the athlete to allow them to follow to the best of his / her ability the recommended advice of the medical professional and / or health professional; and
5. Ensure that the athlete is keeping the State Academy / Institute Head Coach and RA Principal Medical Officer informed on a regular basis of the status of the illness and injury.

Massage Therapy

- A massage therapist will tour with both the World Cup and World Championship teams. An assessment of demand for massage services in previous teams has been done, and at the moment one massage therapist is considered appropriate.
- Many athletes use massage therapy services in their regular training routine and most would access this service once per week. It is strongly recommended that you continue to use the same frequency of massage therapy treatment while overseas that you have been using in your regular training routine.
- There is little evidence that increasing the frequency of treatment when overseas produces any enhanced physical benefit. Obviously during racing there is a role for massage therapy in the initial recovery phase.
- There are other modalities that have been shown to enhance recovery from training and racing, such as ice baths, hot / cold showers, stretching and nutritional strategies. All these should be emphasised in conjunction with the post race massage, rather than just relying on massage alone.
- Routine self massage is another very useful way of managing training related muscle tightness and soreness. There are a variety of techniques and self massage tools that may be used. It is recommended that you seek instruction on self massage from your local massage therapists and physiotherapists prior to departure. Team staff can also assist with this once overseas.
- If focal muscle tightness or soreness exists in a specific area, then physiotherapy can provide targeted treatment to the area which may complement the effects of general massage.
- When on tour, massage appointments will be limited to one treatment per person per week, other than during regattas on race days. To help cover the load during racing, physiotherapists will be able to provide post race massage focussing on the major muscle groups.

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- If there is a need for the frequency of massage to be increased to enhance injury rehabilitation, or to continue with current management patterns, then this will be under the direction of the team doctor and physiotherapists.

Private Health Insurance

1. All Athletes and Coaches are strongly advised to take out private health insurance (Including 'Top Hospital' cover, and in the case of athletes, 'Extras' cover).
2. If you do not carry Private Health Insurance you will be responsible for any medical expenses incurred during the season. NTC's may provide some reimbursement for scholarship athletes under the terms of the scholarships. Please contact your NTC for details.
3. Rowing Australia will not pay any medical expenses incurred by an athlete or coach outside of a tour.

Authorisation and Disclosure of Medical Information

- On nomination for the team you are required to sign a consent form that permits your medical information to be distributed amongst the following:
 1. PMO
 2. SSSM coordinator
 3. Australian Olympic Committee;
 4. FISA
 5. My State or Territory Institute or Academy of Sport, if I also hold a scholarship with such an organisation;
 6. The Australian Sports Drug Agency;
 7. The World Anti-Doping Agency.

FEEDBACK

- Team feedback is sought each year. This information is used by RA to rate it's performance, the services of our medical service providers, our team managers and to seek opportunities for improvement in all aspects of our business.
- All athletes are encouraged to take time at the conclusion of the campaign to complete the supplied feedback form and return to RA. Every attempt has been made to simplify the process and assist^s you completing the forms quickly and honestly.

MINIMUM STANDARDS OF BEHAVIOUR

Team Management

- In all cases all athletes will comply with requests from officials of the Australian rowing team.

Team Accommodation

- All Team members will respect the privacy and comfort of their fellow Team members and other residents, in particular those Team members and residents still involved in competition.
- They must comply with the directions of their Team Manager and other Team Management.

Sportsmanship

- Team members will respect the authority of officials from the Australian Rowing Team, and international regatta officials, and must behave with decorum and dignity. Team members will be required to display a standard of good sportsmanship when competing.

Alcohol

- Team members under the age of 18 years are not permitted to consume alcohol.
- The primary role of Team members is to perform to the best of their ability at the event for which they were selected. Consumption of alcohol must not detract from this performance and Team Managers may determine a policy to apply to their team or individual team members in this regard.
- Whilst acknowledging that Team members will want to celebrate after completing their competition(s), Team members must not allow their behaviour

to be adversely affected by alcohol or become unruly or cause offence to others.

- All Team members are expected to counsel and assist their fellow Team members to prevent inappropriate behaviour.

Public Behaviour

- When in public whilst a member of a National Team, especially when dressed in elements of the Team uniform, Team members should display politeness and general courtesy to all members of the public.
- Team members should be accommodating within reason for all requests for autographs and must be especially attentive to and supportive of requests from children.

Uniforms

- At Team functions, Team members are to wear Team uniform, unless otherwise advised.
- In giving pre-arranged interviews with television media, Team members are required to wear Team uniform, Team tracksuit, or the polo shirt.

