APPLICATION FORM

National Selection -
LONG DISTANCE DUATHLON World Championships (DWC)
ITU Powerman, Zofingen, Switzerland - 1 June, 1997
(13km Run, -150k Bike - 30k Run)

Name:

Address:

State                  Post Code

Phone No: (H)          (W)

Date of Birth:         Sex:

Category Wishing To Be Considered For (Please Tick):  NB There is no Junior Category

<table>
<thead>
<tr>
<th>(Open)</th>
<th>(Age Group)</th>
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<tr>
<td>Age Group Applicants Complete Only.</td>
<td>Age Group as at 1 June, 1997</td>
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TA Race Licence No:                  Country of Citizenship:

Selection Race results:

-Please Note-
Documents Required
i. Copy of Birth Certificate
ii. Proof of Citizenship If Necessary

Athletes selected for DWC may be required to have their names placed on the Australian Sports Drug Agency (ASDA)
Athletes register - For Out of Competition Drug Testing.

Selection by application only.

SEND APPLICATION TO:
TA Selection Cttee
PO Box 10 Deakin West
ACT, 2600

Further Information:
Rob Pickard
Ph: (06) 285 4802
Fax: (06) 285 4204

ABSOLUTE DEADLINE for Applications: 5PM, 27 March for Age Group for Elite Applications may be faxed.
To: STTA

RE: ITU Long Distance Duathlon Championships

Please note that applications for the ITU Powerman in Zofingen, Switzerland will close on 20 April, 1997.

As there is no equivalent race of this nature in Australia, selections will be made by application only.

All entries have to go through Triathlon Australia.

Please note that applications for the ITU World Championship Long Course in Nice, France closed on 20 March for age groupers but will be extended till 27 March.

Robert Pickard.
High Performance Manager.
Dear Michael

Thank you for your application to the self-funded position of Team Physiotherapist with Team Triathlon Australia for the forthcoming 1997 ITU Triathlon World Championships (TWC) in Perth, WA - 16 November.

For your information, nine quality applications were received and then reviewed by the Triathlon Australia Medical Committee (TAMC). All applications, including TAMC recommendations were forwarded to the TA Board for further consideration and approval at its September 15 meeting.

Unfortunately, and although your application was well received, you were unsuccessful on this occasion. However, should you require further clarification on the selection process, I will be only too happy to discuss the matter further with you.

May I take this opportunity to pass on to you our sincere appreciation for your time and interest in expressing a wish to assist prepare our athletes for the 1997 TWC in Perth.

Yours sincerely,

Tim Wilson
Dear Mr. Wilson,

We thank you very much for your fax of September 24, 1996 regarding request for accommodation during the above-mentioned championships.

We took over the reservations you made directly at the Jeunotel and are now pleased to confirm you 50 rooms (double/twins) in total at this hotel.

Thanking you again very much for your request, we remain,

Yours sincerely,

Jeanine Schaerer
Director Product Development
TO: Anne Schaller  
Conception Produits  
Office Du Tourisme Et Des Congres -Lausanne, SWITZERLAND  
cc FAB  
FROM: Tim Wilson  
National Executive Director  
DATE: 24 September 1996  

Dear Anne,

Further to our meeting in Lausanne on Tuesday 10 August, I wish to confirm Triathlon Australia’s (TA) accommodation requirements for the 1998 Triathlon World Championships (TWC). 

TA will require 50 rooms (double/twin) for the period 23/8/98 - 31/8/98 at the Jeunotel.

The Jeunotel will provide Australian visitors to the TWC with good, clean and inexpensive accommodation.

As discussed, due to this early request, and the fact that your office was not yet in a position to take Australia’s booking, may I remind you of your commitment to ensure that Triathlon Australia will automatically be placed on the Jeunotel accommodation booking schedule, as soon as it is established.

It is also important to note that should the TWC event organisers change the date of the event from the proposed 30 August 1998, that TA be given the first option in securing the same accommodation at the same venue for the corresponding period change (Sunday before the event until Monday after the event).

I look forward to the 1998 TWC in your splendid city.

Yours sincerely,

Tim Wilson  
National Executive Director
TO: Dominique Dietrich  
Director  
Hotel Aulac -Lausanne, SWITZERLAND  
cc JAB

FROM: Tim Wilson  
National Executive Director

DATE: 24 September 1996  

Dear Dominique

Further to our meeting in Lausanne, I wish to confirm Triathlon Australia’s (TA) accommodation requirements for the 1998 Triathlon World Championships (TWC) in Lausanne.

