

# WAIS Athlete Benefits Policy

**Owner:** Performance Team Directors

---

Version: 3.1

---

**Approved by:** WAIS Chief Executive Officer

---

**Next review date:** April 2019

---

**Last Date of Edit:** May 2019



WESTERN AUSTRALIAN INSTITUTE *of* SPORT

## CONTENTS

Purpose .....	3
Background .....	3
Standards .....	3
Benefits, Processes and Procedures .....	4
Authorities .....	3
Processes and Procedures .....	4

## 1. PURPOSE

To ensure resources provided directly to WAIS athletes are allocated consistent with both WAIS Guiding Principles and Organisational Purpose and in-line with WAIS Operational Philosophy.

## 2. BACKGROUND

The WAIS Operational Philosophy is to provide multi-disciplinary high quality Daily Training Environments (DTE's) for athletes, optimising athlete's availability to train and towards supporting athletes for competition purposes. WAIS supports athletes across a range of sports and at varying performance levels within a sports high performance pathway. The DTE, availability and competition support requirements for an athlete are not only determined by their sport and current level of performance but also their own unique personal attributes.

WAIS believes that athletes in the pathway to national senior team representation have a responsibility and obligation, where capable, to make a financial contribution to their long term sporting aspirations.

The term 'WAIS athletes' within this document refers to athletes who hold a current WAIS scholarship.

## 3. STANDARDS

- 3.1 WAIS athletes will only be eligible to receive benefits from WAIS during the period that an athlete is on scholarship and during scholarship transition periods.
- 3.2 If prioritisation of available resources is required, a top down approach will be applied in determining the proportion of benefits allocated to an athlete classification.
- 3.3 Capping of any specific benefit category amounts will be established only when required for budget management reasons.
- 3.4 Any approved proportional or capped benefit amounts will be set by athlete category unless otherwise approved by the Chief Executive Officer (CEO).
- 3.5 Approval of financial contributions and payments to WAIS athletes are to be in accordance with the WAIS Financial Management Manual.

## 4. AUTHORITIES

- 4.1 The Performance Team Directors (PTDs) recommend any proportional allocations and or capping of benefits.
- 4.2 The CEO approves any athlete category proportional or capping levels.
- 4.3 The CEO approves any exceptional circumstances requests.
- 4.4 The Finance and Operations Manager (FOM) is responsible for certifying athlete benefits allocations in the annual budget are in accordance with this Policy.
- 4.5 The PTDs are responsible for the annual review of this Policy.

## 5. BENEFITS, PROCESSES AND PROCEDURES

The athlete benefits (under specified areas) along with the processes and procedures for determination of distribution of funds are stated below.

### 5.1 Medical and Physiotherapy Clinical Service Gap Payments

WAIS strives for an optimal clinical operating model which embraces equally evidence-based prevention and holistic management of injuries and illnesses in order to maximise athlete availability.

An essential part of assisting with the preparation of athletes at an elite performance level is the provision of medical services to prevent and treat injuries and medical conditions resulting from or relating to the DTE. Clinical Gap for the purpose of this policy is defined as the difference between actual cost and rebate provided by either Medicare and/or a Private Health Insurer, or personal injury and accident insurance provided by the Athletes sporting association. The clinical service providers referred to within this document include Sports Physicians, Physiotherapists and Soft Tissue Therapists.

WAIS strongly recommends that athletes obtain private health insurance that provides cover for hospital, physiotherapy and remedial massage as a minimum for themselves.

The Clinical Gap Payments do not apply to medical and musculoskeletal screenings, electrocardiographs or haematology treatments (refer to the Sports Medicine Policy for standards pertaining to such treatments required by the athlete scholarship Terms and Conditions).

#### 5.1.1 Medical servicing

Several WAIS Sports Physicians provide an immediate 'No out of pocket payment' for medical servicing to all WAIS athletes.

**5.1.1.1** Following a Medical appointment with selected WAIS Sports Physicians the athlete will provide their Medicare number and the remaining account will be sent directly to WAIS for payment with no payment from the athlete.

**5.1.1.2** Sports Physicians who provide this service are outlined on the 'WAIS Medical Provider' list (available on the WAIS website). For all other eligible medical services the clinical gap procedure outlined below will stand.

#### 5.1.2 Embedded physiotherapy servicing

WAIS, where possible, will provide embedded physiotherapy service to WAIS athletes.