Damage to Property

- Any Team member who damages or contributes to damage of property must report this to the Team Manager.
- Team members may be responsible for the cost of repairing damage they have caused.

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- Team members are reminded that any damage to property may be the subject of litigation or criminal prosecution. Team members are personally responsible for any damage to property they may cause.

Police

- If an incident involving the Police occurs, Team members must advise their Team Manager. As soon as a Team Manager is aware of such an incident, they must advise the CEO as soon as possible.

MEDIA GUIDELINES

- As an Australian Team Member you may be called upon from time to time to be a spokesperson for Rowing Australia and the Australian Rowing Team. This is a privilege and a responsibility.
- Dealing with the media requires planning, an agreed strategy, consistency and discipline. Above all to interact with the media regularly requires preparation.

6 Steps to A Good Interview

1. Prepare – What do they want to know? What do you want to say?
 2. Set the Standards – Discipline, Demeanour, Dress.
 3. Be simple and Concise – Avoid jargon, nicknames and clichés
 4. Key Messages – Know them and repeat them
 5. Stay Focused – Stay in control of the interview.
 6. Be yourself – Show some insight. Be interesting.
- As a general rule respect the opposition and do not comment negatively.
 - Speak about yourself or the team collectively and positively.
 - The media is the sports greatest opportunity to talk to the Australian and international rowing community and general public. Focus on the public and not the journalist conducting the interview.
 - Issue management – When sensitive team related issues are in the media there is to be no media communications until authorised or arranged by team management. Team management and RA executive will determine an agreed media position and the spokes person. In such cases, the team manager will generally be appointed to be the only point of call for comment on the issue.
 - The appointed team manager or Media personnel is to handle all media requests and activity.

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- Team members must not speak with any media personnel without authorisation from team management.

Media Releases

- The Rowing Australia office will assist with the distribution of media releases to Australian Media agencies.

ATHLETE AGREEMENTS

- As the Peak body responsible for all aspects of the Australian Rowing Team, Rowing Australia has developed a Standard Athlete Agreement. The agreement is a contract that sets out the obligations and responsibilities of Rowing Australia and the Athlete.
- It is compulsory for all athletes in the senior team competing at the World Rowing Championships or World Cup events to sign this agreement.
- In general terms the agreement covers:
 - Athlete Undertakings
 - Behaviour and Conduct
 - Nomination and Selection
 - Medical and Personal Information
 - Anti doping
 - Direct Athlete Support
 - Public Relations, RA Functions, Sponsorship and Intellectual Property Rights
 - Disciplinary issues and termination of the agreement
 - Liability of RA
 - General Terms
- The document also provides for athletes to declare their existing commercial arrangements and athlete agreements.
- Athletes will receive a copy of the agreement once the squad or team is announced. Rowing Australia advises all athletes to seek independent advice in relation to the agreement. However, athletes must sign and return the document to Rowing Australia before the team leaves for its first tour.

DIRECT ATHLETE SUPPORT

- From time to time Senior Team Athletes will be eligible for Direct Athlete Support (DAS) payments.
- DAS is provided from a number of sources. These include
 1. Rowing Australia Direct Athlete Support
 2. ADIDAS Australian Olympic Committee Medal incentive Funding
 3. Australian Sports Commission - Australian Government Sports Training Grant
 4. Australian Institute of Sport
- Athlete may be eligible for funding from all sources or from only one or two of them.

Rowing Australia DAS

- Paid to athletes in line with the DAS policy and is approved by the Rowing Australia Board before payment.
- Payments equate the AIS living allowance and are paid to athletes who participate in the national program outside of the AIS.
- Payments are made three times. The first in February or March, the second after selection and the third prior to the World Championships.
- The amount available may vary from year to year.
- Rowing Australia is responsible for the payments. Athletes must sign an Athlete Agreement before payment is made.

ADIDAS AOC Medal Incentive Funding

- Supplied by the Australian Olympic Committee and sponsored ADIDAS

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- Paid to athletes who achieve a Gold, Silver, Bronze and 4th place in an Olympic Benchmark event and who continue to genuinely seek national team selection.
 - Allocated as a one of payment paid in January or February in the year after the placing was achieved.
 - In 2007 the amount for a Gold medal was \$15,000, Silver medal was \$10,000, Bronze medal was \$7,500 and fourth place was \$5,000
 - Rowing Australia supplies the names to the AOC and the AOC is responsible for making payments.

