

**SECTION 13**

**OPERATIONS MANUAL**

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## **SECTION 13.1:**

## **INTRODUCTION**

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### **PURPOSE**

The main purpose of the National Team Handbook, is to prepare the national team for international trips representing the Canadian Amateur Wrestling Association. This handbook will identify the roles, responsibilities and expectations of the various team members. In addition, it will provide all individuals with the information they require to effectively prepare for international travel.

Everyone is encouraged to read, not only their own particular section, but also, the sections relating to other team positions in order to fully understand the working dynamics of the entire team. It is a good idea to read this handbook over prior to each trip to ensure that nothing is forgotten and everyone's role is reinforced.

With mutual understanding, respect, and cooperation, from all team members, the experience will be a positive one, and will ensure a solid foundation of support for the athletes.

The National Team Handbook is a dynamic document that is constantly being revised and adjusted with the growth of CAWA's national team. Please feel free to suggest appropriate additions or revisions to this document that will assist in improving the National Team Handbook. Any suggestions should be directed to the National Program Director (NPD).

### **TEAM MEMBERS**

The potential number of people associated with any particular international trip may vary. The composition of the team may be a product of the number of athletes attending, the location of the event, the level of the competition, FILA limitations, budgetary constraints, etc.. In order to ensure optimal team performance, all interactions within the context of the team must be defined and clearly understood by all individuals participating in national team programs. The following is a listing of possible team members:

- |                          |   |
|--------------------------|---|
| 1. Athletes              | 7. Therapist                                    |
| 2. Training Partners     | 8. Manager                                      |
| 3. Coaches               | 9. National Program Director/Technical Director |
| 4. Developmental Coaches | 10. CAWA President                              |
| 5. Officials             | 11. Media Personnel                             |
| 6. Medical Doctor        | 12. Friends & Relatives                         |

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## **SECTION 13.2: GENERAL ROLES AND RESPONSIBILITIES**

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### **DRESS**

While travelling as a team all members are expected to dress appropriately. In general, clothes should be neat and clean. Sweat suits, torn blue jeans and gym shorts are not suitable for air travel. Team members arriving at the airport wearing unsuitable clothing will be required to change before boarding the airplane. Team members must bring appropriate dress clothing for official functions such as the final banquet.

Team members are required to wear national team uniforms, singlets and additional equipment when competing and while at the competition site (a reminder that headgear is not allowed at the international level for men, but required for women).

### **PUNCTUALITY**

For team coordination to work effectively, everyone is expected to be on time. Individuals are responsible for adhering to posted time schedules including wake up. Personal alarm clocks are a must! Be on time when travelling since transportation rarely waits. However, when travelling internationally, there are often delays, so expect them.

All team members are required to attend training, practices, competitions, meetings identified on each trip. A reminder that the final banquet and other protocol events are mandatory for all team members.

If you are leaving the training or competition site, please inform the Team Manager or NPD of where you are going, with whom and the approximate time of your return.

### **DEPORTMENT**

While away from home, all national team members, regardless of function, are representing Canada and shall conduct themselves accordingly. Individuals should avoid any behaviour which would cause unreasonable disruption, or interference in competitions, training camps, or the preparation of any athlete for a competition. Individuals will be held accountable for vandalism to any property, hotel rooms, dormitories, training facilities or equipment.

The consumption of alcohol should be avoided. Everyone has a job to do and must be at their best. All staff are reminded that they set the example and are on duty the entire duration of the trip.

Team members should also be aware that certain words have a universal meaning and should not be used in public as this will reflect negatively on the team. In addition, team members should be discreet in expressing and exchanging political, economic and religious views. It is a good idea to familiarize yourself with the customs and laws of your host country.

A reminder that you are subject to the laws, both criminal and civil of the country in which you are competing. Many countries have different customs, legal systems and judicial processes and the fact that you are a guest in the country does not exempt you from the laws or earn you preferential treatment. Your behaviour, dress, general appearance or the expression of opinions (even the taking of pictures in some circumstances) may be considered as insulting or may even be against the law.

If you are in doubt, ask before you commit any action which might be considered offensive or illegal. In many countries, if you are accused of breaking the law, you will be presumed guilty until you are able to prove innocence. Imprisonment while awaiting trial is custom in many countries - there is no bail procedure. The criminal law in some countries provides guilt by association. You can be charged simply for being with someone suspected of having committed a crime such as possessing or trafficking in drugs, smuggling or dealing in the black market. Take time to familiarize yourself with the customs and laws of your host country.

National Team members in violation of the CAWA Code of Conduct may be sent back from trips or camps earlier than scheduled and/or be subject to the CAWA disciplinary procedure.

## **TEAM COMMUNICATION**

To ensure the trip is enjoyable and provides a positive framework for the athletes, everyone must focus on the task at hand, which is to help prepare the athletes for competition.

Negative comments or complaints about circumstances that are beyond the team's control serve no useful purpose. A positive attitude and deportment will help with the esprit de corps of the entire team when dealing with stressful situations. If a problem does arise which can be resolved, then it should be directed to the person best suited to handle the situation. Most importantly, problems should be dealt with in a discreet and private manner.

Even though a complaint or problem may be valid, if no immediate action can be taken, the best method for expressing the concern is in the written report which is required of all team members. Writing any concerns down as they occur will help to get the problem "off one's chest" and that in itself is a positive step.

With respect to the analysis of an athlete's performance, this area must be left to the coaching staff and the National Program Director. However, encouragement and words of support are always welcomed. Try to be as supportive as possible of all fellow team members.

## **INTERNATIONAL WRESTLING EXCHANGE OPPORTUNITIES**

Many countries are interested in discussing the possibility of exchanges with Canada. If confronted with a proposal, team members are reminded that no one has the authority to sign a contract or extend an invitation to another country on behalf of the CAWA. The best policy is to refer the interested party to the President or NPD.

## **EVALUATION**

All official team members will be required to provide a written evaluation at the conclusion of the

trip (see Section VI, National Team Program Evaluation Form). The CAWA Athlete Representatives will solicit athlete reports and be responsible for bringing the athlete comments to the Technical Committee. The Vice-President Technical would then be responsible for bringing relevant concerns to the HP Coaches..

The written report is essential for improvement. It provides a vehicle to express concerns about selection process, training camps, travel, accommodations, food, support staff, etc. The report should deal with both the positive and negative aspects of the trip with specific recommendations where applicable. All reports will be received by either the NPD or Technical Director (TD) depending on the team. Issues and problems will be brought to the attention of the appropriate CAWA committee.

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## SECTION 13.3: SPECIFIC ROLES AND RESPONSIBILITIES

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### ATHLETES

#### Preparation Camp

The athletes have the responsibility to arrive at training camps in top condition and no more than five kilograms over weight. Auxiliary training such as weight lifting and running should be maintained at a high level prior to camp.

During the pre-camp period athletes should start to adjust their daily schedule (i.e. practice times, eating and sleeping patterns) to that of the destination country.

Any injury which will compromise performance must be reported to the personal/assigned coach and National Program Director as soon as possible. This allows the maximum notice to an alternate in case the injury persists.

#### Departure Checklist (✓)

- |  |  |
|--|--|
| <input type="checkbox"/> alarm clock   | <input type="checkbox"/> vitamins                          |
| <input type="checkbox"/> passport (required for weigh-in!)   | <input type="checkbox"/> tooth brush, etc.                 |
| <input type="checkbox"/> FILA book   | <input type="checkbox"/> nail clippers                     |
| <input type="checkbox"/> birth certificate (Espoir, Junior, Cadet)                                   | <input type="checkbox"/> ear plugs                         |
| <input type="checkbox"/> plane ticket  | <input type="checkbox"/> reading material                  |
| <input type="checkbox"/> travellers cheques or money   | <input type="checkbox"/> video tapes, games, playing cards |
| <input type="checkbox"/> combination lock  | <input type="checkbox"/> handkerchief                      |
| <input type="checkbox"/> weight reduction suit   | <input type="checkbox"/> workout gear                      |
| <input type="checkbox"/> Canada sweat suit   | <input type="checkbox"/> red and blue singlet              |
| <input type="checkbox"/> wrestling shoes & runners   | <input type="checkbox"/> jacket                            |
| <input type="checkbox"/> dress clothes, tie, etc   | <input type="checkbox"/> additional food                   |
| <input type="checkbox"/> prescription glasses & drugs (athletes should be aware of any banned drugs) |  |

Since it is not possible for each athlete to have their personal coach in attendance at each competition, the NPD, after consultation with the athlete, will assign a coach. Normally this will be done at the start of the preparation camp or trip so that the assigned coach and athlete can begin to work together immediately.

A camp schedule will be posted with the wake up times, meal times and minimum training requirements, all adjusted to the destination time zone. In order to acclimatize to the new time schedule athletes must adhere to the wake up times posted and avoid the temptation to sleep during the day. Books, video tapes, games, etc., should be brought to camp and on trips to occupy free time.

Athletes will be required to arrive prior to the scheduled start of each training session ready to begin. This means that athletes that require physiotherapy or taping must ensure they do so well in advance.

Athletes should be prepared to begin each training session at the time identified.

The NPD (or manager if no NPD) will be available in the residence according to a schedule posted on the NPD's door. Athletes are encouraged to provide feedback to the NPD so practice format, work loads, etc., can be adjusted as needed. In addition, athletes will be given some individual flexibility within the scheduled practice times to customize the workout to their own needs. **However, these arrangements must be requested in advance.**

Nutrition is paramount for optimal performance. Sound nutritional practices should be followed at all times. Athletes should particularly avoid junk food at camps or during competition. Eating healthy foods will result in a better performance on the mat.