**5.1.2.1** The WAIS sport lead Physiotherapist will provide embedded physiotherapy service to program athletes at arranged times.

**5.1.2.2** Of priority is providing a preventative plan in response to the athletes biannual musculoskeletal screen and secondly to provide Physiotherapy service to program athletes.

**5.1.2.3** Service will be prioritised according to athlete categorisation.

**5.1.2.4** There will be no charge to the individual athlete for the embedded physiotherapy service.

#### 5.1.3 Clinical Gap Standards

There may be an initial out of pocket expense when receiving treatment by a WAIS approved provider. WAIS will only consider reimbursement to athletes for treatments provided by approved WAIS providers or by providers who have been approved by the CMO in exceptional circumstances;

**5.1.3.1** Treatments referred by or approved by a WAIS Sports Physician are eligible for reimbursement.

**5.1.3.2** WAIS will only consider reimbursement requests if all receipts, tax invoices, Medicare and private health care claims are provided.

**5.1.3.3** Gap Payments must be submitted no later than eight weeks after the treatment has been provided. Reimbursement requests received later than eight weeks after the treatment date will not be considered unless exceptional circumstance is presented and approved by the PTD.

**5.1.3.4** Clinical Gap contributions are payable for the following treatments and services;

**5.1.3.4.1** Sports Physician Treatments - provided by a WAIS approved Sports Physician.

**5.1.3.4.2** Physiotherapy Treatment - provided by a WAIS approved Sports Physiotherapist.

**5.1.3.4.3** Specialist Treatment - referred by a WAIS Sports Physician.

**5.1.3.4.4** Emergency Treatment – for an injury or illness occurring during the WAIS supported DTE.

**5.1.3.4.5** Medical Imaging - referred by a WAIS Sports Physician; and for a medical condition resulting from or relating to the DTE.

**5.1.3.4.6** Surgery and injections - If an athlete is referred for surgery or an injection by a WAIS Sports Physician the athlete must consult with their PTD to confirm whether WAIS will contribute to any out of pocket expenses for the recommended procedure.

**5.1.3.4.7** Massage – by a WAIS approved soft tissue therapist.

**5.1.3.4.8** The clinical gap benefits payable, subject to the standards of this policy, are detailed in Tables One (athletes with private health cover) and Two (athletes without private health cover). These benefits will be reviewed annually as part of the WAIS budget process.

**5.1.3.4.9** WAIS reserves the right to vary the amount reimbursed and to set a maximum rate for each service provided.

**5.1.3.4.10** Exemptions to any treatment or service capping amounts can be sought from a PTD.

#### **5.1.3.5 Clinical Gap Reimbursement Process**

**5.1.3.5.1** Athletes are responsible for submitting Clinical Gap reimbursement claims to the WAIS Finance Department with supporting documentation.

**5.1.3.5.2** Athlete Eligibility to claim reimbursement is assessed in accordance with this policy by the WAIS Finance Department. If the WAIS Finance Department deems the claim to be outside of policy they will advise the athlete immediately.

**5.1.3.5.3** Reimbursements that meet the criteria in this policy are approved and processed by the WAIS Finance Department.

**5.1.3.5.4** Approved claims will be processed and paid within 14 days of submission.

#### **5.1.3.6 Clinical Gap Authorities**

**5.1.3.6.1** The PTDs are responsible to monitor the progress of benefits received by WAIS athletes during the financial year.

**TABLE 1**

Clinical Gap Contribution for athletes with Private Health insurance.