TA will require at least 40 rooms (double/twin) for the period 23/8/98 - 31/8/98.

Although unlikely, it is also important to note that should the TWC event organisers change the date of the event from the proposed 30 August 1998, that TA be given the first option on securing the same accommodation requirements for the corresponding period change (Sunday before the event until Monday after the event).

The Hotel Aulac will provide the perfect compliment to Australian visitors who wish to enjoy the historic nature of Lausanne coupled with the romantic setting your facility provides.

I trust this accommodation reservation is sufficient for your needs and I look forward to the 1998 Triathlon World Championships in your splendid city.

Yours sincerely,

Tim Wilson  
National Executive Director
Dear Loreen,

It was once again a pleasure working with you at the World’s.

However an official request on behalf of Evelyn Williamson, whose self explanatory fax is attached regarding the results of the World’s. At present I have no witnesses to substantiate Evelyn’s account of the finish however I do not doubt her word.

My observation of the timing system was that tellers punch in numbers as they saw athletes racing to the line, which would probably not allow for a changed place in a sprint finish.

There is also the issue of the difference in prizemoney and World ranking points:

15th $750
16th $500

I would appreciate any assistance and/or advice how to solve this problem

I look forward to your reply.

[Signature]

CITY OF AUCKLAND TRIATHLON LIMITED
PO BOX 33-1381, TAKAPUNA, AUCKLAND, NEW ZEALAND
PHONE/FACSIMILE: Int + 64 + 9 + 4866-285
MOBILE: Int + 64 + 21 + 626-713
From: Evelyn Williamson
Ph/Fax 0412936941

TO: Phil Brisk

Dear Phil,

Unfortunately, having read results of World champs they have made a mistake again. I placed 15th - came in, in a sprint finish with Julie Nievergelt ahead of Gail Lawrence. All results list Gail ahead of me. Would you please look into this for me.

Much appreciated. Let me know the outcome.

Thanks again,

Jack Caress is so professional. He can't even get the times right. But wait, Gail Moore (Tri-USA) (Ironman) did the timing.

Eve (☺)
From Alan Elrick

To Board of Triathlon Australia

Copy to Brett Mace, Tim Wilson

Subject Cleveland and Muncie World Triathlon Championships.

1. Cleveland as a world championship triathlon was a disgrace and this report will not dwell on this matter. The management team worked in a cohesive and decisive manner and overcame many hurdles. By management I include the medical team and the bike mechanic.

There were problems that arose in Cleveland that should never have arisen. I am more than satisfied with the effort put in by Brett Mace as Team Manager but he was put in some very awkward situations. A meeting was convened by myself with Bill Walker and Brian Hinton and most of the problems were resolved. The items discussed were,

a. Finance, monies that should of been available were not. This resulted in myself having to pay a bill of 750 dollars American. The reason given for this that the funds had been absorbed elsewhere. Lack of sufficient funds for the effective management for Muncie. Both of these problems were resolved by Bill getting funds released from Australia and I was fully reimbursed.

You are saying so what, water over the bridge, the point is that Brett or any future manager should never be put in that position again.

Solution. A proper budget is drawn up when the management team is chosen and released to the manager. It then becomes the manager’s responsibility to work within the frame work of that budget or lobby the board for the release of more funds. I stress that this budget should be controlled by the board but administrated by the manager.
b. Responsibility was also discussed at this meeting and the main problem was that Brett was not informed, or kept up to date on what was happening with some of the athletes. We were advised that this athlete or person was arriving at a different time and that approval from 'someone' had been given for them to be picked up at the airport and in some cases staying at a different place. We were given incorrect information re Di Holden representing our major sponsor and as consequence she was not afforded the courtesy she was entitled to.

Solution. The contract for the athletes is signed their arrival date is confirmed and transport to and from the airport is arranged for that flight. If the athlete alters that flight he/she is responsible for the ground transport. The team is just that a team and should stay together no deals. In respect of VIP’s etc, their travel arrangements should be monitored by TA’s office in Canberra and contact made with the team management to confirm the flight number etc.

c. JetSet Sport, this company was discussed at length and as in past years the complaints came and plenty of them. In the past the complaints were explained away and in most cases the excuses given had some merit. Not so this time, the complaints were treble that of previous years and many of our members were financially disadvantaged due to wrong information given to them by JetSet Sport. Thats right our members some as much as 400 dollars American out of pocket.

