

**Synchronized Skating**  
**Preparing for International Competition**  
**For Australian Teams**



**Ice Skating Australia Incorporated**  
**July 2017**

# Synchronized Skating

## Preparing for International Competition

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### Introduction

Welcome to Version 3 of this handbook. It was originally created to assist synchronized skating teams to prepare for international competition and may also be useful when preparing for national championships. It is meant to be a guide and a starting point on the tasks that need to be done and arrangements that need to be made and not a comprehensive answer to everything that could be encountered. It is important to use it as a tool for the individual requirements of each team. The same information may be found in more than one place as it can fit under more than one heading.

Feedback is welcome and can only enhance the information herein and its usefulness so thank you to those teams who gave feedback after Version 1 was released.

My suggestion is to have a loose-leaf folder and to use each of these pages as a kind of index section divider and file documents and notes in plastic sleeves behind each one as relevant. Add extra notes as required. The pages have been arranged alphabetically to more easily find things but they can be arranged in what ever order works best for each situation.

All the best with your preparations and planning!

*Angelique Clyde-Smith*

Chair

Synchronized Skating Committee

Ice Skating Australia Incorporated

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## **Accommodation**

- ❑ Plan the room allocations before leaving.
- ❑ Consider sharing requests but also consider appropriate combinations.
- ❑ Be prepared to rearrange if necessary.
- ❑ Team Leader, Manager and Coach should have a list of who is in which room.
- ❑ Skaters' rooms should be near the rooms of Team Officials.
- ❑ Have the hotel remove or secure the mini bar.
- ❑ Ensure any Adult television is blocked.
- ❑ Have clear rules on who is and is not allowed in the rooms. It is not advisable to give parents, who are not team officials, permission to be in their child's room at any time unless there is a need (e.g. illness, injury, assistance with hair/make up prior to competition).
- ❑ Signs with names/pictures on hotel room doors may pose a security issue and encourage unwanted attention.

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**At Accreditation**

- ❑ Original passports (Check with OC first if originals are required).
- ❑ Copies of passports and releases.
- ❑ Cash for outstanding payments. (Bank cheques and credit cards are generally not accepted at accreditation as they take too long to clear).
- ❑ Two copies of each program's music on CD.
- ❑ Check there are sufficient and correct accreditation passes for all skaters and officials.
- ❑ Before you leave, make sure you know.
  - Time and place of Team Leader meeting.
  - Location of team boxes. Is it one box per team or per Federation?
  - Time and place of Short Program draw.
  - Rink map including entrance and exit.
  - Locations of dressing rooms, medical, physio, warm up areas, skate repair, sewing services, skating lounge, anti-doping room.
  - Contact details for the OC.
  - Transport arrangements
  - Ask any other questions

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**Anti-Doping Testing (ADT)**

- ❑ Arrange and attend an ADT presentation so that all team members know what to expect.
- ❑ No skater is to take any medication or vitamins without checking that it is permitted.
- ❑ The current list of banned substances can be found on the ASADA website [www.asada.gov.au](http://www.asada.gov.au)
- ❑ Ensure all paperwork is filled out and submitted for Therapeutic Use Exemptions (TUE).
- ❑ After the Freeskating Program no skater is permitted to leave the rink until the ADT notice is posted.
- ❑ Usually 2 or 3 skaters randomly drawn from the winning team plus 2 or 3 skaters randomly drawn from any other team.
- ❑ Ensure that skaters drawn for testing are supported throughout the process by whoever they feel comfortable with having with them.
- ❑ An ADT official will escort the athletes to the testing site.
- ❑ At the testing site, the athlete will sign in and complete paperwork; including mentioning any medications she/he may be taking. **Skaters must have their accreditation with them at all times.**
- ❑ Replacement fluids in individual sealed containers are provided at the drug testing station. An athlete should be very careful never to eat or drink anything that does not come from a sealed container.
- ❑ When the athlete is ready to produce a specimen (urine sample), an ADT official of the same sex only will accompany the athlete while she/he produces a specimen. **NO ONE ELSE.**
- ❑ When the athlete is finished producing the specimen and both the athlete and the ADT official exit the bathroom area, the athlete should be the only one handling the specimen until it is placed in the sealed containers. It is also very important that close attention be paid to all specimens belonging to the athlete.
- ❑ Blood doping testing may now be performed at ISU events. Refer to ISU Communication 2100 for current policy on ADT.