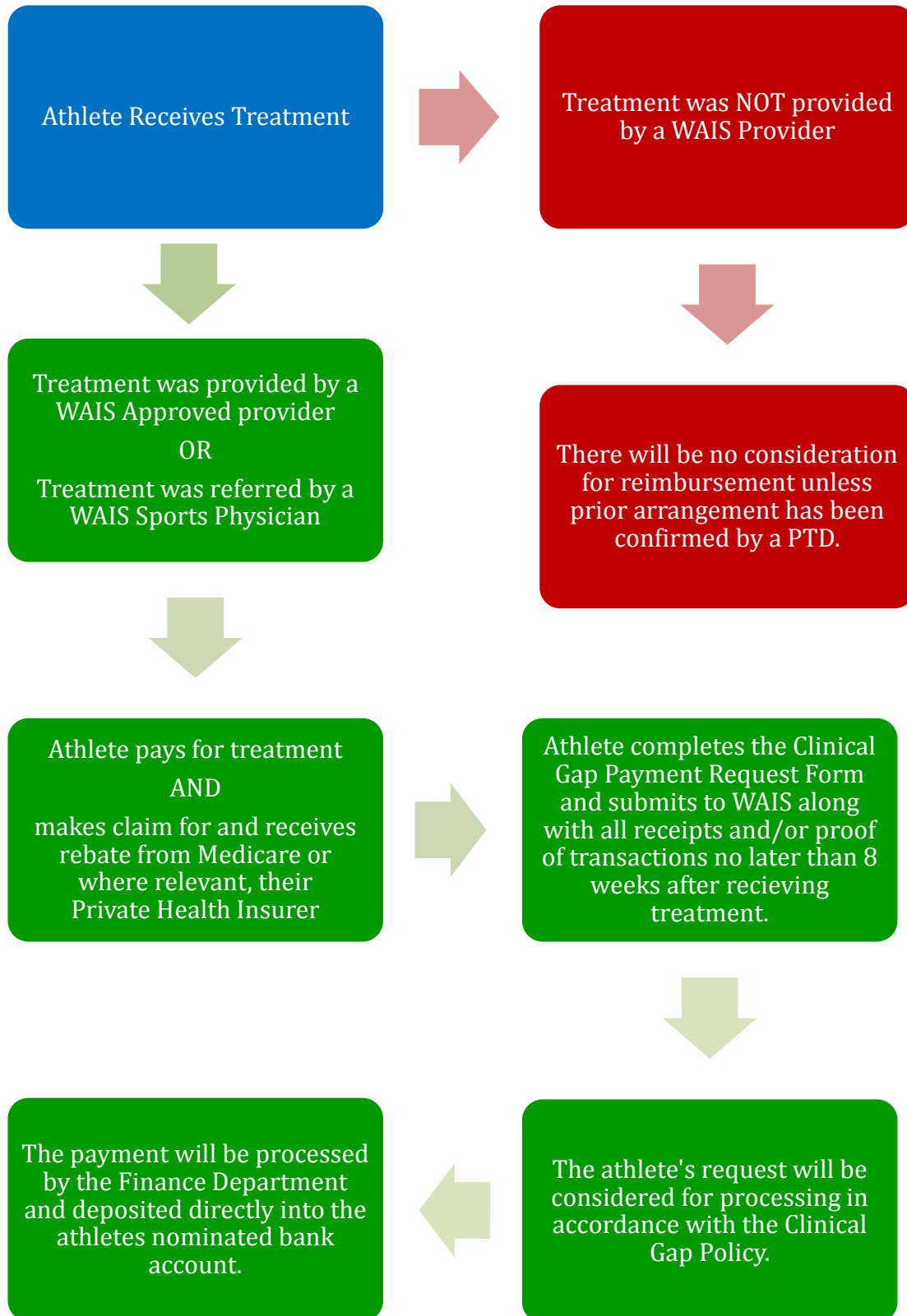
Athlete Category	WAIS Provider Treatment Type						
	Sports Physician	Physiotherapy Initial/Long consultation	Physiotherapy - standard consultation	Specialist -referred by WAIS Sports Physician	Medical Imaging - referred by WAIS Sports Physician	Surgery - referred by WAIS Sports Physician	Remedial Massage
<u>Podium</u>	100%	100%	100%	100%	100%	As approved by PTD	Maximum \$40 for a short and \$70 for a long treatment up to capped amount based on frequency & duration as specified in the sport program induction.
<u>Podium Ready</u>	100%	100%	100%	100%	100%	As approved by PTD	Maximum \$40 for a short and \$70 for a long treatment up to capped amount based on frequency & duration as specified in the sport program induction.
<u>Commonwealth Gold</u>	100%	100%	100%	100%	100%	As approved by PTD	Maximum \$40 for a short and \$70 for a long treatment up to capped amount based on frequency & duration as specified in the sport program induction.
<u>Podium Potential</u>	100%	100%	100%	100%	100%	As approved by PTD	Maximum \$40 for a short and \$70 for a long treatment up to capped amount based on frequency & duration as specified in the sport program induction.
<u>International</u>	100%	100%	100%	100%	100%	As approved by PTD	Maximum \$40 for a short and \$70 for a long treatment up to capped amount based on frequency & duration as specified in the sport program induction.
<u>Developing</u>	100%	100%	100%	100%	100%	As approved by PTD	Maximum \$40 for a short and \$70 for a long treatment up to capped amount based on frequency & duration as specified in the sport program induction.
<u>Emerging</u>	100%			100%	100%	As approved by PTD	

**TABLE 2**

Clinical Gap Contribution for athletes without Private Health insurance.