### **Medical Responsibilities**

As specified in the FILA Rulebook, each athlete must undergo a special medical examination with their home doctor three days before leaving for championships, cups and games.

If you are taking continuing medication, ensure prior to departing, that you are using a permitted drug. Check with your CCES Drug Classification and Doping Control Handbook, physician or if necessary, contact the CAWA for advice. No drugs should be taken at the competition site without the permission of the team physician and/or your team leader. If you have known drug allergies, you should carry a card listing these in case of emergencies. If you are on medication, please bring along a letter from your doctor stating the type of medication and why you are taking it. This letter concerning medication would be helpful with regards to doping controls.

All team members, including support staff, should make the medical support staff aware of any medication being taken as well as any allergies they have.

The organizers of any international event may conduct drug tests if they so desire. If this is done, expect the procedure to be similar to that employed at Canadian Championships. Always assume that such tests will be conducted.

Check your health insurance plan to ensure that you are covered for medical expenses which might result if you were injured while outside Canada. The current CAWA medical plan will cover you during your actual international competition period including the travel to and from the event as long as you have provincial medical insurance.

### **Competition**

Athletes should spend their time and energy wisely during the last few days leading up to a competition. Rest and relaxation are a must, while shopping trips and late nights must be put on hold.

Athletes must ensure proper weight control is practised at all times leading up to the competition day. In general, athletes should be less than two kilograms over and/or within your target range on the morning of weigh-in.

- Weigh-in:** The manager, with the FILA books, will be in the weigh-in hall at least one hour prior to the start. Athletes must collect their FILA books and present them to the medical control officer to be stamped before weighing-in. They must also have their Canadian passports with them for weigh-in. Athletes should ensure that they are clean shaven, with their fingernails clipped for the weigh-in.
- Draw:** Unlucky and lucky draws are a fact of life. The athlete must be prepared to wrestle anyone first round and focus on that match only. Anything can happen!
- Bus:** The manager has the responsibility to ensure all athletes get on the bus that is going to the competition site. As a courtesy, athletes should check in with the manager prior to boarding the bus.
- Warm up:** The manager will have the start list. Athletes should consult with the manager to determine the order of matches, mat and the singlet colour. If an athlete plans to warm up in an area other than the official warm up area, he/she must let the manager know.
- Next match:** Before leaving the competition hall the athlete must check with the manager to ensure that the weight class will not wrestle again during that session.
- Elimination:** After two losses the athlete must check with the manager to determine the athlete's place within the tournament and whether an extra match is required. Once eliminated, athletes fall under the roles and responsibilities of training partners and are expected to contribute, in a positive manner, to those still competing by being readily available for warm up, helping others make weight, cheering on teammates, etc..

All athletes on international trips are required to submit a 'CAWA International Result Form' (see attached) to the NPD at the completion of each event.

## **TRAINING PARTNERS**

Training partners are a crucial part of the National Team. Training partners are selected by the NPD for three reasons:

- 1) To serve as alternates in the case of injury and therefore, must approach the preparation camp with the same commitment and intensity as the selected team.
- 2) To do everything possible to help the selected National Team prepare.
- 3) For personal development and experience.

## **Competition**

Training partners should present a positive attitude at all times. Their approach to training and competition has a strong affect on the other team members. They can assist the entire team in

maintaining a positive attitude and outlook particularly during stressful situations. Their main task, on site, is to serve as warm up partners, but they may also be requested to assist in scouting, operation of the video camera, helping with the draw or other tasks as assigned by the NPD. They are expected to be on time and attend all sessions throughout the competition.

In addition, training partners are expected to assist the selected team athletes in making weight.

## **COACHES**

The task of the coach begins far in advance of the team's departure. Personal coaches must ensure that athletes arrive at the preparation camp in top physical condition and with weight well under control. Injury problems which may affect performance should be reported to the NPD as soon as they occur.

Through the use of videotapes, the coach should compile a "technical profile" of the top international athletes in each weight class that he/she will be coaching.

Athlete assignments will be made by the NPD as far in advance as possible. As a matter of courtesy, coaches are requested to offer technical advice and constructive criticism directed for other athletes to the athlete's assigned/personal coach.

The same philosophy holds true when an athlete is on the mat. Encouragement should be general and positive in nature. Specific technical instructions must be left to the corner coach.

### **Pre-Competition**

On arrival, after accreditation, the coaches should become familiar with the competition site, training site, distance to, training schedule, availability of sauna and scales.

The coaches are responsible for monitoring assigned athletes in training sessions and adjusting the athlete's work load on an individual basis. They must ensure the athlete is on target for weigh-in day.

Coaches are required to attend the daily staff meetings. If coaches encounter problems with respect to food, accommodation, transportation, etc., the matter should be brought forward for discussion at the daily staff meeting.

### **Competition**

Coaches are responsible for scouting an athlete's next opponent through a video review, devising a specific match strategy, briefing the athlete and simulating the strategy in practice/warm up.

The coach and athlete should meet prior to each match to discuss the strategy and tactics to be implemented in the upcoming match. Coaches should ensure that the athlete is aware of the implications of the draw going into each match. This is of particular importance in later rounds when a single classification point can make the difference of several placements (ie. in World Cup competitions).

The coach must also ensure that each athlete is aware of the mat, colour of their singlet and

approximate time that their next match will start. The manager is responsible for maintaining up to date information in this area.

Coaches must make sure that the assigned athletes are ready for their next match both physiologically and psychologically.

If an error occurs with the officiating team that results in a loss, the potential of a protest should be discussed with the coach, the NPD and the Canadian official watching the match. The NPD will draft the protest and if possible, discuss the protest with the CAWA Vice-President International before officially lodging the protest. All discussion concerning the protest should be done in private away from the athletes.

After each match, the coach should ensure that the athlete receives appropriate feedback. The athlete should also be appraised of the draw for the next round (see the manager) and if possible scout the next opponent live if the athlete has not yet wrestled.

### **Post Competition**

Coaches should hold a debriefing meeting with each athlete. They should discuss what went wrong, what was successful and what needs to be done in order to improve future performances. In addition, the debriefing should reflect on how the athlete 'felt' or 'perceived' his/her match. Coaches will be required to prepare a written report of each athlete's technical and psychological strengths and weaknesses. The report should also include information on the athlete's fitness level, pre-match preparation skills, any attendance or behavioural problems if applicable. This report is due prior to arrival in Canada and should be available for the athlete's personal coach.

Personal coaches should use the recommendations from these reports when training their athletes for future international competitions.

### **DEVELOPMENTAL COACHES**

Developmental coaches may be included from time to time on World teams for professional development purposes. In the majority of cases, the developmental coach will have several NCCP Level IV learning objectives assigned before departure.

Developmental coaches are required to attend all training, competition sessions and staff meetings. When appropriate, the NPD will assign the development coach to work as an assistant and help out in any national team task assigned to them.

### **OFFICIALS**

The officials are an integral part of the Canadian wrestling team and as such will be required to attend training sessions and daily staff meetings when available.

Officials will be given the opportunity at training sessions to brief the athletes and coaches on the latest rule interpretations. In particular, this will be important as the competition progresses and rule interpretations become more clear or change.

When a Canadian athlete is wrestling, the Canadian official should be as visible as possible on the sidelines and pay particularly close attention to the technical assignment of points. In the case of a possible protest, the NPD will need the input from the Canadian official to determine if a protest should be lodged.

## **MEDICAL DOCTOR**

The team physician is also an integral part of the wrestling team when travelling. He must be a team player and in as much as there is often limited personnel to assist the athletes, he or she must be able to perform a variety of roles. As a physician, he/she must;

- Research the venue regarding a) necessary immunization, b) climate and climate adaptation and, c) diet and food availability. Where necessary, he/she should assist the team manager in making sure that the above areas meet the needs of the athletes.
- Obtain the medical profiles of the team members including the athletes and support staff to make sure that any medical eventuality specific to the team members can be met. This information is available from CAWA's Chief Medical Officer and/or the NPD.
- Make sure that all athletes are current on their medicals and if not make sure that they are updated at least three days prior to competition.
- Make sure that all athlete FILA books are properly endorsed for a current medical examination with a physician's signature. Attend all weigh-ins, competition medical examinations with the athletes and doping control procedures.
- Prepare and transport medical supplies appropriate to the needs of the team (see Section VI, Medical and Therapist Supply Checklist).
- Attend all practice sessions and competition sessions. At these sessions, the physician should be able to perform acute first aid and administer medication or support (i.e. taping) previously arranged between physician and athlete. Definitive management should be carried out either in the competition site medical facilities, the hotel accommodations, or if necessary, local hospital facilities.
- Arrange for assessment and treatment times for each athlete appropriate to their needs. A formal schedule may be helpful at least to initiate the process.
- Be ultimately responsible for the health and welfare of each team member. If critical care is necessary, the physician must make sure that appropriate arrangements are made locally or in the event that transport to home base in Canada is advisable, the physician must work with the NPD, manager and coach in expediting such arrangements.
- If there are other medical personnel available, establish a medical team and co-jointly provide the best service as a medical team.

- Always make sure that an emergency plan of action is possible and in place in the event that critical care is necessary.
- Submit a complete medical report on the trip/tournament to the Medical Director of CAWA on completion of the journey.

When dealing with the athlete, disclosure to the athlete is the primary contract that the medical professional must maintain and that disclosure must be made before disclosure to coaching and administrative staff. Disclosure to coaching and administrative staff must be approved by the athlete. However, it is also imperative that the athlete in contracting to participate in a designated athletic program (i.e. wrestling under the auspices of the CAWA), recognize that part of his responsibility to the organization is to allow for full disclosure of health issues both acute and chronic that might play a part in performance.