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**At the Airport**

- ❑ Be early or on time
- ❑ Never leave luggage unattended.
- ❑ Tick off everyone as they arrive and check they have
  - Passport
  - Visa
  - Tickets
  - Skates
  - Costumes
- ❑ Remind everyone of the buddy system.
- ❑ Make sure everyone is prepared for security screening.
  - Liquids packed correctly (water bottles >100 ml must be empty)
  - Laptops removed from carry bags
  - Mobile phones removed from person
  - Be prepared to remove belts and shoes
  - Preparation is the key to a stress-free transition through security. Do not hold up other people.
  - Anyone may be required to undergo an extra check for explosives or have a body scan.
  - Duty free purchases must be available for inspection.
  - Remove all your items from the scanning belt as soon as possible.
  - Have a meeting point on the other side of security screening.
  - Make sure the whole team is through security and has all their belongings before everyone moves on.
- ❑ Consider purchasing duty free for collection upon returning to Australian instead of carrying it overseas.

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**Baggage**

- ❑ Check with **all the airlines** on the itinerary:
  - If skates permitted as carry-on. Blades may need to be taped up.
  - If costumes in suit bags are permitted as carry-on to hang in the closet of the plane.
  - The maximum weight and size of carry-on allowed.
  - The maximum weight and size of checked baggage and the number of pieces allowed.
- ❑ **If special permission has been granted for carriage of the skates and/or costumes in the cabin, obtain it in writing, on airline letter head with the name of the authorising person clearly written.**
- ❑ Check if the airlines have an additional allowance for sporting equipment.
- ❑ In all cases, remember that domestic airlines will almost always have a lower allowance, even when ticketed with international flights.
- ❑ Consider making luggage labels and having the same luggage straps for all the team.
- ❑ Remind everyone of the restriction on liquid quantities in carry on luggage.

## **Behaviour**

- Be clear on the behavioural expectations of all team members, officials and any support people.
- Consider having a team agreement for everyone to sign in addition to skaters signing the ISA Athlete Agreement.
- Be clear on what everyone's roles and responsibilities are.
- All participants whether skaters, officials, coaches or supporters are required to follow all applicable ISA and ISU policies and codes of conduct.



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**Communication**

- ❑ Have regular meetings with the planning team to check progress and implementation.
- ❑ Have regular meetings with the skaters and officials to disseminate information.
- ❑ Make it very clear when training sessions are and the expectation for attendance.
- ❑ Use a suitable method to communicate new information and as a reminder for payments or submission of documentation. This could be by email, team website, social media platform or mobile application.
- ❑ Creating a private page on Facebook or using TeamApp may save the need to print and post schedules at the event and allow supporters at different hotels to know the day's activities.
- ❑ Make hard copies of information to hand out at training.
- ❑ Establish a buddy system for the trip (minimum in pairs, preferably 3 or 4).
- ❑ Prepare and distribute the itinerary with a clear expectation of the time commitment to the team and what free time is available. Is it expected that the team will all travel together at all times?
- ❑ Keep the communication channels open to quickly resolve things before they become a big problem.

## **Contact List**

- ❑ Skaters
- ❑ Coaches
- ❑ Team Leader
- ❑ Team Manager
- ❑ Chaperones
- ❑ Judge/Official
- ❑ ISA Administrator/ Board/Operational Directors
- ❑ Home State and/or Club officials
- ❑ Bank
- ❑ Travel Agent
- ❑ Airlines
- ❑ Accommodation
- ❑ Transport
- ❑ Tour Company
- ❑ Australian Consulates – If the competition is in the same city, let them know where and when the team is skating as staff may like to attend.
- ❑ Organising Committee(s)
- ❑ Ice Rink(s)

