

WAIS Athlete Benefits Policy

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WESTERN AUSTRALIAN INSTITUTE *of* SPORT

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1. PURPOSE

To ensure resources provided directly to athletes are allocated consistent with the WAIS Guiding Principles and organisational purpose.

2. BACKGROUND

WAIS supports athletes across a range of sports and at varying performance levels within a sports high performance pathway. WAIS focusses its resources on the delivery of a multidisciplinary Daily Training Environment (DTE) and towards supporting athletes for competition purposes. The DTE 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 Finance and Operations Manager (FOM) is responsible for certifying athlete benefits allocations in the annual budget are in accordance with this Policy.
- 4.3 The CEO approves any athlete category proportional or capping levels.
- 4.4 The CEO approves any exceptional circumstances requests.
- 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 Training

- 5.1.1 Professional, Contracted and Specialist Coaching** – WAIS employs and/or contracts coaching staff based on the National Sporting Organisation (NSO) agreements in place. No provision of coaching services is rendered where there is no NSO agreement in place. Any benefits received by WAIS athletes for coaching services provided outside of WAIS employment must be approved by the CEO during the budgetary process or by exception during the operational year.
- 5.1.2 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.
- 5.1.3 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 APEPs.
- 5.1.4 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.

5.2 Competition

5.2.1 Domestic Travel – WAIS supports domestic travel benefits for selected events as identified in the approved in the Sport Operational Plan and outlined at the Sport Induction meeting. 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.

5.2.2 International Travel – WAIS supports international travel benefits for selected events as identified in the approved in the Sport Operational Plan and outlined at the Sport Induction meeting. 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.

5.2.3 Registration and Competition Entry Fees – are allocated at the discretion of the sports PTD and subject to budget approval.

5.3 Performance Services

5.3.1 Performance Excellence, Biomechanics, Physiology, Psychology, Nutrition, Strength coaching - The allocation of service staff (employed or consultant) towards WAIS athletes is based on approved IAPPs. The cost allocation to an athlete is quantified through the apportionment of time spent by human resources and overheads required to deliver the agreed services.

5.3.2 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'.

5.3.3 Medical and Physiotherapy Clinical Service Gap Payments

An essential part of assisting with the preparation of athletes at an elite performance level is the provision of medical services to 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 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).

5.3.3.1 Clinical Gap Standards

WAIS will only consider reimbursement to athletes for treatments provided by approved WAIS providers unless;

- 5.3.3.1.1** Treatments were otherwise referred by or approved by a WAIS Sports Physician, or, An exception based on athlete location has been approved by a PTD.
- 5.3.3.1.2** WAIS will only consider reimbursement requests if all receipts and/or evidence of transactions are provided by the athlete and requests for reimbursement of Clinical
- 5.3.3.1.3** Gap Payments are 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 an exceptional circumstance is presented and approved by the PTD.
- 5.3.3.1.4** The clinical gap reimbursement amounts for services covered by private health insurance or accident cover will vary based on whether the athlete has such insurance or not.
- 5.3.3.1.5** The standard clinical gap reimbursement for services will be dependent on the athlete's scholarship category and any contractual benefits provided by their NSO to assist with services covered under this policy.
- 5.3.3.1.6** Clinical Gap contributions are payable for the following treatments and services;
 - 5.3.3.1.6.1** Sports Physician Treatments - provided by a WAIS approved Sports Physician.
 - 5.3.3.1.6.2** Physiotherapy Treatment - provided by a WAIS approved sports physiotherapist.
 - 5.3.3.1.6.3** Specialist Treatment - referred by a WAIS Sports Physician; and for a medical condition resulting from or relating to the DTE.
 - 5.3.3.1.6.4** Medical Imaging - referred by a WAIS Sports Physician; and for a medical condition resulting from or relating to the DTE.
 - 5.3.3.1.6.5** Surgery - If an athlete is referred for surgery by a WAIS Sports Physician the athlete must consult with the PTD to confirm whether WAIS will contribute to any out of pocket expenses for recommended surgery.
 - 5.3.3.1.6.6** Massage –provided by a WAIS approved massage provider.
- 5.3.3.1.7** 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.

- 5.3.3.1.8** International Class and Above athletes with the minimum recommended level of private health cover can claim reimbursement of the full expense where Private Health Insurance rebates have reached their maximum annual limit and the athlete is no longer able to claim rebate through their insurer.
- 5.3.3.1.9** WAIS reserves the right to vary the amount reimbursed and to set a maximum rate for each service provided.
- 5.3.3.1.10** Exemptions to any treatment or service capping amounts can be sought from a PTD.