The most voiced complaint was the failure of the company to service our member they did not return calls, tickets not available when advised that the ticket would be. Jets Set Sport may be able to "waffle" their way round this and believe me it will be "waffle".

Having retired from the airline industry after over 25 years service I feel well qualified to state the Jets Sport has erred in 2 major areas they are
a Advising our members that they can send their cycle equipment back home to Australia whilst they extended their holiday. This is not correct and never has been correct and in some cases it has cost our member 200/300 dollars American to either have them onforwarded by freight to LAX or stored until their holiday had ended. One complaint would be enough but I am referring to twenty or so. When Jet Set Sport deemed to contact management their solution was to give the bikes to some one else to bring back. They even suggested that Di Holden bring back a bike. After a lot of favours were called in all of the bikes arrived back in Australia except for one and this matter still has not yet been resolved and may well result in legal action being pursued.

b. Advising our members that they do not have to pay excess baggage for their bike. That was alright providing Jet Set Sport booked the athlete with Qantas and American Airlines, but Jet Set Sport booked some of our members with Qantas and Continental, USAir and other American internal airlines who knew absolutely nothing about the deal. Result member out of pocket in one case 150 dollars American.

Sponsorship is a two way stretch and I am advising the board that I have severe doubts that any of our athletes will become or use this company again.

This problem was not resolved.

Muncie in comparison with Cleveland was perfect, Team management functioned well and the experiment with isolating the Pros from the Age Group had teething problems but did work. For future tours accommodation should be closer together but separate. Problems again with travel arrangements and on forwarding of bikes were encountered and it was more difficult as the airport was some 70 miles away.

In conclusion I would add that I believe that Sport of Triathlon has a cohesive management and medical team and consideration should be given to keeping that team together. I question only one thing, with hindsight and that is the wisdom in sending the bike mechanic and assistant team manager to Canada to teach athletes how to clean their bike and no bike mechanic with the team at Muncie. Giving the selling and issue of uniforms to a third party worked really well as it freed up management staff to do just that manage.
Australian Duathlon
Team Ferrara, Italy
September 1996

30th October 1996

Prepared for
Jetset Sport/Triathlon Australia

by
Kirin Lindop - Australian Team Manager
Australian Duathlon Team Accommodation and Travel

Jetset Sport as the official travel agent for Triathlon Australia were again asked to service both the Australian Triathlon and Duathlon Teams for the respective World Championships in Cleveland (World Triathlon Championships) and Muncie (World Long Course Championships), USA and Ferrara, Italy (World Duathlon Championships). Following is a summary of the relationship between Jetset Sport and the Australian Duathlon Team athletes and team management:

Jetset Sport - Summary

Customer Service

* Initial contact with Jetset Sport was through Nic Bolden who was also looking after the triathlon team. I was very disappointed with his failure to return phone calls and initial organisational promises were not followed through.

* Greg Cook took over the Duathlon bookings. I was more confident with Greg he was helpful towards team management, informative and thorough with his provision of information.

* The Duathlon travel and accommodation brochure was produced much later than promised missing the first two qualifying races.

* In the week prior to departure Jetset Sport were uncontactable as the phones were constantly engaged. Many of the athletes needing to speak with Jetset Sport were unable to get through.

* Air tickets and itineraries did not arrive until two and three days prior to departure which caused unnecessary pressure on the athletes and as the athletes had difficulty contacting Jetset Sport, Team Management were called.

* Athletes complained of telephone calls not being returned.

* The athlete travelling from Darwin was to connect to our flight to Rome. On arrival in Bangkok he found he was not booked through to Rome resulting in him having to take the bike through customs and missing the flight to Rome.
I received negative feedback in regards to Jetset Sport and their operation from many of the athletes. Overall the athletes seemed disappointed with Jetset Sport's lack of customer service, the low quality of the second hotel and the promises made through Alitalia such as bike transport and storage and complimentary photo.

Accommodation
The Duathlon team was larger than anticipated with 73 athletes. The Hotel Astra (three star hotel) initially booked for approximately 50 athletes could not accommodate the entire team. Due to the late booking of additional accommodation the second hotel was well below the standard of the Hotel Astra, although the athletes were paying similar rates to those staying at the Hotel Astra and were led to believe the Nord Ovest was a three star hotel. Accommodating the team in two hotels creates problems immediately due to distance, communication etc.