## **Cultural Preparation/Education**

- ❑ Have each team member do a little research on the destination to see what tourist attractions are available.
- ❑ Invite a native of the destination country to come and talk about the culture and customs.
- ❑ Try and have the team learn to read and say a few useful words and phrases in the expected languages.
- ❑ Learn 24-hour time.
- ❑ Give a brief description of some likely expectations during travel and at the competition.
- ❑ Make sure everyone knows
  - They are responsible for their own belongings at all times
  - They must carry and be responsible for their own luggage.
  - How to share a hotel room.
    - Be tidy.
    - Use only one towel. If you need two, bring a second one yourself.
    - Bring a face cloth as not all hotels have them.
    - Don't hog the bathroom, the mirror or the wardrobe space.
    - Don't run up a phone, internet or minibar bill.
  - And understands the local currency and the exchange rate
- ❑ Make sure everyone is aware of
  - Different customs
  - Different procedures and processes
  - Needing to be flexible
  - Needing to be patient
  - Needing to be polite at all times

## **Daily Routine**

- ❑ Issue a timetable each day that covers:
  - Meal times
  - Off ice training
  - Departure times for the rink
  - On ice training
  - DVD viewing
  - Team meetings
  - Official functions (for example, draws)
  - Group activities
  - Free time
  - Bedtime
  - Consider adding specific instructions for what to wear, hairstyle etc if applicable.
- ❑ Prepare the daily timetable on a computer and print out if possible OR
- ❑ Prepare a pre-printed template to take and handwrite on. Check if photocopying is available.
- ❑ Take tape to attach to the Team Officials' door(s)
- ❑ If possible make enough copies for each room.
- ❑ Alternatively, creating a private page on Facebook or using TeamApp may save the need to print and post schedules at the event and allow supporters at different hotels to know the day's activities.

## **Documentation**

- Give everyone a list of the documents they should carry.
  - Passport with a minimum of six months' validity from the time of re-entry into Australia.
  - Applicable visas
  - Re-entry visas for non-Australian citizens
- Foreign skater releases
- Insurance policy
- Make at least four copies of all these documents and give one copy each to the Team Leader, Team Manager and Coach and leave one copy at home with someone in case the details are required to reissue new documents.

### **Travelling with children**

When you are travelling with children, local authorities, including customs and immigration officers, may ask you to produce documents to prove that you are the lawful parent or guardian of the children. Make sure you always carry the proper identification for yourself and your children required by the authorities of the country you intend to visit and by Australian authorities on your return. In addition to a valid passport these documents can include:

- documentary evidence or a letter that proves the child has the permission of an absent lawful parent or guardian to travel
- a copy of any separation, divorce or custody decree that proves that you have custody of the child
- a court order granting you guardianship of the child
- a copy of the child's birth certificate, particularly if only one parent's name appears on the birth certificate and the child is travelling with the other parent.

**It is worthwhile having a letter for each child travelling without their parents, giving permission for that child to travel under the care of the coaches, team manager, team leader and chaperones.**

### **Dual nationality**

Being a national or citizen of more than one country is called dual nationality.

If a child was born in another country that country may consider the child as its citizen or national, even if the child is an Australian citizen and has never sought citizenship of that country.

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Dual nationality may have implications for children travelling to the country of their birth. Before departure, it is important to know about the implications of local laws for dual nationals.

**The child may be prevented from obtaining Australian consular assistance if the country considers them to be one of its citizens.**

If the child holds another country's passport, seek advice about using it. They should take their Australian passport and use it **to depart from and return to Australia**.

For further information, refer to Travelling Dual Nationals Booklet available from [smartraveller.gov.au](http://smartraveller.gov.au).

## **Eligibility and qualifications**

- ❑ Check that all skaters in the team comply with ISA and ISU eligibility rules.
- ❑ Check that all skaters are current members of an ISA Member State Association prior to competition entry and at the time of the competition.
- ❑ Check that the coaches have the required accreditation to be with the team at the AFSC and the International competition.
- ❑ Check that all the coaches are current members of APSA and an ISA Member State Association at the time of the competition.
- ❑ Check that medical officials have the appropriate qualification for the position they are listed for and can provide the correct documentation to support this.
- ❑ Ensure that “Working with Children” checks have been done and documentation is available, for all team members and officials over the age of 17, if there is any team member aged under 18 years.