Physicians that have skills in areas such as massage therapy, laser therapy, etc., should make these therapeutic modalities known to team members.

As a team member, you should assist the athlete, coach, or team leader in whatever has to be done whenever possible. Attendance at team meetings is required. As a team member, feel free to be a cheerleader!

## **TEAM THERAPIST**

### **Therapist's Role When Working With a Team Physician**

- Assist the physician in his/her medical duties, and especially weigh-ins and medicals. Also assist in the set-up and takedown of the medical/therapy areas
- Refer all wrestlers to the physician for diagnosis. Carry out all instructions the physician orders regarding treatments.
- Be cognizant of all Canadian matches and the individual medical needs of the wrestler. Develop and share a proposed emergency protocol for team works on the mat.
- Attend all related medical and team meetings and be accessible to the team.

### **Therapist's Role When Working As The Primary Medical Contact (i.e. no physician)**

- Facilitate and assume responsibility of the therapy and basic medical care of the team. Be accessible for consultation at all times during a tour or a meet.
- Familiarize yourself with the medical policies and procedures of the event. Establish your own emergency protocol with the coaches and manager.
- Ensure your fanny pack is equipped for emergency treatment of blood related diseases.
- Attend all team meetings and always inform the coaches/manager about your location. Post your location, return times and schedule on your hotel door.

- Accompany your athlete to medial clinics, hospital or doping control and be knowledgeable about banned drugs.
- Pack supplies such as non-prescription drugs for common travel/heat problems and some NSAIDs and Zovirax. For a complete list of Therapists supplies, see Section VI, Medical and Therapist Supply Checklist.

## **MANAGER**

The manager plays a vital link in the smooth operation of the team. The manager is central to communication with the entire team and works closely with the NPD.

One of the keys to team cohesion is to have the manager involved with the athletes and coaching staff well in advance of the competition in order to understand the individual personalities and needs of the team. The manager, in most cases, will be required to attend some portion of, or all of the preparation camp and possibly the selection meet. The exact attendance requirements must be determined with the NPD and the CAWA Secretary-Treasurer before the appointment can be finalized.

Olympic Games managers also have additional responsibilities to the Canadian Olympic Association as outlined in the COA Games Mission Staff Guide for Team Leaders.

In the event that the NPD is not in attendance on a given trip, the manager shall assume the NPD's technical responsibilities for the event.

## **Financial**

The manager is in charge of all financial aspects of the trip. All transactions, currency exchange, purchases, per diems, etc. must be properly recorded and receipted. The manager must complete the financial report (see Section VI, Financial Report Form) prior to arriving in Canada and return the balance of funds with the report immediately to the CAWA office.

The advance cheque represents sufficient funds to cover all expenses plus an appropriate amount for emergencies. The amount of the cheque does not represent a budget and monies should only be expended on allowable items as listed:

- gifts up to a maximum of \$100.00 in total
- reimburse Doctor or Therapist for medical supplies
- transportation cost outside of Canada - bus, train, taxis, airport departure tax, etc.
- room and board charges as per Sport Canada policies
- meals (no alcohol) or per diem when not provided
- additional food - juice, fruit, bottled water
- telephone and fax charges
- FILA stamps
- hospital, prescription drugs, medical bills
- laundry soap and laundry charges

- video rentals for group entertainment

Expenditures not listed above must be approved by the NPD.

### **Group Travel**

- confirm all plane reservations 72 hours in advance
- attempt to secure pre-assignment of seats
- keep all plane tickets and passports
- ensure team members are appropriately dressed
- check in the group
- be prepared to pay all departure taxes
- ensure everyone clears security and boards the plane
- request for changes to plane tickets for return travel are to be considered a low priority. The full cost to change the ticket must be paid in advance by the individual.

### **General Accommodation (Camps, Trials, Competition)**

- work with NPD to negotiate accommodation charge (in some cases may be prepaid or rate may be pre-arranged)
- work with NPD to prepare room assignments
- check in at accommodation site, linen, keys, etc.
- ensure workout facilities are reserved as required (for camps this is usually arranged in advance by NPD)
- determine and prepare daily schedule with NPD & coaches of wake up, meal times, transportation, training, meetings
- copy rooming list & schedule, distribute to coaches and athletes, post same on manager's door
- plan recreational activities, ie. sightseeing, movies, etc.
- attend all training sessions - secure additional equipment as needed( ie. soccer ball, etc.)
- ensure meals are sufficient, purchase additional fruit and water and juice as needed
- locate laundry facilities, purchase soap and provide athletes with correct change for laundry charge
- administer wake up calls
- on check-out, inspect all rooms to ensure they are damage-free, collect linen, keys and all miscellaneous room charges from occupants

### **Pre-camp duties**

- convert CAWA's advance cheque into the appropriate currency.
- obtain CAWA gifts on hand at the national office (i.e. CAWA pens and pins) or with a maximum budget of \$100.00 purchase gifts for:
  - FILA President
  - Host Wrestling Federation President
  - Tournament Organizing Chairman
- research and become familiar with the cultural aspects of the destination country

- make sufficient copies of the necessary report forms found in Section VI

## **Preparation camp**

- coordinate the airport pickup of team members
- issue equipment
- collect all passports and check expiration dates
- collect FILA books, birth certificates (Juniors)
- collect plane tickets from athletes flying in
- confirm check out time, travel plans to airport

## **Championships**

### **General**

- at World Championships attend the FILA calendar meeting with NPD and represent CAWA for presentations or distribution of information on Canadian events in the absence of the CAWA President
- when requested provide announcer with athlete profiles
- at evening team meetings record relevant information
- assemble team for opening ceremonies

## **Registration and Weigh in Duties**

- the team entry list must be submitted 6 hours before weigh-in.
- ensure juice and fruit is available for athletes immediately following weigh-in.
- collect all FILA books (if not done at camp) and ensure they have been signed by the team doctor and contain a valid FILA stamp. Stamps are usually available from the FILA at the medical.
- if a bus must be taken to the weigh-in hall make sure the appropriate athletes board the bus.
- ensure athletes attend the medical with their Canadian passports & FILA passports (approximately one hour prior to weigh-in).
- ensure all athletes weigh-in. The Canadian passports & FILA passports will remain with the referees after the weigh-in and they will be returned the following day
- supervise weigh-in area to make sure all countries are honest and the draw is not tampered with.
- record the draw for each weight class.
- secure the start list and official draw from the tournament organizers as soon as possible.
- fax the entire draw for each weight class back to the CAWA office. Ensure the draw position, athlete's first and last name, and nationality are clearly written.

In addition, forward the hotel phone number, room number, and hotel fax number to CAWA: fax (613-748-5756), tel (613-748-5686)

## **Competition day**

- check for mail, fax, and telephone messages daily
- make sure all athletes and team officials are up at scheduled wake up time. Although wake up calls by the hotel can be used, be sure to double check
- ensure all the athletes have boarded the bus at the posted time. Do not leave an athlete behind (use rooming list as a check list).
- provide each member of the team with a card with the address and telephone number of the hotel.
- bring an extra handkerchief & a red and a blue singlet to the competition.
- bring extra juice and fruit to competition
- find the location of the team room and secure a key. The manager should always keep the key.
- find the location of the draw room. Establish a good relationship with the pairingmasters
- check the start list immediately on arrival for any last minute changes.
- look for changes or errors and report to the NPD and to the coach of the particular weight class. The NPD will consult with the coaching staff to see if the error should be identified.
- use a highlight pen to mark the Canadian matches on the start list.
- inform the athletes of the mat number, order and colour of singlet
- if the organizing committee is behind, maintain a personal copy of the draw charts up to date. This is especially important in later rounds when it is absolutely critical to know an athlete's classification points before a match is wrestled. Verify the draw with the NPD if in doubt.
- bring the draw charts to the evening meeting so the coaches can begin scouting the next opponent.
- at the end of each day prepare a fax. of the days results and send to the CAWA office.
- fill out the 'CAWA International Result Form' (see attached) for each athlete to be submitted with the final report

### **Championship Conclusion**

- bring an anthem and flag for medal presentations as needed
- try to get a photograph of the team and the individual winners
- try to secure several result packages for the office and extras for the coaching staff (include with report)
- prepare fax of final standings both individual and team standings to be sent ASAP
- distribute banquet tickets and ensure that the team is appropriately dressed
- present CAWA gifts at the banquet (unless the CAWA President is attending)

### **Departure**

- confirm the travel reservation 72 hours in advance
- ensure there is enough money to pay the departure taxes
- double check tickets
- for those not travelling on the same plane, return the air ticket and passport to the individual. Secure the evaluation forms from these individuals at this time.
- determine the transportation schedule to the airport and reserve time and space. If there

is an early departure, encourage everyone to pack in the evening

- arrange wake-up calls and check each room in the morning
- general accommodation check out duties (see above)
- ensure all team members board the bus
- distribute evaluation forms on the plane and insist that they be completed.
- prepare the manager's report on the plane
- send in the final report to the CAWA office immediately upon return

## **Trouble Shooting**

The CAWA office and the Canadian Consulate should be contacted immediately if travel or other problems arise that can not be resolved.

## **NATIONAL PROGRAM DIRECTOR**

The National Program Director is directly responsible for the operation and deportment of the National Team. While every effort must be made to involve the necessary people in the decision making process, the NPD has the final authority with respect to additional budget items, athlete/coach assignments, final team line up, disciplinary matters, etc..