Athlete Category	WAIS Provider Treatment Type						
	Sports Physician	Physiotherapy - Initial/Long consultation	Physiotherapy - standard consultation	Specialist -referred by WAIS Sports Physician	Medical Imaging - referred by WAIS Sports Physician	Surgery - referred by WAIS Sports Physician	Remedial Massage
<u>Podium</u>	100%	Up to \$100 per treatment	Up to \$70 per treatment	100%	100%	As approved by PTD	Maximum \$40 for a short and \$70 for a long treatment up to capped amount based on frequency & duration as specified in the sport program induction.
<u>Podium Ready</u>	100%	Up to \$100 per treatment	Up to \$70 per treatment	100%	100%	As approved by PTD	Maximum \$40 for a short and \$70 for a long treatment up to capped amount based on frequency & duration as specified in the sport program induction.
<u>Commonwealth Gold</u>	100%	Up to \$100 per treatment	Up to \$70 per treatment	100%	100%	As approved by PTD	Maximum \$40 for a short and \$70 for a long treatment up to capped amount based on frequency & duration as specified in the sport program induction.
<u>Podium Potential</u>	100%	Up to \$100 per treatment	Up to \$70 per treatment	100%	100%	As approved by PTD	Maximum \$40 for a short and \$70 for a long treatment up to capped amount based on frequency & duration as specified in the sport program induction.
<u>International</u>	100%	Up to \$100 per treatment	Up to \$70 per treatment	100%	100%	As approved by PTD	Maximum \$40 for a short and \$70 for a long treatment up to capped amount based on frequency & duration as specified in the sport program induction.
<u>Developing</u>	100%	Up to \$100 per treatment	Up to \$70 per treatment	100%	100%	As approved by PTD	Maximum \$40 for a short and \$70 for a long treatment up to capped amount based on frequency & duration as specified in the sport program induction.
<u>Emerging</u>	100%					As approved by PTD	

CLINICAL GAP PAYMENT REIMBURSEMENT  
PROCESS





## 5.2 Training

- 5.2.1 Professional, Contracted and Specialist Coaching** – WAIS employs and/or contracts coaching staff based on the National Sporting Organisation (NSO) agreements in place. Any benefits received by WAIS athletes for coaching services provided outside of WAIS employment must be approved by the PTD during the budgetary process and outlined in the IAPP or by exception during the operational year.
- 5.2.2 Training and Competition Equipment** – WAIS athletes are not necessarily entitled to financial support from WAIS to purchase personal sporting equipment that may be required to train and/or compete. Consideration will be made for financial contribution requests from athletes to purchase specialised equipment in order to enhance performance in DTE and/or competition on an exceptions basis only. The PTDs will recommend to the CEO any exceptions as part of the annual budgeting process.
- 5.2.3 Venue Hire and Facility Access** – If WAIS is responsible for providing access to DTE facilities, then Venue Hire and Facility Access costs incurred by WAIS in the provision of the DTE are apportioned between WAIS athletes according to usage as agreed in the IAPPs.
- 5.2.4 Training Interventions** – specific training interventions identified in the IAPPs such as Altitude Camps attended by WAIS athletes and coached by WAIS employed staff will be considered as a project. These interventions will be fully costed and any capping of WAIS contributions considered following completion of the sport program draft budget.

### 5.3 Competition Travel

WAIS staff may be required to book travel on an athlete's behalf. When approved travel is booked and paid for by WAIS, the athlete may receive an invoice for the remaining outstanding amount in accordance with the Athlete Benefits Policy. Parents of athlete's who are minors will be notified of estimated costs prior to WAIS booking the travel.

**5.3.1 Domestic Travel** – WAIS supports domestic travel benefits for nominated events as identified in the approved Sport Budget and as outlined at the annual Sport Induction meeting. For IASP athletes travel to nominated events will be identified and funding approved in their IAPP sign off meeting with the PTD. The domestic travel benefit includes costs incurred for air fares and ground costs (accommodation and ground transport). Benefit level per athlete category is outlined below:

WAIS Athlete Scholarship Category	WAIS Contribution *
Podium	100%
Podium Ready	100%
Commonwealth Gold	100%
Podium Potential	100%
International	100%
Developing	70%
Emerging	50%

\* WAIS contribution applies to the amount of out of pocket expenses.