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**Forms/Documents**

- Important: All communications must go through ISA unless specific permission has been granted to communicate directly with the OC. Always copy the Chair if the ISA SyS Committee or the ISA Administration officer into every communication.
- Find out who in ISA is co-ordinating the team entry. It could be one of the Standing Committee Chairs, a Board member, the Administration Officer or someone else delegated with that responsibility.
- Ensure you have read and understood the following:
  - All ISA policies that relate to Synchronized Skating
  - Competition Announcement
  - Competition Information Guide
- Check the due dates and submission requirements of the following forms:
  - ISA Expression of Interest Form\*
  - ISA New Zealand Championships Expression of Interest Form\*
  - ISA Team Registration Form\*

\* To be submitted via the State Association

- ISA Team Entry Form
- ISA Athlete Agreement
- ASADA/Medical form. Don't forget that medication includes vitamins, the oral contraceptive pill, antibiotics.
- OC Team Entry Form
- OC Entry Fees/Payment Form
- OC Accommodation Reservation
- OC Meal Reservations
- OC Team Travel Form (Arrival and departure)
- OC Extra Practice Ice Request
- OC Competition Music Information
- OC Planned Program Content
- OC Press Information Form
- OC Ticket Request Form
- May be submitted directly to the relevant person in ISA



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- ❑ Team Photo. Consider having the photo with a uniquely Australian backdrop as a change from inside the rink.
- ❑ Carry a hard copy and electronic copy of all forms submitted to the OC.

## **Gifts**

- Team gifts have become a tradition and while not compulsory, are a nice gesture of good sportsmanship. They do not need to be elaborate or expensive. If giving individual items cater for 20 skaters per team and make it special and personal. These can be left in the team box or handed out depending on which is easier. Be prepared to also receive some gifts!
  - Badges, postcards, photos
  - Sweets, small toys
  - Good quality souvenirs
  - Good luck cards
  - Blank thank you cards and small gifts as above for people who have assisted, such as the OC or a physiotherapist.

## **Health**

- ❑ Ban alcohol.
  - **Be aware that the legal age for drinking may be higher than in Australia.**
- ❑ Ban smoking.
- ❑ Ban junk food.
- ❑ Get adequate sleep every night.
- ❑ Keep up exercise, conditioning and flexibility.
- ❑ Stay hydrated.
- ❑ Eat lightly and healthily
- ❑ Wear comfortable walking shoes.
- ❑ Drink only bottled water that has come sealed.
- ❑ See a team official if feeling unwell.

## **In transit**

- ❑ Be early or on time
- ❑ Never leave luggage unattended
- ❑ Do not leave anything on the plane, even if returning to the same seat.
- ❑ Regularly check that everyone still has all their documentation and belongings.
- ❑ Remind everyone of the buddy system.
- ❑ Make a meeting point and time.
- ❑ Do a head count prior to every leg of the journey and when changing transport.
- ❑ Some airports (eg Singapore) require security screening again at the gate and will confiscate newly purchased liquids over the allowed volume unless they are appropriately packaged.
- ❑ Some airports (eg UAE) also do a visual bag inspection prior to boarding flights to Australia.
- ❑ Some domestic airports (USA, Canada and Europe) enforce the same liquid restrictions as on International flights.
- ❑ USA airports also require that belts and shoes are removed prior to metal screening. No exceptions unless you are lucky enough to have a TSA Pre-Check. This will be noted on the boarding pass. TSA Pre-Check usually means that all the items usually subject to separate screening can stay in the bags. Keys, mobile phones etc still need to be removed from your person but shoes and belts can stay on.
- ❑ Keep an eye on all team members and ensure that anyone delayed by extra screening is not left behind at the checkpoint.

## **Insurance**

- ❑ Travel insurance is compulsory for all team members and officials and everyone must have minimum cover as required by ISA.
- ❑ Evidence of travel insurance for all team members must be supplied to ISA on request.
- ❑ Shop around for group deals.
- ❑ Some people have travel insurance included with their credit cards but only if that card is used to pay for the airfare.
- ❑ Some people may already have an annual travel insurance policy.
- ❑ Always check that any travel insurance covers injury, illness and repatriation back to Australia.

