



**AUSTRALIAN ICE RACING**

# **AUSTRALIAN ICE RACING INC**

ABN 27 546 066 873

## **POLICY AND PROCEDURES FOR OVERSEAS TRAINING AND COMPETITIONS**

### **Version 1.3**

This policy and the following procedures apply to all skaters who train and compete overseas for either Speed Skating and/or Short Track Speed Skating.

Athletes who are AIS/OWIA scholarship holders will be exempt from complying with these procedures.

#### **Clearance for Overseas Training and Competitions**

For all registered Australian skaters, clearance must be obtained from their Club, State Association and Australian Ice Racing Inc (AIR) to train and compete overseas. ISU Rule 109 must be observed and followed for entering into overseas competitions.  
(<http://www.australianiceracing.org/wp-content/uploads/2013/12/2014-special-regulations-and-technical-rules-speed-skating-and-short-track-speed-skating-final-version1.pdf>)

To be eligible to apply for clearance, skater must be a financial member with no outstanding fee or debt owing to their club, State Association and AIR.

The following procedures should be followed:

1. Skater to request clearance to train and compete overseas via email to his/her club and State Association.
2. State Association to complete the overseas training and competition clearance form (as attached).
3. State Association to send signed form to [generalsecretary@australianiceracing.org](mailto:generalsecretary@australianiceracing.org).
4. Clearance letter to be issued by AIR to skater via email and copied to State Association. Please note that the wordings of the clearance letter will depend on the Overseas Training and Competition membership status (refer to below section for details). The travel insurance policy will be stated on the clearance letter for skaters who have subscribed for the Overseas Training and Competition membership.

## Membership subscription for Overseas Training and Competitions

As the AIR membership only covers domestic training and competitions, AIR strongly recommend skaters to seek his/her own personal insurance coverage whilst overseas. Skaters can also take advantage of the AIR Corporate Travel Insurance policy by subscribing to the AIR's "Overseas Training and Competition" membership through our existing online registration system.

This upgraded membership will be offered at an additional cost to members once clearance has been provided by member's club, State Association and AIR for training and/or competing overseas.

The following categories of memberships are available on the online registration system:

- Overseas training and competition - single adult or single child (\$100)
- Overseas training and competition - 1 adult and 1 dependent child (\$150)
- Overseas training and competition - 1 adult and 2 dependent children (\$200)

Note: Prices and categories are subject to changes based on the AIR Corporate Travel Insurance renewal premium on a yearly basis.

The following procedures should be followed:

1. This membership is only available via the online registration system which you can access under the Registration, Membership renewal tab from the AIR website.
2. This membership is only available for existing financial members and you will need to click on the login tab and put in your user ID and password.  
<http://www.australianiceracing.org/members/insurance/>
3. Choose the membership category as applicable to your situation, go through the prompts and you can pay online via credit card. A payment receipt will be sent to your email address via the system.
4. Email [generalsecretary@australianiceracing.org](mailto:generalsecretary@australianiceracing.org) the period of cover you would require. The period cover is up to 180 days per journey. Unfortunately the system is not sophisticated enough to cater for different dates for different members so a manual register outside the system needs to be kept.
5. A summary of the travel insurance coverage with emergency contact details as well as claim procedures can be found under the insurance tab in the Members section on the AIR website or via the following link: <http://www.australianiceracing.org/wp-content/uploads/2013/12/AIR-Group-Travel-Summary-of-Cover-2015-2016.pdf>
6. A copy of the Business Travel Insurance Policy and Wordings can be found via the following link: <http://www.australianiceracing.org/wp-content/uploads/2013/12/ACE-Business-Travel-Insurance-Policy-Wording-PDS-14PDSACEBTA01.pdf>

To make a claim, the following procedures are to be followed:

1. Notify the team manager (if appropriate) of the loss immediately and request that the loss is reported to the event organiser.
2. All incident of theft or disappearance of property must be reported to the local police.
3. Make a note of the circumstances at the time, and list all items that are missing, this will help you when filling in the claim form.
4. For claims relating to injuries during training and competitions and for all other claims, you must notify [generalsecretary@australianiceracing.org](mailto:generalsecretary@australianiceracing.org) as soon as possible.
5. A claim form can be obtained from [generalsecretary@australianiceracing.org](mailto:generalsecretary@australianiceracing.org)
6. Information for what to do whilst overseas can be found in the following link: <http://www.australianiceracing.org/wp-content/uploads/2013/12/How-to-use-your-ACE-Assistance-card.pdf>

[Insert State Association logo]

## [Insert State Association] Clearance form

This is to certify that [Insert skater's name and email address] is a financial member of the [Insert club name] based in [Insert State], Australia, and the club is affiliated to the [Insert State Association] and to Australian Ice Racing Incorporated (AIR) as the Australian National Federation for the sport of Ice Speed Skating (Speed Skating and Short Track Speed Skating).

[Insert skater's name] has been granted a clearance to train and compete outside of Australia from [insert date] to [insert date] inclusive. [Insert skater's name] has also been advised to seek [his/her] own personal insurance coverage whilst overseas or subscribe to the AIR's "overseas training and competition" membership.

Clearance authorisation from club	Clearance authorisation from State Association
Club – [Insert club name]	State member – [Insert State Association]
Approved by: [Insert club approver name]	Approved by: [Insert state approver name]
[Insert club approver title]	[Insert state approver title]
Signature:	Signature:
Date:	Date:

### Amendment Certificate

<b>Version</b>	<b>Date Issued</b>	<b>Amendment Details</b>	<b>Amended By</b>
1.1	20 <sup>th</sup> April 2013	First Release	AIR Inc. Board
1.2	13 <sup>th</sup> Nov 2014	Links to overseas training and competition membership, insurance cover summary and information documents updated	Margaret Blunden
1.3	15 <sup>th</sup> Oct 2015	Links to overseas training and competition membership, insurance cover summary and information documents updated	Margaret Blunden