## **TRAINING CAMP**

The National Program Director has the overall responsibility to ensure that the training camp runs efficiently and smoothly. The NPD's main responsibility is to ensure a co-ordinated effort between the manager, coaches and athletes. Duties include:

- assist the manager with the arrival of team members and room assignments
- post regular office hours in order to be available for athlete's and coaches' feedback on an individual basis
- assign coaching staff to individual athletes
- schedule and chair staff meetings on a regular basis to:
  - review athletes' weights
  - review possible medical problems and treatments
  - review training results and adjust schedule
  - resolve any discipline problems
  - general concerns
- attend all practices and team functions
- work with the team manager to arrange social activities

## **WORLD CHAMPIONSHIPS/OLYMPICS/MAJOR GAMES**

At the event the NPD must ensure all staff assignments are carried out and serve as a key link in the communication between team members, and the organizing committee. The main objective is to facilitate a smooth Canadian operation so athletes and coaches can focus on the competition at hand.

- assist the manager with accreditation and room assignments

- convene staff meeting as soon as possible after arrival to:
  - review facilities and accommodation
  - review pre-competition workout schedule
  - review individual staff responsibilities
  - concerns about food, etc.
- convene a team meeting on the first evening of arrival to brief the athletes on pre-competition workout schedule, etc.
- attend the FILA calendar meeting (with the CAWA President or manager)
- convene nightly staff meetings to:
  - review and adjust workout schedules
  - review next days activities
  - review draws
  - referee's interpretation of rules
  - concerns, problems
  - assign coaches for the weigh-in
- ensure training partners and developmental coaches fulfil their responsibilities
- arrive at the competition site in advance of the team
- view all Canadian matches. If it appears that a protest is in order the NPD will consult with the coaches and the Canadian referee at mat side. The NPD will then draft the protest..
- assist the manager to maintain draws, etc.
- assist coaches with video analysis of future opponents
- work closely with the manager on all aspects of the event

### **Post Championship**

- convene final team meeting to review performance
- assist manager with departure
- prepare a written report on the operation

### **EXECUTIVE DIRECTOR**

The Executive Director assists the NPD with the logistics and communications prior to the event. In addition, the Executive Director ensures that the team has the necessary team uniforms and equipment.

During the event the Executive Director acts as the liaison between the team and the national office. He/she disseminates information faxed from the manager to the Canadian media, home clubs, parents, etc. and communicates any important information back to the manager.

At the completion of the event the Executive Director reconciles the manager's financial report.

### **PRESIDENT**

In events that the CAWA President attends (i.e. FILA Congresses at World Championships and Olympic Games), the NPD will work closely with the President to keep the President informed of all concerns and problems with the team.

The President will work closely with the team manager to ensure CAWA representation at all meetings, social events, banquets and additional FILA functions. In addition, the President is also expected to attend staff and team meetings when available.

The President will provide a written evaluation of the operation, team members and functions at the conclusion of the games.

### **MEDIA PERSONNEL**

The NPD will furnish media representatives with athlete profiles and keep the individual apprised of all practice and competition schedules. The NPD will attempt to meet with the media representative before and after each session to go over draw implications, Canadian matches, etc.

Media personnel will be required to obtain permission from the NPD before conducting an interview with a National Team Member. The NPD will in turn consult the personal/assigned coach and athlete before permission is given.

### **FRIENDS and RELATIVES**

Friends and relatives are always welcome spectators, however, they must realize that the athletes have schedules and team responsibilities which must take precedence over family affairs. In particular, during competition, athletes are requested to remain seated with the rest of the team until the entire wrestling session, dual meet, or team meeting has been completed.

Before athletes leave the village to meet friends etc. they should consult with their assigned/ personal coach and team leader.

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## **SECTION 13.4: INTERNATIONAL TRAVEL INFORMATION**

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### **CULTURAL**

Most international events are held in cities with rich historical and cultural background. You will enjoy the experience more, understand your hosts better and enrich your wrestling if you go prepared to sample that culture.

What language is spoken? Could you learn a few words as a good-will gesture? (review any languages you have studied - it will help you communicate with the other teams).

You may have a little free time for sight-seeing (usually the first or last day). Have some ideas for the free time between practices that would not be too strenuous. Be careful not to overdo sightseeing, rest is important. Learn enough about the area that you can ask questions of your hosts that will reveal a genuine interest in their culture. You will have a more enjoyable experience and will leave a better impression of the Canadian team.

### **PASSPORTS AND VISA**

Each individual has the responsibility to ensure that their passport is valid for at least 90 days after the date of departure (since some visas are issued for a 90 day period). On notification of selection, all team members should locate their passport and check the expiration date carefully! Should you require a new passport, you must submit your previous passport with an application for a new one. If you have lost your passport, you must complete a declaration to that affect on special forms in order to obtain a replacement. Passport applications may be obtained from Post Offices, travel agencies or the Passport Office. You will need two recent passport size photos. You must also provide evidence of Canadian citizenship which may be: a birth certificate, a certificate of Canadian citizenship or a certificate of naturalization.

There are passport offices in most major Canadian cities. You can mail your passport application, but if time is short, or even if it is not, you may prefer to present your application in person to a Regional Passport Office. It usually takes a minimum of two weeks to obtain a passport by mail; about five days if you apply in person. The current fee for a passport is \$65.00. In the case of an emergency you may be able to have a passport produced quicker.

Losing your passport can strand you for some time. Guard your passport against loss or theft. Carry it on your person, not in your luggage. If your passport is lost or stolen, report the fact immediately to your team leader, who will inform the local police and the Canadian embassy or consulate. You will have to provide evidence of citizenship before temporary travel documents will be issued. It is wise, therefore, to carry your birth certificate (or a photocopy of the front page of your passport) in a safe place but entirely separate from your passport.

Many former eastern block countries and South American countries require an entry visa. If this is the case, the CAWA office will notify all team members and request that passports, plus three black

and white photographs, be received by the office a minimum of 21 days prior to departure in order to process the visa. The costs associated with obtaining a passport and courier charges are the responsibility of the individual. Visa fees are paid by the CAWA.

When travelling internationally, each team member should keep with him/her a contact list that includes the Canadian Embassy in the host country, a local organizing committee contact, and the CAWA national office. Be sure to carry the information that you have been sent in regards to your travel/hotel in case of problems en route.

A student card may result in reduced admission to museums, art galleries, etc..

## **TRAVELLING**

Travelling is tiring but you can reduce the stress. Get a good sleep on your last night at home. If you workout on departure day, do not overdo it. Most of your packing should be done except for last minute items. Do not leave errands for departure day - they may take longer than expected or cannot be completed.

Eat at normal times (preferably on the time schedule of your destination). Meals should be well balanced, light and bland. Don't risk indigestion now. You might include a nutritious snack in your hand baggage in case of delays.

Arrive at the airport early, particularly for international flights. Planes will not wait for you! If you are departing from Toronto, Montreal or Edmonton, be sure that you know from which terminal or airport your flight will depart. If you are in transit or are planning to eat at the airport, contact your team leader as early as possible. You may know that you are there, but make sure the rest of the team does to! Your team leader may wish to have the luggage checked as a group. If you are taking a camera, electronic equipment or valuable jewelry with you register it with Canadian Customs before departure and obtain a 'green card' to certify that it left the country with you. Otherwise you might be expected to pay duty and sales tax on it when you return. This is of particular importance for new items. Be sure to allow sufficient time to do this at the airport.

On the plane stow your belongings so that you have the maximum possible leg room. If a meal is served, do not feel compelled to eat if it does not fit your schedule. The last meal on board will be served at a time appropriate for the time zone in which you arrive.

Long periods of sitting are not good for your circulation or muscle tone. Isometric exercises can help you to reduce the effects of sitting. If you are delayed on the ground, more vigorous exercise is advisable.

Be sure you wear comfortable walking shoes while travelling.

When you receive your checked baggage inspect it for damage before leaving the luggage claim area. Damage should be reported to the appropriate airline desk in the baggage area immediately. You will be given a voucher to have the damage repaired at the airline's expense. If the damage does not interfere with the bag's basic functions, try to arrange payment of repairs to be done after your return home.

When you arrive, you will have to pass through immigration procedures. As with passing through the security checks prior to departure, this is not the time to be funny or make remarks concerning drugs, firearms, etc.. Statements such as these will often result in strip searches, missed flights and in some countries (including Canada) prosecution. In customs, answer questions as simply and directly as possible, particularly if the official does not speak English well. You will usually be asked your date of departure - be sure you know it.

It is often possible to extend or upgrade the plane ticket for additional travel following the completion of the championship. However, to do so, the CAWA office must be notified a minimum of 30 days prior to departure. The team member must bear the additional cost of any such changes. The additional cost must be paid in advance before the office staff will alter the ticket. Once the plane ticket is issued (usually 21 days prior to departure), the chances of changing the ticket are reduced and the price to do so increases. **On the return portion of the trip, managers will consider requests to change plane tickets a low priority since this should be arranged in advance of departure.**

Managers should collect the plane tickets for the team at the destination (for safekeeping) and distribute these prior to departure.

Individuals should provide the CAWA with their 'frequent flyer' numbers prior to booking flights. Tickets may be checked at your first point of departure to ensure that you are receiving frequent flyer awards for the trip. All team members that are not enrolled in the frequent flyer program of the appropriate airline are advised to do so.

## **JET LAG**

"Jet Lag" is, essentially, rapidly shifting over several time zones that causes a disruption in your various body systems that have been coordinated within the departure time zone. When these systems become desynchronized from each other (i.e. your biological clock), the body reacts with feelings of fatigue, sleepiness during wake time and insomnia during sleep time, general discomfort (stiffness, aching, headache, etc.), irritability and some loss of sensory-motor performance (ie. reaction time). The consequence of this desynchronization could adversely affect your performance on the mat.

The more time zones you cross, the greater the effect of jet lag. As a rule, you should allow one day for each time zone crossed beyond two, to re-establish the biological clock (e.g. three days for five time zones).