In the future the accommodation needs to be booked well in advance and be more appropriate to the needs of the team ie- meeting room, team headquarters office or appropriate area, medical treatment rooms or area, bike storage and maintenance area. To ensure the entire team stays in the one accommodation the price needs to be in reach of the whole team.

In theory the Team Management has in the past had very little to do with the travel and accommodation organised for the team but in practise when away with the team, team management are responsible for all travel and accommodation problems. I believe Team Management should be involved in the selected of accommodation and the travel arrangements.

Hotel Astra - Athletes in the Hotel Astra were pleased with the accommodation and the breakfast provided. The Team Management accommodation was unsuitable as the Manager was in a small single room and the Assistant Manager was in a twin room with an athlete which was also very intrusive for the athlete to deal with. Team management therefore did not have an area appropriate to work from. It would have been more appropriate (as was previously requested) for the Team Management to be in a suite situation with an area for the uniforms and office set up.
Initially the bikes were stored in the motel rooms, although were ordered to be moved to the garage area due to grease found on the carpet and curtains. The bike storage area was suitable.

An inspection of the hotel following the departure of all athletes uncovered damage to the rooms which they believe to be the fault of Australian athletes. I am unaware of the extent of the damage.

Nord Ovest - The Nord Ovest was booked as a late addition and we were led to believe the hotel was 500 yards from the Hotel Astra. The Nord was at least 1 km from the Astra and was well below the three star standard the athletes were led to believe. The athletes were very unhappy with the standard of the accommodation and the rate they were paying. The rate charged through Jetset was twice the local tariff rate of the hotel.

The Team Physio was accommodated in this hotel. Team management had requested an additional for treatment purposes. On arrival Tony had difficulty with gaining access to a treatment room and practising from the room.

Transport of bikes

On booking through Jetset Sport the Australian team were promised a courtesy bike transportation from Italy to Australia for those continuing on within Europe and not requiring their bikes. Therefore those athletes travelling throughout Europe made arrangements assuming their bikes would be transported home with the returning team.

On departure from Melbourne I was notified this service would not be available with Alitalia, instead the bikes could be stored at Rome airport. This created problems as many of the athletes were not returning to Rome airport before departing for the remaining of their trip or not returning to Rome before departing Europe.
Australian Duathlon Team Ferrara, Italy September 1996

Travel

Alitalia
On departure from Sydney and Melbourne Alitalia were very helpful and informative. The check in of bikes was smooth and Alitalia staff were very pleasant.
Out of Australia there was no communication from Alitalia - luggage was lost on arrival in Bologna.

Ground Transfers

Bologna - Ferrara - great service bus and truck waiting on arrival at the airport.

Team Photo - included in the package offered by Alitalia through Jetset a complimentary team photo was offered. We were not approached again in regards to the team photo. The team photo as promised was not offered to the team.
Australia Duathlon Team
Ferrara Italy, September 1996

Supplementary Information regarding Travel and Accommodation from Rome Airport to Hotel and return and then to Australia.

Summary of recommendations:

1. While Alitalia permits smoking and has limited non smoking they should not be used by athletes. They did not even give preference to the athletes for non-smoking zones, though these are not really effective with limited barriers and fresh air changes.

2. The bike transportation allowance should be shown on the plane tickets (some were). Luggage allowance caused a major tension in Rome on the way back whereas Sydney was well handled. This is a major issue.

3. Multiple and tiered agents should not be used especially in foreign locations and organisations with an understanding or empathy for sports logistics should be used.

4. Out of hours contacts of the Australian head agent should be given to the travellers or at least team management.

5. Hotels should be made aware of the storage requirements for triathletes/duathletes.

6. Team members must be informed on their individual responsibility especially for their bicycle and not delegate this to other team members. Delegation leads to baggage allowance and storage issues and delays for the rest of the team.

7. The pamphlet to the athletes should be very specific eg. "plus your bike transportation to Bologna" should say and return even if qualified for direct return.

Background

I travelled with those team members that were staying in Rome for the 16th, 17th and departure on the 18 September, en route to various destinations in Australia. I have set out my comments under the same headings at the Manager’s report.