5.3.3.2 Clinical Gap Process

- 5.3.3.2.1** Clinical Gap reimbursement is submitted to WAIS Finance Department with supporting documentation.
- 5.3.3.2.2** Athlete Eligibility to claim reimbursement is assessed in accordance with this policy.
- 5.3.3.2.3** Reimbursements that meet the criteria in this policy are sent to the relevant PTD for the final approval.
- 5.3.3.2.4** Reimbursements that exceed capped amounts, or do not meet the criteria in this policy are sent to the PTD for consideration.
- 5.3.3.2.5** Approved claims will be processed and paid within 14 days of submission.

5.3.3.3 Clinical Gap Authorities

- 5.3.3.3.1** The PTDs recommend any proportional allocations and or capping of benefits.
- 5.3.3.3.2** The FOM is responsible for certifying athlete benefits allocations in the annual budget in alignment with this Policy.
- 5.3.3.3.3** The PTDs are responsible to monitor the progress of benefits received by WAIS athletes during the financial year.
- 5.3.3.3.4** The CEO approves any athlete category proportional allocations and benefit cap.
- 5.3.3.3.5** The CEO approves any exceptional circumstances requests.
- 5.3.3.3.6** The PTDs are responsible for the annual review of this Policy

TABLE 1

Clinical Gap Contribution for athletes with Private Health insurance.

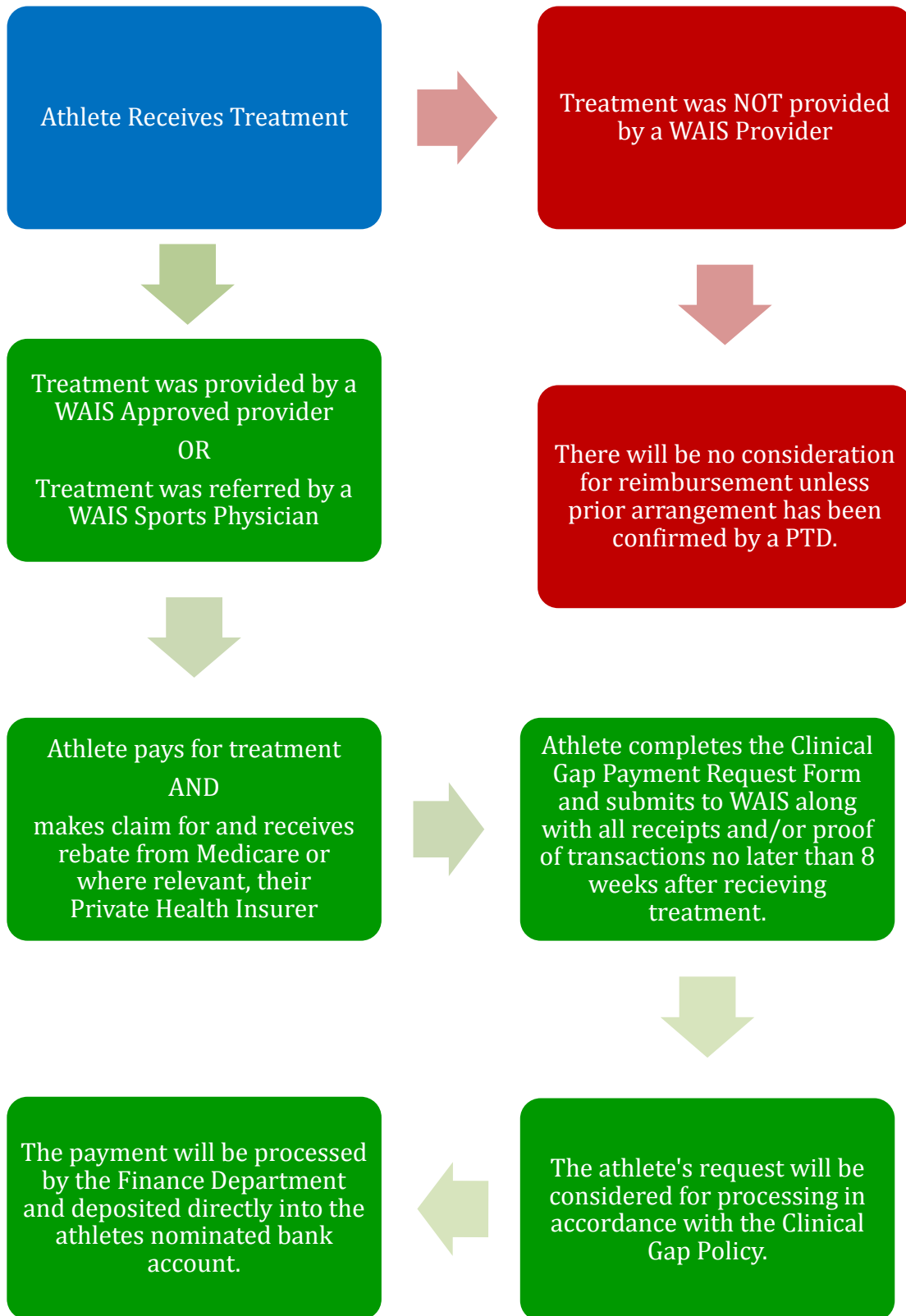
Podium Pathway Category	WAIS Provider Treatment Type						
	Sports Physician	Physiotherapy - Initial/Long consultation	Physiotherapy - standard consultation	Specialist - referred by WAIS Sports Physician	Medical Imaging - referred by WAIS Sports Physician	Surgery - referred by WAIS Sports Physician	Remedial Massage
<u>Podium</u>	100%	100%	100%	100% or up to annual cap confirmed in sport program induction.	100% up to annual cap confirmed in sport program induction.	As approved by your PTD	Up to capped amount based on Frequency & Duration as specified in IAPP
<u>Podium Ready</u>	100%	100%	100%	100% up to annual cap confirmed in sport program induction.	100% up to annual cap confirmed in sport program induction.	As approved by your PTD	Up to capped amount based on Frequency & Duration as specified in IAPP
<u>Commonwealth Gold</u>	100%	100%	100%	100% up to annual cap confirmed in sport program induction.	100% up to annual cap confirmed in sport program induction.	As approved by your PTD	Up to capped amount based on Frequency & Duration as specified in IAPP
<u>Podium Potential</u>	100%	100%	100%	100% up to annual cap confirmed in sport program induction.	100% up to annual cap confirmed in sport program induction.	As approved by your PTD	Up to capped amount based on Frequency & Duration as specified in IAPP
<u>International</u>	100%	100%	100%	100% up to annual cap confirmed in sport program induction.	100% up to annual cap confirmed in sport program induction.	As approved by your PTD	Up to capped amount based on Frequency & Duration as specified in IAPP
<u>Developing</u>	100%	100%	100%	100% up to annual cap confirmed in sport program induction.	100% up to annual cap confirmed in sport program induction..	As approved by your PTD	Up to capped amount based on Frequency & Duration as specified in IAPP
<u>Emerging</u>	100%	NA	NA	100% up to annual cap confirmed in sport program induction.	100% up to annual cap confirmed in sport program induction.	As approved by your PTD	NA