In the two weeks prior to departing on a long trip, you should try to adjust your schedule to that of your destination. In other words, go to bed and get up mimicking the sleep/wake cycle in your destination city. Your eating and training schedule should also reflect your destination time zone.

On the airplane try to obtain as much sleep as possible, particularly if it is an overnight flight. If you can sleep through the movie, do so. If you arrive in the morning, unpack, sleep for only an hour (if required) and go for a walk outdoors. Do not sleep your first day away. Try to adjust to the new time zone immediately.

During the flight DO NOT consume any alcohol or drinks that contain caffeine such as coffee, tea, Coca Cola, chocolate, etc.. These drinks have a dehydrating effect. Read the label on any soft drinks to determine if caffeine is an ingredient. However, drink plenty of fluids such as juices, clear carbonated drinks and water. The air that circulates in the airplane is very dry and it is necessary to rehydrate regularly.

## **DELAYS**

Delays are inevitable. Some are minor and normal such as waiting in line to check in, or to pass through immigration or customs, waiting for luggage or waiting to change planes en route. Longer delays can result from weather conditions, flight cancellations, missed connections or strikes. There is nothing you can do to shorten them. Therefore, relax and let them distress you as little as possible. It is useful to pack a book and a pack of cards in your hand baggage to help you pass the time.

Your team leader will normally be present to help cope with major disruptions of your travel plans, but there is the possibility that you might be on your own. Suppose that you are meeting in Toronto but your connecting flight is delayed. The first thing you should do is contact the ground personnel where you are delayed and ask them to:

- inform the destination airline personnel of your connecting flight delay
- relay a message to your team leader explaining the circumstances

If you have missed your connecting flight due to delays, ask the ground personnel for a message from your team leader. The airline personnel are responsible for arranging to get you to your destination on the next available flight (space permitting) regardless of carrier - keep pestering them until such arrangements have been completed. If you must wait over a normal meal hour, ask them to provide you with a meal voucher. If you must stay overnight, they are responsible for your expenses. Expect them to make all arrangements for you including transportation to and from the hotel.

As soon as your alternative arrangements have been completed, ask the ground personnel to relay the information to your team leader. When you arrive at your destination, look and ask for a message from your team leader or the organizing committee of the competition. If there appears to be no such message, make your way to the official hotel and contact the team there. Think twice before taking a taxi from the airport to the hotel - the cost may be outrageous. Bus service is usually available and many airports have a direct train to the heart of the city. If you are unaware of what to do, ask the ground personnel of the airline on which you arrived or were originally booked for assistance.

## **LUGGAGE**

The primary purpose of any suitcase is to contain and protect your belongings. It must also be convenient to carry. As long as it meets these criteria, any suitcase will suffice. Do not feel compelled to purchase luggage. You need one large suitcase, preferably one that is light when it is empty and one carry-on bag. Remember that your carry-on baggage must fit under the seat in front

of you. If you are doubtful about the ability of a suitcase to remain closed, fasten a leather or webbing strap around it.

If you are purchasing a suitcase look for the following features:

- sturdily mounted wheels
- few 'special features' - which add weight, make the space less versatile
- sturdy locks
- sturdy frame and comfortable, well fastened handles
- tough fabric - select a covering that will wear well

When you pack, remember that you have to carry it! If you have more luggage than you can manage in one trip, you have too much. Start packing a day or two ahead of departure so that you will have time to consider lightening your load.

When you pack, pack in layers using small items to fill in the low spots. Tuck belts, ties, socks, etc. in the corners and along the edges. Shoes and other heavy items should be packed near the hinge so that they are at the bottom when the suitcase is upright. Stuff shoes and other hollow items with small things such as socks or underwear so that they are not deformed. Rolling items of clothing helps pack more items in your suitcase.

Take the smallest sizes of toothpaste, deodorant, shampoo. Use solids or gels rather than liquids whenever possible. All liquids must have caps taped and then sealed in plastic bags. Avoid aerosol cans, they may explode in the reduced pressure of the baggage compartment. The inspection devices used on hand baggage at airports have been known to erase tapes. Have your tapes at the top of the bag so that they and your camera can be hand inspected and not sent through the machine.

Do not pack money, jewelry, medication, perishable items, documents or flammable materials in your checked baggage. Be sure to have your ticket, passport and itinerary where they are available. You will need a pen for filling out forms en route.

There is a possibility that your checked baggage can be delayed, particularly if you must change planes. Therefore, your hand baggage must contain the essentials: wrestling boots, singlet, clean underwear. You also should include at least one set of work out gear and your weight cutting gear.

Keep a watchful eye on your baggage. Never trust a stranger to watch your luggage - the stranger and it may not be there when you return! Be sure that your name, address and destination are clearly marked on the outside of each piece. A card listing the same information should be inside in case the outside label is missing when it is found.

When the baggage begins to arrive, be alert and claim yours promptly. This decreases the possibility that someone will take yours in error. If your suitcase does not arrive, report this to the appropriate desk before you leave the baggage claim area. Most airlines supply overnight kits to provide passengers with the necessities until their luggage arrives - ask for one. Also ask about obtaining an allowance to purchase the necessary clothing if it has not arrived by the next day (it usually will). You will have to make arrangements to clear your delayed baggage through customs. This may involve your returning to the airport.

The luggage will normally be delivered to your hotel by the airline - be sure you know when and how this is likely to be done. Inform the baggage master of your hotel so that he/she will be expecting it. When you receive your suitcase, check it immediately for damage and/or loss of contents. If necessary file a claim with the airline right away. Lost luggage is an inconvenience but it need not be more than that if you packed your hand baggage properly. Let your team leader know what you need and arrangements will be made to provide whatever is essential.

## **CURRENCY**

You need to take sufficient funds for personal shopping. Your daily expenses will be covered by the CAWA or the host organization. You may, however, want to buy small items such as postcards, stamps, pins and other souvenirs. You may also plan to buy small gifts for family or friends. You should keep the bills for items you take home since they must be declared at Canadian Customs on your return. If you have been out of Canada for more than seven days, you may bring back \$500.00 worth of goods duty free once a year. After 48 hours absence you may bring back \$300.00 worth of goods and 24 hours \$100.00. If you are not sure what you may do, ask your team leader or refer to the "I Declare", a booklet prepared by Canada Customs for travellers.

You should have \$20-30 in Canadian currency for casual expenditures en route. It is helpful to change \$10-20 into the currency of the country you will be visiting. This can be done at most international airports. These exchange booths do not always give you the best rate of exchange so do not use them for larger amounts which should be exchanged at a bank. Know what the official exchange rate is and check before you exchange money. Most places will have the rates clearly posted. Hotels will change your money for you but may charge for the service. Large stores may offer you a reasonable rate if you are making a purchase. Small stores and restaurants are usually poor places to change money. You will normally have to present your passport to cash traveller's cheques. Spend all your coins before you leave a country unless you plan to keep them as souvenirs. Few exchanges will accept these coins.

A few countries have restrictions which prevent you from bringing or taking out the currency of that country. In that case you must obviously do your exchanging after arrival and before departure.

Find out what type of currency is used prior to departing. Memorize the approximate equivalent values. Do not be the gullible tourist who holds out a fist full of money and says 'take what you need'.

Traveller's cheques in the currency of the destination country can often be obtained from American Express Agencies before departure. This simplifies the exchange process once overseas. If the currency of the destination country is not available then Canadian travellers cheques are recommended.

Automated Teller Machines (ATMs) are now available in most countries in the World and are an excellent way of getting the local currency at a very good rate. They are also a good alternative to Travellers Cheques. However, check prior to departure that the ATMs are readily available at the location you are travelling too and use a corresponding system to your bank card (ie. "Plus" or "Interact"). Your bank should be able to answer these questions for you.

Beware of double service charges, for example, if Canadian funds are used to purchase American dollar traveller's cheques and subsequently the American traveller's cheques are cashed into Swiss Francs, there will be two separate currency conversion charges. In this case it would be best to purchase Swiss Franc traveller's cheques at the start. It costs you money each time you switch from one currency to another.

A small amount of cash in American dollars is helpful for bargaining with foreign teams, however, buyer beware! Black market currency exchange is illegal and could result in arrest!

Long distance telephone rates are very expensive in some countries, and therefore, long distance calls are generally discouraged. Telephone calls from hotels may also have an additional charge from the hotel. Be sure to pay for your personal telephone bills and other hotel charges a substantial time prior to departure.

## **SHOPPING**

If you plan to do some shopping there are a number of things you should consider. You should plan to carry most of your purchases with you. This means that they must be small enough to fit into your suitcase or carry-on baggage. You must meet the same luggage restrictions when you return. You are more likely to pay over-weight baggage charges on the return trip.

Gifts of the equivalence of \$40.00 which are unbreakable (and not alcoholic beverages or tobacco products) can be mailed home duty free to the recipient. They must be very securely wrapped in brown paper bag and string and you must attach a customs declaration (available at the post office). It is wise to insure such parcels. If the gift is more than \$40.00, duty will be charged in the amount exceeding \$40.00. Save all of your receipts for customs purposes.

## **ACCOMMODATIONS**

Accommodations in foreign countries will often be below the standards to which Canadians are familiar with. Team members should be expecting these circumstances and be able and willing to adapt to the various environments. Many of the hotels you will stay at in foreign countries will have been built at an earlier period and may not provide many of the modern conveniences. You may only have a wash basin in your room and have to go down the hall to use the toilet or bath. The room containing the bath will probably be locked and you will have to ask the chambermaid for the key. You may find separate taps rather than those with mixer valves. Be careful, it is easy to scald yourself with undiluted hot water. Think before you turn the tap marked 'C' - it could stand for 'chaud' (hot)! Be especially careful in showers.