**5.3.2 International Travel** – WAIS supports international travel benefits for selected events as identified in the approved Sport Budget and as outlined at the annual Sport Induction meeting. For IASP athletes travel to nominated events will be identified and funding approved in their IAPP sign off meeting with the PTD. International travel benefit includes costs incurred for air fares and ground costs (accommodation and ground transport). Benefit level per athlete category is outlined below:

WAIS Athlete Scholarship Category	WAIS Contribution *
Podium	\$1500
Podium Ready	\$1500
Commonwealth Gold	\$1500
Podium Potential	\$1500
International	\$1500
Developing	\$1200
Emerging	\$1000

\* WAIS contribution applies to the amount of out of pocket expenses.

**5.3.3 Registration, Competition and Venue Entry Fees**– are allocated at the discretion of the sports PTD and subject to budget approval.

## **5.4 Performance Services**

- 5.4.1** The quantity of service provision per athlete is prioritised by the position of the sport program in the pathway, athlete categorisation and identification of need in the IAPP. The allocation of service staff (employed or consultant) towards WAIS athletes is determined by the PTD's during operational planning and budget process.
- 5.4.2 Medical and Physiotherapy Screening and Monitoring** – WAIS will cover the full cost of any screening or monitoring for all scholarship categories subject to compliance with the 'WAIS Sports Medicine, Medication and Injections Policy'.

## **5.5 Personal Athlete Financial Support (PAFS)**

The Western Australian Institute of Sport undertakes a responsibility to provide personal financial support to its Podium, Podium Potential and International class athletes who are experiencing financial hardship at a time in their competition year that is placing their training for, and/or performance in, international events in jeopardy. Applications for other athletes of lower categorisation may be considered by the CEO in extenuating circumstances.

### **5.5.1 PAFS Eligibility**

- 5.5.1.1** PAFS provision is specifically targeted at athletes who would no longer be able to train or compete in the desired event if funding could not be provided.
- 5.5.1.2** Eligibility guidelines are used to assess each application with consideration given to the athlete's scholarship status, financial circumstances, employment status and living arrangements.
- 5.5.1.3** Each application is viewed in isolation and in consultation with the NSO. All contributing variables will be taken into account and subject to the annual budget allocation. For subsequent applications from an individual athlete a 24 month plan for financial independence is required.
- 5.5.1.4** Athletes may be required to attend an interview with WAIS regarding their PAFS application and management of financial assistance.
- 5.5.1.5** Athletes granted PAFS are not required to submit receipts or reimbursement statements (WAIS assumes complete honesty on the part of the athlete applicant).
- 5.5.1.6** The athlete must demonstrate a planned approach to their personal financial circumstance for their competition year. A PAFS Plan is located on the WAIS website under Athlete Forms and must be completed by the athlete in conjunction with the coach at the beginning of the financial year. IASP scholarship athletes will meet with the appropriate PTD. In the event of an unplanned or sudden change of circumstance, it is the athlete's responsibility to inform their head coach or PTD (for IASP scholarship athletes) and Athlete Wellbeing and Engagement Advisor of any major financial implications.
- 5.5.1.7** The athlete must adhere to the PAFS application process and provide all necessary documentation, allowing sufficient time frame for assessment.
- 5.5.1.8** The athlete must have exhausted all other avenues to personal financial support including Direct Athlete Individual Support (DAIS), government allowances, NSO/AIS funding and other scholarships.
- 5.5.1.9** The athlete must demonstrate they are currently adhering to all the requirements of their scholarship.
- 5.5.1.10** The amount of PAFS awarded is based on the individual circumstance of the athlete as per the information detailed in the PAFS General Information Form.

- 5.5.1.11 An athlete who has misused their PAFS may be in breach of the WAIS Athlete Code of Conduct and will be liable for sanction under the code.