TABLE 2

Clinical Gap Contribution for athletes with Private Health insurance.

Podium Pathway 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% or up to annual cap confirmed in sport program induction.	100% or up to annual cap confirmed in sport program induction.	As approved by your PTD	Up to capped amount based on Frequency & Duration as specified in IAPP
<u>Podium Ready</u>	100%	Up to \$100 per treatment	Up to \$70 per treatment	100% or up to annual cap confirmed in sport program induction.	100% or up to annual cap confirmed in sport program induction..	As approved by your PTD	Up to capped amount based on Frequency & Duration as specified in IAPP
<u>Commonwealth Gold</u>	100%	Up to \$100 per treatment	Up to \$70 per treatment	100% or up to annual cap confirmed in sport program induction.	100% or up to annual cap confirmed in sport program induction.	As approved by your PTD	Up to capped amount based on Frequency & Duration as specified in IAPP
<u>Podium Potential</u>	100%	Up to \$100 per treatment	Up to \$70 per treatment	100% or up to annual cap confirmed in sport program induction.	100% or up to annual cap confirmed in sport program induction.	As approved by your PTD	Up to capped amount based on Frequency & Duration as specified in IAPP
<u>International</u>	100%	Up to \$100 per treatment	Up to \$70 per treatment	100% or up to annual cap confirmed in sport program induction.	100% or up to annual cap confirmed in sport program induction.	As approved by your PTD	Up to capped amount based on Frequency & Duration as specified in IAPP
<u>Developing</u>	100%	Up to \$100 per treatment	Up to \$70 per treatment	100% or up to annual cap confirmed in sport program induction.	100% or up to annual cap confirmed in sport program induction.	As approved by your PTD	Up to capped amount based on Frequency & Duration as specified in IAPP
<u>Emerging</u>	100%	NA	NA	100% or up to annual cap confirmed in sport program induction.	100% or up to annual cap confirmed in sport program induction.	As approved by your PTD	NA

CLINICAL GAP PAYMENT REIMBURSEMENT
PROCESS



5.4 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.