Be sure you understand how the door and window locks work. With some types failure to remove the night latch before going out can prevent you from opening the door with your key when you return. If the elevator has folding metal gates, be sure to close them when you exit, otherwise you inactivate the elevator. It will remain on your floor until someone closes the gates.

Think twice before you decide to phone home from your hotel room. Most hotels add a heavy

service charge. It is probably wiser to use a pay phone and call collect or charge the call to a calling card number. Check with your manager who will be notifying the CAWA of the results.

Be considerate of your roommate. This means such things as keeping your room tidy, using a headset to listen to music, and going to sleep at an appropriate time, so that both you and your roommate are prepared for practice or competition the next morning. This is of particular importance to individuals who have been eliminated from competition. Your roommate and other teammates may still be in the competition and require a good nights sleep. Do not let your inconsideration jeopardize your teammate's performance. Ear plugs are recommended for those that have a difficult time sleeping.

According to the regulations of FILA the size of each official delegation is limited based on the number of athletes participating in the championships. Therefore, it is often impossible for all the support staff to be accommodated in the tournament hotel. Additional personnel are reminded that their primary function is to assist the athletes. Complaints about being placed in second class accommodation are not beneficial and should be avoided.

When travelling internationally, be extremely careful to look after all of your possessions! Many national team members have had possessions stolen from their accommodations, the competition site and while travelling. It is recommended that each team member bring a combination lock. Do not leave any valuables unattended for any period of time!

There may be a concierge at a desk in the lobby. This individual can be invaluable. If you have a problem (except ones directly related to the competition), he/she is your most likely source for a solution. Information about transportation, shopping, sight-seeing, restaurants and excursions can be obtained from the concierge unless there are separate desks for these attractions.

It is a wise idea to obtain a card from the hotel which lists its address, particularly if you are in a country where you do not speak the language. This can be used to instruct a taxi driver when you wish to return to the hotel or to show someone when you are seeking directions.

## **MEALS**

Many travellers become ill from the food and water they encounter - so many that there are colourful names attached to the symptoms produced. With common sense you can avoid these experiences.

Water provides a home for a variety of micro-organisms. Water treatment processes remove most but not all of them. Your system is accustomed to those that remain and thus you do not become ill. The normal inhabitants of drinking water in a new location are different and since your body is not accustomed to them, digestive upsets may occur. Water may be infected with organisms that produce such diseases as typhoid fever or cholera which is a more serious problem but fortunately a rare one.

It is wiser to drink bottled beverages rather than tap water. Try some mineral water to see if you can acquire a taste for it. Your medical support staff and/or team leader should be familiar with the water situation at your event, follow the advice explicitly. If you are told not to drink the water, that means don't even swallow the water you brush your teeth with! Be sure that you do not allow yourself to become dehydrated (other than for making weight). You must try and maintain a normal fluid

balance.

If you do not trust the water, avoid ice cubes and salads as well. The water will have been used to wash the salad greens. Clams, oysters and other shellfish can create problems if they have been harvested from polluted water. Milk and raw fruits and vegetables are further sources of unfamiliar organisms. Fruit that grows above the ground on trees or bushes and has a smooth skin that can be thoroughly washed (or peeled) may be eaten raw. Other fruits and vegetables are more wisely eaten only if cooked.

If you are not accustomed to large quantities of oil or tomatoes in your meals do not suddenly increase their proportion. Both can cause diarrhea when consumed in unaccustomed quantities. Avoid highly spiced food such as curry. These spices may be used to disguise the taste of food that is slightly spoiled.

Part of the fun of travelling is trying new foods. Experiment, but do so cautiously. Try one new food at a time and in reasonably small quantities until you are sure it agrees with you. Leave bolder experimenting until you have finished competing. Don't be afraid to ask what is in an unfamiliar dish before you order it. A great many digestive upsets are simply the result of too much food and too varied a diet. The same consequences would result if you ate that way at home.

Meal patterns may be different from those to which you are accustomed. Northern countries tend to serve more substantial breakfasts than southern ones. In many countries it is common to serve dinner at noon and only a light supper in the evening. Adapt to this if you can but if your practice and event schedules make it impossible, ask your team leader to help make other arrangements.

Many athletes will shop for biscuits, cheese, fruit and soft drinks to keep in their rooms. Do not buy too much at a time as it may not keep well without refrigeration. You may want to bring with you some foods/drinks that you normally consume prior to or during competitions (i.e. gatorade, granola, dried pasta, etc.).

If the destination is at a high altitude, you may experience diverse symptoms (headache, nausea, light headedness, giddiness...) during the first few days. The preferred choice of foods are those low in salt and rich in carbohydrates. These food choices tend to limit the negative effects of altitude and facilitate the transport of oxygen within your system, thus maintaining physical performance.

At many events the hotel dining room is only open at specified meal hours. Familiarize yourself with these times so that you can plan ahead.

## **ELECTRICAL SYSTEMS**

Not all electrical systems are created equal. If you were to plug most North American electrical devices into a European socket, you would immediately burn out the wiring - usually with smoke sparks and appropriate sound effects! Fortunately the outlets and plugs are designed differently so that you can't do it. BUT you need much more than an adapter plug; you need a transformer.

In much of the world, the electrical current is supplied at 220 volts rather than at 110 volts as it is here in Canada. This extra energy is more than our equipment is designed to handle and as a result the wires often melt. There are three solutions:

1. buy a transformer, plug it into the outlet then plug your equipment into it
2. buy equipment designed to be used on either voltage (dual voltage)
3. take nothing electrical with you unless it operates on batteries

Most luggage shops and department stores in Canada sell transformers. be sure that you are buying a transformer and not merely an adapter plug. Transformers can be obtained in 500 watt, 1000 watt and 1500 watt versions. Check the requirements of the equipment that you plan to use and buy your transformer to suit the largest possible demand. The 500 watt transformer is usually not adequate. If you are purchasing new equipment, look for dual voltage versions. Some may switch automatically; most will have a switch that must be set to the required voltage. Always set the switch to 220 volts when you are packing, then you will not damage the equipment if you forget to check before you plug in.

Being interviewed whether it is for a newspaper, television sports show or radio broadcast is not easy. Even the most seasoned athletes feel the pressures brought by the media and many are as anxious about the post-event interview as they are about the event itself. Getting comfortable with the media and learning how to talk to them is something you can learn to do.

Publicity can have a positive or negative impact on you and the sport. When you are being interviewed you are representing not only yourself but also your team, your country and your sport. Be sure you will not later regret the impact you have had.

You won't become a media expert overnight, but if you work at it and think about it, you will become more comfortable and confident when approached by the media. The following tips will help you achieve this.

### **GETTING ALONG WITH THE MEDIA**

- **Prepare for an interview**

You wouldn't think about going into a competition without preparing, so don't go into an interview without thinking about the kinds of questions you will be asked. Don't rehearse answers (reporters want you to be spontaneous), but have some general ideas about what you will say. This is particularly important after a bad event when you know that the reporter will want to know why you didn't do well.

- **Practice being interviewed**

The more you get used to being interviewed, the easier it will be and the more natural you will come across in the interview. Practice with teammates, your coach or a friend. If you know a local reporter well, ask him/her to help you. Most are pleased to assist. The best way to practice is to video your answers, play them back and react.

- **Don't forget who you are talking to**

You may be sitting with just one person, the reporter, but you are actually speaking to hundreds, thousands, or even millions of people. Never underestimate or dismiss the impact a reporter or broadcaster may have.

- **Remember a reporter has a job to do - investigate and report**

Don't be offended by a reporter's question about what you consider private or personal - that is his or her job. However, you can decide how much or how little you want to say.

- **Never, absolutely never, lie to a reporter**

You may get away with it once or twice but eventually you'll be found out.

- **There is no such thing as "off the record"**

You are always on the record. Never say anything you are not willing to see in print or hear in the news. This applies at all times, even in social settings.

- **Don't expect to see a completed article before it is published**

This is not a standard practice so don't bother asking for it.

- **Remember reporters are always on deadlines**

If a reporter fails to file a story on time, he or she could get fired, so respect reporter's deadlines. They'll thank you for it.

## **TIPS FOR GIVING A GOOD INTERVIEW**

- **Be energetic in your answers**

An enthusiastic response shows that you enjoy what you are doing and feel confident; long pauses or a flat monotone may show lack of conviction or interest, or may even suggest indecision and insecurity. Give something of yourself in your answers. What you do is interesting to you so try and make it interesting to the reporter (and the audience).

- **Take your time; think about your answer**

Don't feel pressured to answer a complex or difficult question immediately; take your time, consider your answer, make your consideration time look like just that, though, not like time you are taking to think up an answer. This is especially important for television and radio, if you talk too quickly, your point may get lost or not be understood.

- **Answer questions carefully**

If you feel the reporter doesn't understand what you are saying, ask. Even if a reporter has covered your sport before, he or she may not be an expert, so explain things in detail. The reporter will appreciate your help.

- **Answer the question asked**

Don't avoid a question and don't fill the air with unnecessary or unrelated comments.

- **Don't let a reporter put words in your mouth**

Reporters are people, just like you and 99% of them are just 'regular people' doing a job. They do not want to paint you in a bad light. However, sometimes you may feel that a reporter is taking an angle you don't like or has misinterpreted the facts in a way that is negative about you, your coach or your association. If this happens, tell the reporter that you think he/she is on the wrong track.

- **Refer to the interviewer by name**

This is common courtesy, but it is also a wise move particularly with television interviews.