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**Judges and Officials**

- If available, ISA will assign a judge to each competition that has an Australian team skating.
- Technical Panel officials are invited by the OC or ISU.
- Contact ISA when making the team arrangements to see if a judge or other official has been assigned and obtain their contact details.
- Invite the judge/official to travel and sightsee with the team and include them in all correspondence.
- Judges/officials are generally experienced travellers who have often been Team Leaders before and are usually willing to assist and support the other team officials in their duties.
- Judges/officials may prefer to make their own arrangements and will usually not socialize with the team once the event has begun as they have their own preparations to do for judging

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**Lists**

- Individual's Document List
- Packing List
- Skating gear
- Other gear
- Team Officials Document List
- Timetable/Timeline for preparation and due dates
- Consider producing an information booklet specifically for the trip, covering all the relevant information and additional requirements and information as determined by the team officials.
  - Some ideas for inclusion:
    - Team Contacts
    - Emergency Contacts
    - List of Team Members and Officials
    - Itinerary
    - Accommodation details and pictures
    - Rink details and pictures
    - Destination information
    - Maps
    - Australian Embassy or Consulate details
    - Foreign country entry requirements
    - Safety and security precautions
    - Guide to foreign travel
    - Health and Medication
    - Roles and responsibilities of team members and officials
    - Notes for parents travelling with the team
    - Notes for accompanying family members
    - Checklists
    - Transport
    - Uniforms

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### Medical

- ❑ All medication should be in carry-on baggage and kept in the original containers.
- ❑ All medical devices should be in carry-on baggage.
- ❑ Carry a copy of the prescription if applicable.
- ❑ Carry a letter from a doctor or other health professional (eg Physiotherapist) explaining any medication and/or treatment that is required for medical conditions or pre-existing injuries.
- ❑ Make sure that all team officials are aware of all allergies, the signs and symptoms of an attack and the treatment plan – EpiPen, antihistamines.
- ❑ Carry a copy of optometrist’s prescription if wearing eye glasses
- ❑ Check for any restrictions on medications. For example, some countries will not permit you to bring in any form of codeine such as Panadeine, Codral etc. It will be confiscated and you may be fined.
- ❑ If you need to purchase locally, be careful not to buy imitation or counterfeit medication and prescription drugs. Be aware that packaging and labelling may be like those available in Australia, but the strength and active ingredients can vary. If you buy needles and syringes overseas ensure they are sealed and sterile.
- ❑ Dispose of syringes correctly to prevent accidental injury to other people.
- ❑ Always check the strength of a medication with a doctor. Do not buy off-the-shelf medication even if an Australian doctor has prescribed it, as strengths may vary from country to country.
- ❑ If you are taking Pharmaceutical Benefits Scheme (PBS) medication with you, be aware that since the National Health Act was amended in 1999, it has been an offence to carry or post PBS medication overseas, unless it is for personal use. Additional information is available from [www.health.gov.au](http://www.health.gov.au) or by phoning the PBS information line on 1800 020 613.
- ❑ More information on travelling with medication is available from [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au) or by phoning the Overseas Drug Diversion information line on 1800 500 147.
- ❑ If you have pre-existing medical conditions you may wish to purchase a Medic Alert bracelet or necklace to wear while travelling. They are available at chemists in Australia. Medic Alert Foundation keeps a database of patients’ details and medical history and is accessible by phone worldwide + 61 8 8274 0361 or [www.medicalert.com.au](http://www.medicalert.com.au). Also ensure that your travel insurance covers any pre-existing conditions.



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**Packing List (Other)**

- ❑ Appropriate clothes for the weather (coats, hats, gloves, scarf, boots)
- ❑ Good walking shoes
- ❑ Money/Currency
- ❑ Cash and Credit cards
- ❑ Mobile phone
- ❑ Phone cards
- ❑ MP3 player
- ❑ Computer or Tablet
- ❑ Jewellery
- ❑ Toiletries
- ❑ Sunscreen
- ❑ Activities/Games/Book
- ❑ Pen
- ❑ Notebook/Diary
- ❑ Camera and memory card
- ❑ Batteries
- ❑ Chargers
- ❑ Electrical Adaptors
- ❑ Second towel

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**Packing List (Skating)**

- ❑ Skates
- ❑ Stockings and spares
- ❑ Blade Guards
- ❑ Competition costume(s)
- ❑ Practice outfits
- ❑ Team uniform/tracksuit
- ❑ Skate bag
- ❑ Spare laces
- ❑ Extra blade screws
- ❑ Screwdriver (for checked luggage only)
- ❑ Shoe cleaner/polish
- ❑ Hair accessories (consider sharing hairdryers and straighteners)
- ❑ Make up