I have not addressed the in-principle issue of the team managements’ responsibility for travel arrangements on the return journey but major support had to be given. The following includes my understandings of the relationships between travel agents:
Customer Service

- Jetset had made arrangements with Rushdown Travel.
- Rushdown Travel had an Australian visiting Italy who was difficult to contact. I contacted her through Travitalia on the 17th.
- Rushdown Travel had split the arrangements where Travitalia was responsible for Airport to the Hotel Ergife Palace and used the Trotta Bus Company for transport.
- Rushdown did not commission Travitalia for the return visit and I did not find this out until I pressed Travitalia on 17 September.
- The commissioned agent was Concora who had then arranged for 2 mini vans through a Mr Marco, with very limited English who contacted me late on the 17th. No bicycle transport was available through this arrangement.
- These arrangements were changed to Travitalia late on the evening of the 17th, we departed am. on the 18th.
- These pyramid arrangements are unworkable.
- Travitalia and Trotta Bus Company were impeccable in their customer service and reliability. Travitalia has a wonderful person Teresa in Rome who went to all possible lengths to contact Rushdown and arrange a bus plus bicycle transport.

Accommodation

The accommodation in Rome at the Ergife Palace was 'a mass standard' but fine.

Transport of bikes

The main report refers to storage at Rome Airport. This turned out to be very limited in capacity and required a very sensitive bit of negotiation as they did not have much room and favour very short term storage.

Those depositing their bikes through others needed identification to be lodged, some of which was not available.

Travel

Alitalia: see my recommendations. In addition, we were diverted to Melbourne and overnight storage of the bikes looked like a nightmare. However I approached Qantas and the FAC and they stored them at Tullamarine.

Ground transfers: under customer service I refer to the difficulties of multiple arrangements. I understand that there were criticisms by Travitalia of the numbers transported from the airport to the hotel. I wasn’t told about this. They did not have separate bike transport so this was a problem.

On the hotel/airport segment when Travitalia took over they required an extra, from 13 to 17 passengers, of 80,000 lire total, which I paid on behalf of T.A. My list from Jetset showed 17 so this should be refundable. I must say however that Travitalia arranged separate bike transport which they paid 80,000 lire for.
21 November 1996

Mr Tim Wilson
National Executive Director
Triathlon Australia

Dear Tim,

I would like to take this opportunity to thank Triathlon Australia for the recent support to the Cleveland World Championships and the first St George Tour race held in Perth.

Throughout the past 3 years I have had outstanding guidance from yourself and Rob Pickard, and over the past year I believe one of the reasons for my improvement has been from the knowledge and help I have received from Brett Sutton.

Brett is a great motivator and a great coach and treats every athlete with equal respect. I appreciate Brett's advice and support he has given me.

I know to be a successful athlete it takes hard work and commitment but without Triathlon Australia's guidance, which includes the Junior Development Program and OAP funding, I would not have had the opportunities and success to date.

Yours Faithfully

Craig Walton

Craig Walton
3 Brandsema Street
Turners Beach 7315
Tasmania
PH-FAX 03 64283084
Facsimile Message

To: Tim Wilson, Triathlon Australia
Fax: (61.6) 286.4204
From: Christine Brown, ITU Office
Re: Triathlon Australia Team Uniforms
Date: 17 July, 1991

Dear Tim,

1. We received your fax, including mock up of team uniforms, today. Les is currently in Atlanta attending meetings of ASOIF, GAISF, and the IOC, so I am taking the liberty of responding on his behalf.

2. Loreen (ITU Technical Director) and I have looked over your team uniform proposal and both feel that they comply with ITU's uniform regulations. Our biggest concern, with all team uniforms, is that the country name be three times larger than any other logo and displayed in big bold letters across the chest of both male and female uniforms. Based on the designs you have sent to us, it looks as though you have taken care of these requirements. Once again Australia's uniforms will be a "hot commodity" on the after race trading market!

3. Best regards and the ITU office eagerly awaits your visit in September (we'll save some typing for you)!

Yours sincerely,

Christine Brown, Administrator
International Triathlon Union (ITU)
Facsimile Message

To: Gilbert Fell, IOC Sport Director.
From: Les McDonald, President
Date: 15 March, 1996

Dear Gilbert,

1. A very successful PASO General Assembly in Guatemala City. The usual rambling Latin-American way, which always seems to work out all right in the end.

2. Triathlon was included on the Winnipeg '99 Pan-Am programme, thanks to Mario and Roger Jackson. However, I was subjected to a rather patronising lecture by Alfredo Lamont afterwards about how vitally important it was that USOC would always decide the athletes who would compete in any Multi-sport Games, and, in particular, the Olympics. He informed me that he will send you a letter to this effect soon.