- **Don't be embarrassed if you can't recall a placing from an event or a competitor's name**

Of course it is always better if you remember this information, but don't get stalled if you forget. Tell the reporter that you will get back to them and don't forget to do so.

- **Be yourself**

If you are a funny person, be funny. If you try to become a different person during an interview, you'll get nervous and uptight. Be confident. Remember you are the news.

## **PREPARING FOR THE INTERVIEW**

- **Try and relax**

You won't always have time to calm down before you meet the media, but try and find a few moments to get your thoughts together before the interviews begin. Don't be too long though remember the reporters may be on a deadline.

- **Think about the interview**

Take a second to go over the questions you may be asked and what you will say. Replay the event in your mind, then imagine what questions you would ask if you were a reporter. This technique is really valuable if you have had a bad competition. If you have gone over in your mind what went wrong and how you feel about it, the real interview won't be as painful.

- **Be aware of who is interviewing you**

If it's a radio interview, remember reporters need short to the point answers. Ten or 20 seconds are great.

- **Remember you are the expert**

Don't assume the reporter knows everything about the sport. Remember, you are the expert.

- **Be realistic in your answers**

You may really want to be the top competitor at this meet, but if it's not a realistic expectation, don't say it. There is a difference between a fantasy and a goal. Your fantasy may be to be number one - but your goal may be to place in the top five. keep your fantasies to yourself. They may come back to haunt you later on.

- **Keep your cool**

Some interviewers deliberately frame questions in emotional or accusatory tones - don't let it work.

- **Avoid using jargon and technical words that the general public (and the reporter) may not understand**

Never underestimate the intelligence of your audience or overestimate their knowledge of your sport. You are familiar with the language of your sport, but a reporter (and his/her audience) may not be. Try and speak in an uncomplicated and untechnical manner. Use simple words and explain technical areas.

- **Avoid negatives**

Instead of saying "our team didn't perform very well", try "our team did its best today".

- **Respond to a simple question with a simple answer**

Short, to the point answers are better than long and complicated. But don't hesitate to provide additional information if you feel you have something to add that may make the reporter

more knowledgeable.

- **Don't answer hypothetical questions**

Answer a hypothetical question like "Would you still have won the event if the Russian wrestler hadn't been injured?" by saying " That's a hypothetical question, but let me tell you that the last time I competed against him...".

## **THE TELEVISION INTERVIEW**

- **Dress for TV**

Remember TV is a visual medium - what the eye sees is as important as what the ear hears. You should look good.

- avoid extremes/small busy patterns or large bold stripes
- solids are best (but not pure white or solid black)

- **Try and look natural**

The camera magnifies what it sees; so look natural. Do not smile when it's inappropriate, you will look phony, not friendly.

- **Be patient**

You may be asked the same question a number of times so editors can select the best answers - use this opportunity to sharpen you answers, but always include your main point.

- **Remember, nothing is off the record**

Assume you are on the air the whole time you are with TV technicians or reporters.

- **Remember TV interviews are edited**

Don't say " As I just said". This makes it difficult for the editor to use your answer if he/she doesn't use the previous one.

If you are asked to comment on a controversial topic, try to express arguments from both sides to expand the public's perception of the issue. Avoid being trapped into making statements that are detrimental to the public image of wrestling (with WWF wrestling we already have a difficult public image). When you strike out against officials, coaches or other wrestlers you weaken the entire sport. If you have a valid complaint, express it to your team leader or report it to CAWA. That way you may obtain action, by using the media you simply create resentment which will make it harder to solve the problem.

Team members should be aware that it is often the media who will choose whom it would like to interview. As a result, the media usually identifies the most successful athletes on the team or athletes who have a human interest aspect to their involvement. If you are not interviewed, do not take this personally. Your turn will come in the future. Remember, this situation is probably the reverse domestically where the local media will interview you to the exclusion of other members of your club.

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## SECTION 13.6: CHECK LIST AND REPORT FORMS

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### NPD's DEPARTURE CHECK LIST (✓)

- video tapes
- video equipment
- custom "green cards" for equipment
- rule book
- FILA books
- passports & visas (including a separate list of all passport numbers)
- previous world results
- protest forms
- national office correspondence with organizers
- letter from president certifying ages for Age groups
- proof of medical insurance
- important contact numbers, embassy, etc.
- meeting schedule - for camps, etc
- letterhead and envelopes
- uniforms, singlets, shoes, travel bags (or sent to manager)
- extra t-shirt and gifts
- extra food if necessary

### MANAGER'S DEPARTURE CHECKLIST (✓)

- traveller's cheques
- small amount of American cash
- gifts
- extra pins
- photocopy evaluation forms, draw sheets, etc.
- highlight pens for marking draw, masking tape
- tourist information
- alarm clock
- nail clippers
- combination lock
- camera & film
- international driver's license
- extra canned food, peanut butter, tang, etc.

Should have from the CAWA office:

- airplane tickets and passports (including a separate list of all passport numbers)
- FILA books
- itinerary and team list

- uniforms
- extra singlets
- pins, flag and anthem
- athlete profile forms
- team roster, frequent flyer #, medical #, emergency phone #
- list of contacts - embassies, airline phone numbers,  
American Express agent, tournament hotel, organizing  
committee telephone numbers
- CAWA letterhead and envelopes

# MEDICAL AND THERAPIST

## SUPPLY CHECKLIST

### A. MEDICAL SUPPLY CHECKLIST

It is recommended that all essential medical supplies be carried in a large medical bag/container and one carry-on piece of luggage to ensure that on arrival at the destination, the essentials for practice are with you and not lost in transit. Any frills can be put in luggage that is not carry-on and therein not essential.

#### Medical Equipment

- |  |  |   |                                     |
|--|--|---|-------------------------------------|
| <input type="checkbox"/> Stethoscope   | <input type="checkbox"/> Sphingmomanometer | <input type="checkbox"/> Ophthalmoscope               | <input type="checkbox"/> Otoscope   |
| <input type="checkbox"/> Thermometer   | <input type="checkbox"/> Tongue Depressors | <input type="checkbox"/> Examining Gloves             | <input type="checkbox"/> Oral Screw |
| <input type="checkbox"/> Pocket Mirror | <input type="checkbox"/> Nail Clippers     | <input type="checkbox"/> AC/DC Converter              | <input type="checkbox"/> Scissors   |
| <input type="checkbox"/> Neck Splint   | <input type="checkbox"/> Leg Splint        | <input type="checkbox"/> Two Suture Kits With Sutures |                                     |

#### Accessories

- |  |   |  |                                       |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Athletic Tape   | <input type="checkbox"/> Pro-wrap           | <input type="checkbox"/> Skin Toughener  | <input type="checkbox"/> Alcohol      |
| <input type="checkbox"/> Tape Remover    | <input type="checkbox"/> Massage Cream      | <input type="checkbox"/> Analgesic Cream | <input type="checkbox"/> Slings (2-4) |
| <input type="checkbox"/> Tensor Bandages | <input type="checkbox"/> Band-aids          | <input type="checkbox"/> Sterile Gauze   | <input type="checkbox"/> Q-tips       |
| <input type="checkbox"/> Eye Patches     | <input type="checkbox"/> Bags for Ice Packs | <input type="checkbox"/> Skin Pads       | <input type="checkbox"/> Vaseline     |

#### Medication

- Analgesia: oral such as Idarac, Toradol, ASA; injectable such as Demerol
- Anti-inflammatory: two different NSAIDS
- Anesthetics: injectable (without Epinephrine); topical (especially for the eye)
- Antibiotics: a selection of three with enough for three courses of treatment for each
- Antacids: at least one brand
- Antinauseant: both oral and injectable
- Sedation: at least two choices
- Ear and Eye: antibiotic and antiallergy medications
- Skin: topical antibiotic, antifungal, antiviral
- Decongestant: two choices along with some lozenges
- Antiemetic: see antinauseant
- Asthma: aerosols of steroid (i.e. beclovent) and blocker (i.e. salbutamol)
- Anti-diarrhoeal: Imodium
- Haemostat: skin glue
- Solutions: spare solutions and containers for contact lenses, rubbing alcohol, cleansing alcohol, betadine

**It is very important to make sure that all medications in your bag are sanctioned by the**

**IOC and the FILA in order not to expose the athlete to possible positive testing in doping control procedures. Any drugs that must be given that are not allowed under ordinary circumstance must be reported to the Senior Medical Officer of the tournament in order to avoid disqualification or worse, sanction from the FILA, Sport Canada or the IOC.**

The rest of the medical bag should be tailor made to the physician's individual expertise.

The physician should also have a complete list of the medical supplies for International Customs.