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**Planning**

- ❑ Plan early, at least two years in advance if possible.
- ❑ Assemble support team and assign roles:
  - Coach
  - Assistant Coach
  - Team Manager
  - Assistant Manager
  - Team Captain(s)
  - Medical/First Aid/Physiotherapy
  - Sewing
  - Equipment
  - Travel agent
  - Fundraising
  - Association/Club representative
  - Consider having an overall co-ordinator of all the arrangements.
- ❑ Research the destination, accommodation, transport.
- ❑ Have a buffer/alternates/deputies for ALL roles and positions.
- ❑ Consider the possible options if key personnel cannot travel.
- ❑ Consider the possible options if key personnel fall ill during the trip and cannot fulfil their duties. (Eg Coach, Team Manager).
- ❑ Choose the most appropriate competition(s).
- ❑ Obtain quotes for travel, accommodation, transport and sightseeing.
- ❑ Prepare a budget. Include all of the above and:
  - Entry fee
  - Additional practice ice
  - Costumes
  - Uniforms/tracksuits
  - Team bags
  - Coaching services and expenses. Be clear here on what services and expenses coaches are expecting payment for and how much.
- ❑ Consider contacting other teams who have previously travelled to the same destination(s) for their advice.
- ❑ Make sure that all paperwork is submitted by the designated deadline or due date.

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- ❑ Open a bank account for the trip and ensure there are at least three signatories, with at least two to sign for withdrawals.
- ❑ Encourage team members to make regular deposits to help pay for the trip.
- ❑ Prepare a timeline of tasks and implementation/due dates.
- ❑ Ensure there is easy access to team funds while overseas.

## **Returning to Australia**

- ❑ Passport control.
  - SmartGate for microchipped Australian passports for travellers aged 18 and over
  - Manual processing for all others. Remember re-entry visa for non-Australian passport holders.
- ❑ Customs and quarantine declaration form. Fill it out honestly. It is a legal document.
- ❑ Declare
  - All food as defined on the card including medicines.
  - Duty free over the allowed limit
  - All items of plant and animal origin – wood, straw, leather.
  - **If unsure, declare it.**
- ❑ Dispose of prohibited items in the bins before passport control.
- ❑ Pack items for declaring in hand luggage or easily accessed at the top of the suitcase.
- ❑ All baggage is x-rayed and organic items will be found. You may be fined if they have not been declared.

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**Security**

- ❑ Give each team member a hotel card or something else that has the hotel name, address and telephone number.
- ❑ Make sure everyone has contact details for the Team Leader, Team Manager and Coach.
- ❑ Ensure that no-one goes out alone at any time and that under 18's are always accompanied by a responsible adult.
- ❑ Have one person that everyone reports to on departure and return.
- ❑ Everyone needs to give an expected return time.
- ❑ Be clear on the latest time everyone is expected back.
- ❑ Consider a sign out and in sheet.
- ❑ Don't accept electronic messages (SMS or Facebook) as evidence of being back.
- ❑ Discuss the importance of personal security and security of personal documents and belongings.
- ❑ Discourage the taking of expensive, irreplaceable or sentimental items.
- ❑ Register the group's travel with DFAT.

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**Take to the Competition**

- ❑ Checklists
- ❑ Rooming Lists
- ❑ Travel Itinerary
- ❑ Travel Groups
- ❑ Competition Announcement
- ❑ Competition Information
- ❑ Three copies of all passports
- ❑ Three copies of clearances
- ❑ Copies of all forms sent to OC
- ❑ Copies of all receipts for payments made to the OC
- ❑ Back up copies of music on computer, CD, USB or MP3 player

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**Team Bonding**

- ❑ Remember that the “team” includes all the chaperones and supporters. They have probably paid the bills along the way!
- ❑ Arrange some activities prior to travel so that chaperones and supporters can also get to know each other and the skaters.
- ❑ Invite the Team Leader and judge/official to attend too.
- ❑ Arrange a team dinner at the competition before the first official practice.
- ❑ Arrange a fun team activity after the competition as a way of debriefing and relaxing.
- ❑ Arrange a photo/video night after returning home to share stories.
- ❑ Arrange a meeting with the team officials and captains to debrief on how to perhaps improve things next time and note what worked well to do again.