3. As previously discussed, I will always follow the IOC direction, as you well know, but ITU does not have the luxury of giving the USA 'x' number of places in the Olympic Games 2000, in order to have them market a USA Olympic Trial and tell us who they are sending. Triathlon is like skiing, the stop watch cannot decide, only head-to-head competition can.

4. I rely on your guidance Gilbert, but long after the drama, problems, and joys of Atlanta have died down, not now.

5. My regards to the president.

Yours sincerely,

Les McDonald, President
International Triathlon Union (ITU)
TO: John Bradbury  
   Mark Hatten

FROM: Tim Wilson  
   National Executive Director

DATE: 13 September 1996

RE: Muncie - 97 TWC Issues

Dear John/Mark

I trust you both arrived home OK and the event in Cleveland only motivated you further to put on the best TWC ever staged.

Unfortunately, as you would appreciate, Cleveland was far from a good TWC example. I have provided the ITU with a brief report on my thoughts, but I am sure you also have your own observations.

Muncie however was a fairly good event, and again a great result for Australia. I will tell you about Welchy's win when I get home. It really was good. However, while I have a fresh memory and while I have a moment that I am not on the road, I will share a couple of observations/thoughts with you.

The one great Muncie achievement, was the finish line presentation. It was the best I have ever experienced. From three kilometres out, the finish line was lined with school children holding international flags. They also used plants/small trees, large flags with stretches of carpet etc.

In addition, the sound system used in Muncie was excellent. Five minutes before Greg crossed the finish line they had a commentator really bring the atmosphere to a peak. This included a well choreographed music program that included a
special drum roll that had every spectator for a kilometre clapping in unison. It was perfect!

Muncie presentations were also very well executed with the appropriate mix of on stage celebrities, humour, international involvement and award giving. The award giving may have been even better served in Muncie, had the city included a momento of Muncie to every athlete visitor and a special prize etc to winners and placegetters etc. One possible suggestion is to provide a special (in addition to the medal) world championship polo shirt/sweater or jacket (in the right tasteful colours) embroidered with age group, place and event.

One major draw back at Cleveland, Muncie and its looks Ferrara presentations, is that with no food or drink available, the crowd will quickly disappear along with their pleasant memory of the event. I suggest that if the presentations are to be an essential component of the Perth TWC success, then much thought must be placed on having the right ingredients available presentations/entertainment/food-drink).

The race video presentation in Muncie also included extracts from age and elite events. We should trial a similar video presentation at our Perth tester. I have worked with a guy from the AIS who has won a number of international awards for this type of flash and tell video production that may be able to work with ABC TV in November.

The correct race distance issue (ie 1.5 k swim etc) has been with the TA/ITU Technical Cttee for consideration, for a time. One possible measure we may wish to engage, and the one I have received glowing praise for from the amateur airline industry, is the hand-held Global Position System (GPS). These are available in the USA at the moment for about $US500.00. Those who use them for various navigational reasons say they are dead accurate.

Mark will probable know all about the equipment, and to my understanding they are yet to be used in measuring the swim leg in a triathlon. However, it would be good assure all, that the latest technology is being used to correct race distances.

Another nice touch used around the transition and finish area in North America, is bunting made up of national flags.

Finally, we need a female commentator urgently. One big flaw with these events is having a female view/voice. We could experiment with someone on the Tour this year. There is very few women around -- lets talk later.

Anyway I will report on Ferrara if I get home after the express way drive back to Paris.

All the best.

Tim
Dear Tim,

I wish to thank you personally for the way you reacted, and the stance taken by Triathlon Australia, in relation to the problems confronting Australian team athletes at the 1997 ITU World Duathlon Championship in Zofingen. I appreciate and understand the difficulties encountered by Triathlon Australia in the organisation of our participation in this event.

In addition, I would like to offer any input that could help improve (and promote) the Australian representatives participation and experiences for the 1998 competition. Without knowing the details involved with Team Management, I would like to be considered as an interested candidate who would be honoured to hold such a position.

As a Team Manager, I would provide a vast amount of knowledge and prior experience to an event that I hold with the utmost admiration. Switzerland has become second home for me over the last 4 years and I have been especially impressed by the challenge of this course, combined with the ambience provided by the spectators, the extensive media coverage and the impeccable organisation of the entire event.