## **B. THERAPIST SUPPLY CHECKLIST**

- |                                   |  |   |   |
|-----------------------------------|--|---|---|
| <input type="checkbox"/> Aspirin  | <input type="checkbox"/> Disinfectant    | <input type="checkbox"/> Super Scissors   | <input type="checkbox"/> Note Pad and Pen       |
| <input type="checkbox"/> Tylenol  | <input type="checkbox"/> Nose Plugs      | <input type="checkbox"/> Bandage Scissors | <input type="checkbox"/> Neoprene Knee Sleeve   |
| <input type="checkbox"/> Zorivax  | <input type="checkbox"/> Antiseptics     | <input type="checkbox"/> Suture Kit       | <input type="checkbox"/> Plastic Bags - Ziplock |
| <input type="checkbox"/> NSAIDS   | <input type="checkbox"/> Hot Balm        | <input type="checkbox"/> Water Bottles    | <input type="checkbox"/> Sterile Gauze 3' x 3'  |
| <input type="checkbox"/> Tinactin | <input type="checkbox"/> Throat Lozenges | <input type="checkbox"/> Massage Lotion   | <input type="checkbox"/> Flexible Cooler Bag    |
| <input type="checkbox"/> Cruex    | <input type="checkbox"/> Sunscreen       | <input type="checkbox"/> Hemostat (glue)  | <input type="checkbox"/> Compression Bandage    |
| <input type="checkbox"/> Gravol   | <input type="checkbox"/> Calamine        | <input type="checkbox"/> Baby Powder      | <input type="checkbox"/> Heel and Lace Pads     |
| <input type="checkbox"/> Q-tips   | <input type="checkbox"/> Bacitracin      | <input type="checkbox"/> Neosporin        | <input type="checkbox"/> Isopropyl Alcohol      |
| <input type="checkbox"/> Slings   | <input type="checkbox"/> QDA Spray       | <input type="checkbox"/> Tape 1 ½"        | <input type="checkbox"/> Steri-strips           |
| <input type="checkbox"/> Sharks   | <input type="checkbox"/> Immodium        | <input type="checkbox"/> Gator Aid        | <input type="checkbox"/> Folding Table          |
| <input type="checkbox"/> Prowrap  | <input type="checkbox"/> Vaseline        | <input type="checkbox"/> Penlight         | <input type="checkbox"/> Sunscreen              |
| <input type="checkbox"/> Towels   | <input type="checkbox"/> Band-aids       | <input type="checkbox"/> Headgear         | <input type="checkbox"/> Scalpel                |





6. **COMMUNICATION:** Comment on the effectiveness of the communication - pre-trip information, schedules, team meetings, availability of support staff.

7. **TECHNICAL:** Please self-evaluate your technical strengths and weaknesses. Do you have suggestions on how to improve for the future?

8. Please comment on any other areas that you feel could be improved or should be maintained.



**CAWA INTERNATIONAL RESULT FORM** (please return to NPD upon completion of event.)

**Athlete Name:** \_\_\_\_\_ . **Placing out of #:** \_\_\_\_\_ . **Weight Class:** \_\_\_\_\_ .

Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____

**Athlete Name:** \_\_\_\_\_ . **Placing out of #:** \_\_\_\_\_ . **Weight Class:** \_\_\_\_\_ .

Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____
Competitor: _____	Country: _____	Match Result: _____	Placing: _____

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## **SECTION 13.7: NATIONAL TEAM CONTRACT**

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**CANADIAN AMATEUR WRESTLING ASSOCIATION**

**NATIONAL TEAM CONTRACT**

**Note:** Carded Athletes who have already signed a 1994-95 CAWA Carded Athlete's Contract, which includes this event, need not sign this document.

## NATIONAL TEAM CONTRACT

This agreement made and entered into this day, \_\_\_\_\_ by and between the Canadian Amateur Wrestling Association, 505-1600 James Naismith Drive, Gloucester, Ontario, hereinafter referred to as the "CAWA", and Mr. \_\_\_\_\_ residing at \_\_\_\_\_ hereinafter referred to as the "National Team Member". The National Team Member refers to any individual that is part of the CAWA's National Team (i.e. athlete, training partner, coach, manager, official, sport psychologist, medical doctor, physiotherapist, CAWA Executive, masseuse, etc.)

**WHEREAS** the National Team Member desires to participate in National Team programs and services provided by the CAWA;

**WHEREAS** the CAWA is recognized by the Federation International de Lutte Amateur, hereinafter referred to as the "FILA", by Sport Canada and by the Canadian Olympic Association ("COA") as the sole National Sport Organization with jurisdiction over the sport of wrestling in Canada;

**WHEREAS** the FILA and COA requires that the CAWA certify the eligibility of the National Team to participate at the international level as a member in good standing;

**NOW THEREFORE**, the parties hereto do mutually agree as follows:

### ARTICLE I GOVERNING LAW

This Agreement has been entered into in the Province of Ontario and all questions with respect to the construction of this Agreement and the rights and liabilities of the parties shall be governed by the laws of the Province of Ontario.

### ARTICLE II TERM OF AGREEMENT

The term of this agreement shall be from the start of the following National Team Event, \_\_\_\_\_ from \_\_\_\_\_ (date) to the completion of the event on \_\_\_\_\_ (date).

### ARTICLE III CAWA OBLIGATIONS

The CAWA shall:

- 3.1 provide health and disability insurance for the National Team Member when the National Team Member participates in National Team events;
- 3.2 publish a fair and equitable selection criteria to national teams representing Canada at major games and world championships and that such criteria be published at least eight months in advance of such events. Selection criteria shall conform with generally accepted principles of natural justice and procedural fairness;
- 3.3 provide the National Team Member with the National Team uniform where required (i.e. World Championships);
- 3.4 regularly provide National Team program information to the National Team Member in the form of mailed

correspondence;

- 3.5 provide a Grievance Procedure and a Discipline Procedure (see CAWA Policy Manual, Section 14.4 and 14.5) which is consistent with the generally accepted principles of natural justice and due process with respect to any dispute between the National Team Member and the CAWA;

#### **ARTICLE IV INDEPENDENT CONTRACTOR**

The National Team Member is an independent contractor providing services to the CAWA on a contract basis. Nothing herein shall be construed to create an employee / employer relationships between CAWA and the National Team Member.

#### **ARTICLE V ADMINISTRATION OBLIGATIONS**

- 5.1 pay an annual Athlete's or Coach's fee of \$100.00 to the CAWA due on June 1st of each year;
- 5.2 notify the CAWA office of a change in address or telephone number;
- 5.3 athlete, coach and manager will maintain an up to date accurate record of all international matches, including the name of the opponent, the nationality of the opponent, the score of the match, the eventual placement of the opponent in the competition and provide CAWA with written documentation of such record when requested to do so;
- 5.4 obtain and read all selection criteria and policies that relate to National Team Programs. Seek assistance, clarification, and advice from the National Program Director until such selection criteria is clearly understood;
- 5.5 provide his/her own health and disability insurance for non-wrestling activities (provincial medical insurance);

#### **ARTICLE VI CODE OF CONDUCT**

The National Team Member shall:

- 6.1 agree to abide by the rules, regulations, and bylaws of the CAWA, COA, IOC and FILA. In particular, attention is drawn to the CAWA's Policy on Drug Free Sport which is outlined in CAWA's Policy Manual, Section 15;
- 6.2 avoid the use and possession of banned drugs that are in contravention to the rules, regulations, and bylaws of the FILA and the IOC.
- 6.3 for athletes to submit to random doping control tests at competitions and at other reasonable times as requested by the CAWA, the Canadian Centre for Drug-free Sport, or any other authority designated to do so by the CAWA; Failure to submit to such testing shall be grounds for immediate dismissal from the contractual obligations as set forth herein;

- 6.4 avoid "Substance Abuse", whether alcohol or drug abuse and avoid the use and possession of illegal drugs as defined according to the laws of Canada;
- 6.5 avoid any behaviour which would cause unreasonable disruption, or interference in competitions, training camps or the preparation of any athlete for a competition; (i.e. fist fighting, abusive or foul language, etc.)
- 6.6 avoid vandalism to any property, hotel rooms, dormitories, training facilities and equipment; The team member shall be held accountable for such vandalism and agrees to reimburse the CAWA directly for any such damage;
- 6.7 have read the National Team Handbook and clearly understand the roles, requirements and expectations of a National Team Member;

## **ARTICLE VII DISCIPLINARY AND GRIEVANCE PROCEDURES**

- 7.1 If the National Team Member is in violation of the terms of this Agreement or National Team rules the National Team Member is subject to disciplinary action which may include: a reprimand; suspension from the National Team; withdrawal of AAP support where applicable; dismissal from the National Team; or a combination of such actions;
- 7.2 A National Team Member who has been given a disciplinary sanction or who has a grievance or dispute regarding the Agreement or any part hereof has the right, through a request made in writing, to a review of his/her sanction, grievance or dispute as provided by the CAWA Policy Manual, Section 14.5: Grievance Procedure and Section 14.4: Discipline Procedure;

## **ARTICLE VIII RELEASE AND GRANT OF PERMISSION: LICENSING, APPEARANCES, PROMOTIONAL ACTIVITIES**

The National Team Member shall:

- 8.1 agree to grant the CAWA the exclusive right to use, in connection with any matter associated with a promotion, publicity, licensing, sponsorship, fund raising, commercial ventures for team support, or other activities relating to the normal conduct of the affairs of the CAWA, the National Team Member's name, initials, likeness, signature, facsimile and biographical sketch, as well as film, photograph or sketched image of the National Team Member and/or National Team Member's wrestling performance. The CAWA shall be entitled to make such use of film, video, photographs, tape recordings, radio, television, commercial presentations, posters, calendars or any other reproduction;
- 8.2 designate the CAWA as the exclusive bargaining agent for all purposes contemplated in article 8.1;
- 8.3 participate in reasonable promotions of the CAWA as determined by the National Program Director or Executive Director on behalf of the CAWA or on behalf of the Government of Canada, where the arrangements for such activities are made through the CAWA;
- 8.4 not jeopardize his/her amateur status. The National Team Member must conform with the eligibility



**ARTICLE XI**

**HEADINGS**

The article headings contained herein are for convenient reference only. They shall not be used in any way to govern, limit, modify or construe this Agreement and shall not be given any legal effect.

**ARTICLE XII**

**ENTIRE AGREEMENT**

This writing, consecutive pages, 46 to page 50, constitutes the entire Agreement between the parties hereto and may not be changed or modified except in writing signed by the party or parties to be changed thereby.

In witness whereof, the parties hereunto set their hands and seals on the day and year designated:

The CANADIAN AMATEUR WRESTLING ASSOCIATION:

National Program Director

Date

National Team Member's Signature  
(Parent or Guardian, if under 18 years old)

Date