5.4.1 PAFS Eligibility

- 5.4.1.1** Eligibility guidelines are used to assess each application with consideration given to the athlete's scholarship status, financial circumstances, employment status and living arrangements.
- 5.4.1.2** Each application is viewed in isolation with all contributing variables taken into account. The application form will involve a ranking system that will be used by WAIS to determine the priority of the application.
- 5.4.1.3** Athletes may be required to attend an interview with WAIS regarding their PAFS application and management of financial assistance.
- 5.4.1.4** Athletes granted PAFS are not required to submit receipts or reimbursement statements (WAIS assumes complete honesty on the part of the athlete applicant).
- 5.4.1.5** 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 Personal Excellence Advisor of any major financial implications.
- 5.4.1.6** The athlete must adhere to the PAFS application process and provide all necessary documentation, allowing sufficient time frame for assessment
- 5.4.1.7** 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.
- 5.4.1.8** The athlete must demonstrate they are currently adhering to all the requirements of their scholarship
- 5.4.1.9** 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.
- 5.4.1.10** 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.

5.4.2 PAFS Process

5.4.2.1 Planned Approach

- 5.4.2.1.1** As part of the budget process all Podium, Podium Ready, Podium Potential and International class athletes, together with coaches must complete a PAFS Plan located in the in appendix 1.
- 5.4.2.1.2** If the coach and athlete identify a possible financial issue then the athlete is referred to the Personal Excellence Advisor who assists the athlete to complete a financial assessment.
- 5.4.2.1.3** On completion of the PAFS Plan and the Financial Assessment the Personal Excellence Advisor meets with the PTD and discusses the available options including NSO, SSO, WAIS, DSR or other scholarships.
- 5.4.2.1.4** If there is still a financial issue the athlete completes a PAFS application form.
- 5.4.2.1.5** The Personal Excellence Advisor submits the form to the PTD for endorsement.
- 5.4.2.1.6** The Personal Excellence Advisor sends a recommendation to the WAIS CEO.
- 5.4.2.1.7** WAIS CEO informs Personal Excellence advisor of application outcome.
- 5.4.2.1.8** Personal Excellence Advisor informs athlete, Head Coach, and the PTD.

5.4.2.2 Unplanned Approach

- 5.4.2.2.1** Athletes must apply for PAFS as soon as major financial circumstances change. There is no limit to how many application form changes take place.
- 5.4.2.2.2** Athlete to inform Head Coach, PTD and Personal Excellence Advisor immediately of the change of situation.
- 5.4.2.2.3** 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. Submit form to Personal Excellence Advisor.
- 5.4.2.2.4** Personal Excellence Advisor to submit PAFS Recommendation: firstly to PTD for comments/approval, then to the WAIS CEO.
- 5.4.2.2.5** WAIS CEO to inform Personal Excellence Advisor of application outcome. Personal Excellence Advisor to inform athlete, Head Coach, and the PTD.
- 5.4.2.2.6** Personal Excellence Advisor to raise appropriate payment forms.

5.5 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.

5.5.1 Eligibility

- 5.5.1.1** 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.
- 5.5.1.2** Athletes are to claim from their NSO or professional team first, prior to requesting WAIS support.
- 5.5.1.3** Items that the athlete wishes to claim will be verified with their PTD prior to incurring the expenses.
- 5.5.1.4** 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.

5.5.2 Process

- 5.5.2.1** Athlete will discuss with the PTD during the WAIS exit interview what expenses are likely to occur.
- 5.5.2.2** Athlete will submit receipts using the standard WAIS Reimbursement Request form together with receipts.

5.6 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.

5.6.1 Eligibility

- 5.6.1.1** 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.
- 5.6.1.2** Funds can be used to contribute to the cost of training courses completed during the funding period and as approved by Personal Excellence.
- 5.6.1.3** 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 Personal Excellence Advisor and related to athlete need.

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

5.6.2 PDAFs Process

5.6.2.1 Complete the Athlete Application Form found on the WAIS website under Athlete Forms and discuss it with your PET Personal Excellence Adviser.

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

5.6.2.3 The athlete must provide receipts and certificate of completion.