Some of the reasons why I should be considered seriously for the position of Team Manager include;

1. **Competition experience.** I have competed in Zofingen for the last 4 years which is more than any other Australian competitor. In 1997, I finished 13th overall in an event dominated by Europeans.
2. **Extensive knowledge of Zofingen.** I have lived in the Kanton of Zofingen for up to 6 months at any one time. I fully understand the mentality of the people, their pride in hosting a World Championship event, the location of many facilities, the options of the transport system, etc.
3. **Prior and ongoing contact with the race organisation.** I have become close friends with the organisation of the Powerman Duathlon Series including my home stay from Zofingen who is the financial organiser of the event. They would love to see more Australians in Zofingen and I sense that they would appreciate if the Swiss domination of this event was challenged.
4. **Course knowledge.** There would be very few people who would have trained over the course as frequently. I know every corner, every hill, every decent, etc.
5. **Event promotion.** The participation of Australian athletes in Zofingen could be vastly improved. In Australia, there is an obvious lack of awareness of this event. I would be in an excellent position to help promote Zofingen (and other Powerman races especially in Europe) if given the opportunity and support of a national organisation.

There are a number of benefits that I could foresee for the Australian team competing in Zofingen as a result of my direction and assistance as a Team Manager. Prior to the event I would inform interested people about the race, the attractions of Switzerland and surrounding countries, specific people to contact as well as pursue the possibility of arranging homestay accommodation for Australian athletes with my friends in Zofingen. For those wanting specific details to enhance their preparation for the event I would provide recommendations based on weather conditions (and appropriate clothing), training for the course including gearing for the bike course, eating and drinking for the event, race rules etc. Upon arrival in Switzerland I would make myself
available to show team members the course and surrounding areas for training. I would also introduce team members to the local bike shop in Switzerland which have been a personal sponsor and located approximately 2 kilometers from Zofingen. I would also aim to organise a “special needs” area for Australian competitors which would involve provisions for extra clothing, food and sports drink made available during the race at official aid stations. My personal contact with Tri-Swiss organisation and the local Zofingen Triathlon club as well as prior experience of Triathlon and Duathlon events throughout Europe could provide assistance to those seeking lead-up races, organised training sessions or for those wanting to stay on after Zofingen for further competition. Furthermore, my knowledge of social events, the locations and attractions of major cities including prominent tourist destinations should enhance every team members “total” enjoyment of competition and travel to Zofingen, Switzerland for the 1998 ITU Long Course World Duathlon Championships.

In conclusion, I would appreciate any details from Triathlon Australia regarding the selection procedure for the Team Manager, when this decision is likely to be announced, the specific duties and responsibilities entailed in this position and, most importantly, your perception of my suitability to act on behalf of Triathlon Australia and represent the Australian athletes in Zofingen 1998.

Regards,

(David Owen).
Dear Anne,

I write to you concerning your participation at the recent 1997 ITU Long Distance Duathlon World Championship in Zofingen.

As you are aware, Triathlon Australia (TA) forwarded you an invoice for the amount of $90.00 to cover the production of a Team Duathlon Australia uniform in July. Given the late Zofingen world title announcement, and the lack of budgeted funds allocated to cover an additional duathlon world title this year, this was a normal procedure.

However, and since that time, I have learned of a number difficulties faced by our representatives in Zofingen that required further consideration.

Firstly, the role of team manager/coordinator was designated to a member of TA’s coaching program who was funded to attend Zofingen. However, it does not appear that a number of team management initiatives were fully undertaken. In addition, there also appeared to be a lack of coordination and understanding in regards to the wearing of the compulsory TA Team Uniform.

Therefore, in light of the above, I have requested the TA Board review our recent participation in Zofingen with a view to ensure that Zofingen 98 will be a vast improvement on our efforts this year.

With this mind, I am pleased to advise you that you will not be required to re-pay the cost of your uniform on this occasion. Those Zofingen representatives who have already lodged payments will be reimbursed immediately.

Please accept our sincere apologies for any difficulties that may have occurred and we at TA look forward to assisting your next national representation.

Yours sincerely,

Tim Wilson
National Executive Director
TO:  
Tony Hogan  
cc Brett Mace  
cc Di Robinson

FROM:  
Tim Wilson  
National Executive Director

RE:  
Team Physiotherapist  
Team Triathlon Australia

DATE:  
18 September 1997

Dear Tony

Thank you for your application to the self funded position of Team Physiotherapist with Team Triathlon Australia for the forthcoming 1997 ITU Triathlon World Championships (TWC) in Perth, WA - 16 November.