Australian Government Sport Training Grant

- Provided by the Australian Sports Commission.
- Paid to athletes nominated by Rowing Australia. The payment is not a reward but an incentive payment to athletes in medal winning categories who continue to seek selection.
- Payments are made twice. The first payment is made in February or March and the second after selection in April or May..
- The amounts allocated are dependent on the success of the category in the previous year.
- Rowing Australia supplies the names of the athletes and amounts they are to receive to the Australian Sports Commission and they arrange payments.

AIS Living Allowance

- Paid to athletes on scholarship at the AIS in Canberra who choose to live outside the AIS residence.

PARENTS AND SUPPORTERS

- Rowing Australia encourages parents, family and supporters to attend the events that athletes are competing. Having supporters on the ground at international events provides support for the team and their performances.
- At team processing at the completion of trialling, athletes will be requested to supply a contact email or contact address for their parents, spouse, family members or friends. These individuals will be forwarded an information pack which outlines the following.
 - a. Ticket Information
 - b. Supporter Merchandise
 - c. Travel agent / Coordinators.
 - d. SMS permission
- Parents and supporters should respond as required to the contacts and information that will be supplied to them. It is the responsibility of the parents and supporters to do so.

GUIDELINES

- While attendance is encouraged the following provide some guidelines for parents and supporters:
 - a. Parents and supporters must not stay at the same hotel or lodgings as the team.
 - b. Partners and spouses are not permitted to stay in athletes rooms. In most cases athletes will be sharing with other athletes and their privacy should be respected.
 - c. Parents and supporters are not able to dine with team members unless prior arrangements to do so are authorised by team management.

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- d. Athletes are not permitted to travel to and from the competition venue with parents and supporters. As team members they are required to travel as a team under the supervision of coaches, team management.
 - e. Contact with athletes during competition is at the discretion of the crew coach. Parents and supporters should not be offended if access to family member is denied.
 - f. A Team function is often organised at the completion of competition parents will be advised of the location and cost of attending the function. Where possible parents will be advised by SMS however parents and supporters should make contact with the team manager to seek information.
 - g. In some cases parents and supporters may wish to attend venues where the teams are training (i.e. Out of competition). Permission should be sought from team management prior to making arrangements to visit the training venue. The same conditions regards athlete's rooms and meals apply when teams are in training venues as in competition venues.

PRE DEPARTURE CHECKLISTS

Travel Checklist

- The list below is a guide to items you need to consider taking. Not everyone will need everything listed, and likewise there may be items not listed here that you want to take.

Item	Do I Require it?		Confirm (✓)
	Yes (✓)	No (X)	
Passport (including a photocopy of the photo and personal details page)			
Copies of newsletters (provide copies of these, tour calendar and team contacts to next of kin)			
Team uniform and daypack			
Wet weather gear			
Warm clothes in case it is cold			
Dress clothes			
Training gear and zooties			
Toiletries			
Laundry powder/travel clothes line			
Watch/alarm clock			
Swimmers/ towel			
Appropriate footwear – runners, brown shoes, thongs			
Stroke coach/heart rate monitor/spare battery/leads (not supplied by team)			
Sunglasses			
Sunscreen/lip balm			
Spending money/credit & debit cards			
Padlocks for your luggage (and spare keys)			
Camera			
Water bottle			
Snacks for the flights and on tour			
Personal supplements (beware of buying			

supplements overseas where you do not know the contents or brand)			
Bumbag / money belt			
Books/magazines (there won't always be English language ones available)			
Personal medications (provide a list of these to the Doctor before leaving)			
Mobile phone (SMS messages can be a cheap way to talk to home. Check with your network for costs & insurance).			
MP3 / I Pod – music players			
Basic first aid kit (band aids, strapping tape)			
Boat tie downs			

Pre- Departure Checklist

- The list below is a guide to the administrative tasks that you must complete before you depart on your tour. Not everyone will need to complete everything listed. It is provided to assist you with ensuring that you have a trouble free tour while training and competing overseas.

Item	Do I Require it?		Confirm
	Yes (✓)	No (X)	(✓)
Submit personal items to be covered under team insurance			
Change of Details forms			
Completed ASADA Whereabouts information			
FISA Whereabouts information (until memorandum of understanding is completed between FISA and ASADA)			
FISA Bio information (for world cup and world championship event only)			
Change of Flight details for Malaysia Airlines (if required)			
Meal Requests for international flights.			
Notified team medical staff of personal medications.			
Completed TUE form for FISA and ASADA.			
Completed Medical report form (If injured and unable to train for the last 24 hrs)			