## 5.5.2 PAFS Process

### 5.5.2.1 Planned Approach

- 5.5.2.1.1 As part of the budget process all Podium, Podium Ready, Podium Potential and International class athletes, must complete a PAFS Plan located on the WAIS website.
- 5.5.2.1.2 If the athlete and/or coach identify a possible financial issue then the athlete is referred to the Athlete Wellbeing and Engagement Advisor who assists the athlete to complete a financial assessment.
- 5.5.2.1.3 On completion of the PAFS Plan and the Financial Assessment the Athlete Wellbeing and Engagement Advisor meets with the PTD and discusses the available options including NSO, SSO, WAIS, DSR or other scholarships.
- 5.5.2.1.4 If there is still a financial issue the athlete completes a PAFS application form.
- 5.5.2.1.5 The Athlete Wellbeing and Engagement Advisor submits the form to the PTD for endorsement.
- 5.5.2.1.6 The Athlete Wellbeing and Engagement Advisor sends a recommendation to the WAIS CEO.
- 5.5.2.1.7 WAIS CEO informs Athlete Wellbeing and Engagement Advisor of application outcome.
- 5.5.2.1.8 Athlete Wellbeing and Engagement Advisor informs athlete, Head Coach, and the PTD.

### 5.5.2.2 Unplanned Approach

- 5.5.2.2.1 Athletes must apply for PAFS as soon as major financial circumstances change. There is no limit to how many application form changes take place.
- 5.5.2.2.2 Athlete to inform Head Coach, PTD and Athlete Wellbeing and Engagement Advisor immediately of the change of situation.
- 5.5.2.2.3 Athlete to complete a PAFS Application Form, revised PAFS Plan, and PAFS Financial Assessment, based on change of situation. Information on possible NSO and/or WAIS financial contributions to be sought from Coach or PTD
- 5.5.2.2.4 Submit form to Athlete Wellbeing and Engagement Advisor
- 5.5.2.2.5 Athlete Wellbeing and Engagement Advisor to submit PAFS Recommendation; firstly to PTD for comments/approval, then to the WAIS CEO.
- 5.5.2.2.6 WAIS CEO to inform Athlete Wellbeing and Engagement Advisor of application outcome. Athlete Wellbeing and Engagement Advisor to inform athlete, Head Coach, and the PTD.
- 5.5.2.2.7 Athlete Wellbeing and Engagement Advisor to raise appropriate payment forms.

## 5.6 Athlete Relocation funding

The Western Australian Institute of Sport will provide relocation support to scholarship athletes who have graduated to train in the sports National Program or a Professional franchise following the pathway recommended by their NSO.

### 5.6.1 Eligibility

- 5.6.1.1 WAIS Athletes are eligible to receive funding assistance up to \$2000 for relocation expenses encountered during the permanent change of training environment. Examples of expenses include short term accommodation costs, removal costs, accommodation set up costs.

**5.6.1.2** Athletes are to claim from their NSO or professional team first, prior to requesting WAIS support.

**5.6.1.3** Items that the athlete wishes to claim will be verified with their PTD prior to incurring the expenses.

**5.6.1.4** Funds can be accessed up to six months from the date of arrival at the new location, or for any expenses incurred leading up to the shift.

#### **5.6.2 Process**

**5.6.2.1** Athlete will discuss with the PTD during the WAIS exit interview what expenses are likely to occur.

**5.6.2.2** Athlete will submit receipts using the standard WAIS Reimbursement Request form together with receipts.

**5.7 Personal Development Assistance Funds (PDAF)** The Western Australian Institute of Sport undertakes a responsibility to provide personal Development Assistance Fund to contribute to their career and/or personal development.

#### **5.7.1 Eligibility**

**5.7.1.1** WAIS Athletes are eligible to apply for funding assistance up to \$200 for training courses that will assist them to secure casual and part time employment or for short courses that contribute to career and personal development. Examples of training courses may include Responsible Service of Alcohol (RSA), Barista course, First Aid, CPR & resuscitation, TAFE short courses, sport coaching course.

**5.7.1.2** Funds can be used to contribute to the cost of training courses completed during the funding period and as approved by Athlete Wellbeing and Engagement Advisor.

**5.7.1.3** The period to apply for funds up until June of any year. Athletes that are intending to complete training during this period can apply. The amount of financial support granted will be at the discretion of the Athlete Wellbeing and Engagement Advisor and related to athlete need.

**5.7.1.4** Reimbursement will not exceed \$200. There are limited funds available.

#### **5.7.2 PDAFs Process**

**5.7.2.1** Complete the Athlete Application Form found on the WAIS website under Athlete Forms and discuss it with your PET Athlete Wellbeing and Engagement Advisor.

**5.7.2.2** If approved, payment will be made directly into the athlete's nominated bank account after receiving appropriate documentation.

**5.7.2.3** The athlete must provide receipts and certificate of completion.