## **Team Leader**

- Consider options for Team Leader early and approach them with enough time to find an alternative if required. Be clear on what if any of their expenses will be covered.
- For the ISU Championships, the Team Leader will be selected by ISA from the applications received.
- Only one Team Leader is appointed regardless of the number of Australian teams.
- Include the Team Leader in all correspondence.
- The Team Leader is the ISA representative and has specific responsibilities which differ from the Team Manager.
- Team Leaders should be selected based on their
  - Knowledge of the sport.
  - Ability to manage and organise.
  - Ability to work with all team members.
  - Ability to use common sense and maintain composure in the event of disciplinary, personal or medical issues.
- Responsibilities include
  - Paying their personal expenses as previously agreed to.
  - Working to establish good relationships amongst the team.
  - Supporting the skaters to achieve the best they can.
  - Supporting other team officials in the execution of their duties and responsibilities.
  - Acting as a media liaison.
  - Protecting skaters from unwanted or inappropriate attention from media or fans.
  - Attending any required meetings at the event.
  - Together with the Team Manager, organizing team functions such as team meeting, team dinner and distribution of team gifts.
  - Communicating information between the OC and team.
  - Crisis management
    - Illness or injury
    - Disciplinary issues
    - Personal issues

## **Synchronized Skating**

### **Preparing for International Competition**

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- Upholding the values of ISA and ISU and following all applicable codes of conduct
- Displaying good sportsmanship at all times.
- In the event of illness, injury or breach of ISA and/or ISU regulations or codes of conduct, the Team Leader has the power to
  - Withdraw skaters from the team
  - Arrange for skaters to return to Australia at their own expense
  - Withdraw the team from the competition
  - Remove any team official from their duties
- At all times, the Team Leader must consider what is best for the welfare of the team and the individual skaters.
- The Team Leader should make any major decisions only after discussion with other team officials and if necessary, ISA.
- The Team Leader is not responsible for
  - Expenses of the team or other individuals
  - Hotel bills other than their own
  - Completing paperwork for the team entries

## **Team Leader Meeting**

- What they should cover:
  - Any problems with accreditation
  - Check which teams and officials are present
  - Time and place of the Short Program draw and who may attend.
  - Time and place of the Freeskating draw and who may attend.
  - Details of the Opening Ceremony and who is required.
  - Details of the Victory Ceremony and who is required.
  - Details of the Closing Ceremony and who is required.
  - Number of people allowed at the barrier during the competition. Some places have a card system.
  - Where the alternates are to stand.
  - Where to collect the music.
  - Where to collect the protocols.
  - How to order copies of the DVD.
  - Details of any television broadcast.
  - Procedure for Anti-Doping Test list.
  - Time and place of posting the ADT list.
  - Permitted location of Team Banners.
  - Procedures for meals and transport.
  - Banquet details

## **Team Manager**

**Each team should have its own team manager**

### **■ Qualities**

- Have strong organisation skills.
- Have good communication skills.
- Can stay calm in crisis situations.
- Able to lead by example by displaying good sportsmanship at all times.

### **■ Responsibilities prior to travel**

- Understand all the ISA and ISU regulations as they pertain to SyS.
- Co-ordinate all the necessary documentation for the team such as nomination and entry forms.
- Ensure the team composition is compliant with all the relevant ISA and ISU Regulations.
- Arrange to apply for clearances for non-Australian citizens.
- Oversee all the travel and accommodation arrangements for the team.
- Make financial decisions with the approval of the Club, Association or ISA.
- Facilitate open communication and good relationships between all team members
- Understand the result and field of play protocols.

### **■ Responsibilities during travel**

- Assist and support the Team Leader in their duties.
- Ensure that all bills are paid and accounts settled.
- Support the Coach(es) in their duties.
- Have all the documentation ready for accreditation.
- Attend all practices of the team.
- Communicate relevant information to the skaters and coaches.
- Keep the Team Leader and Coaches informed of any medical or disciplinary issues
- Together with the coach, prepare the daily timetable of activities

**Have a fantastic trip!**