For your information, nine quality applications were received and then reviewed by the Triathlon Australia Medical Committee (TAMC). All applications, including TAMC recommendations were forwarded to the TA Board for further consideration and approval at its September 15 meeting.

Given your excellent experience and commitment to the sport of Triathlon/Duathlon, it is with pleasure that I advise you that your application was successful.

As a member of Team Triathlon Australia you will be required to complete the attached Team Officials Agreement and return it to the TA Office within 14 days. As a self funded Team Physiotherapist you will be provided with twin share accommodation and team uniform. You will responsible for your own air travel to Perth and incidental expenses.

Team Triathlon Australia - Athlete Services will operate in Perth from Sunday 9 November. Therefore you will be required to arrive in Perth between the 8-10 November. Team Director Brett Mace will be in contact with you very shortly concerning further management details.

May I take this opportunity to express our sincere appreciation to you for your time and I trust your work with us in Perth is both rewarding and enjoyable.

Yours sincerely

Tim Wilson
Dear Graeme

Thank you for your application to the self funded position of Team Physiotherapist with Team Triathlon Australia for the forthcoming 1997 ITU Triathlon World Championships (TWC) in Perth, WA - 16 November.

For your information, nine quality applications were received and then reviewed by the Triathlon Australia Medical Committee (TAMC). All applications, including TAMC recommendations were forwarded to the TA Board for further consideration and approval at its September 15 meeting.

Given your excellent experience and commitment to the sport of Triathlon/Duathlon, it is with pleasure that I advise you that your application was successful.

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May I take this opportunity to express our sincere appreciation to you for your time and I trust your work with us in Perth is both rewarding and enjoyable.

Yours sincerely

Tim Wilson
30 September 1997

Mr Tim Wilson
National Executive Director
Triathlon Australia
PO Box 10
DEAKIN WEST ACT 2600

Dear Tim

1997 World Duathlon Championships Guernika Spain

I would like to express my thanks for the invitation to provide the medical support for your teams at these Championships.

I have to say this is the most enjoyable sports trip I have been involved with. The athletes were all dedicated and focused yet demonstrated a true team morale. I thoroughly enjoyed working with them.

You have probably heard that there was no serious medical problems but I certainly was able to provide a lot of assistance to athletes. Hydration and nutrition in a foreign country presented a challenge and there were many minor ailments. There was a range of acute and chronic musculo-skeletal injuries which Tony and I treated with a 'team' approach.

I was able to obtain sponsorship for most medical supplies in particular Powerade, Betadine products and Coloplast dressings. I have taken the liberty of writing to these companies on behalf of the Triathlon Australia to thank them for their support. I will not be forwarding an invoice for medical supplies as I am happy to donate the other items which I utilised.

I would be very happy to make myself available in the future and would be grateful if you could forward application forms as events are scheduled.

Yours sincerely

Dr June Canavan
Hi Tim,

I would like to provide you with an update with the organisation for Team Triathlon Australia.

As per the Team Organisation Schedule, the uniform order was to be placed with Saucony on July 29. Due to the late receipt of uniform catalogues from Saucony, this order will now be placed on August 5. To this date we have received only 160 of a possible 220 orders by the advertised closing date.

The uniform catalogues were received on July 11 and sent to competitors immediately. I still anticipate uniforms will be delivered on the required date of October 13.

After speaking with Sue Johnstone at Eventscorp, I was advised that entry forms will not be available until the end of August. As this entry form will contain waivers that need to be signed by the athlete and Eventcorp are unable to send me a copy, I will be unable to send this mailout to competitors as per the schedule.

I would like to inform you of the revised schedule:

Entry, medical and general information mailout will now be distributed on September 01. Previous date for distribution was July 25.

Team members will be required to return all medical and entry information by October 01. Previous date was September 01.
Ms Kirin Lindop  
310A Burraneer Bay Road  
CARINGBAH NSW 2229  

Dear Kirin  

It is with pleasure that I write to formally advise you of your appointment to the position of Team Director with Team Duathlon Australia for the 1997 ITU Duathlon World Championships - 14 September 1997.  

As provided in previous correspondence the duties of position will ensure the sound management of the Team for the period up to and following the DWC.  

As Team Director, I request that you report to me on a regular basis, all team activities and developments. Any commitments requiring deposits or funds will need prior approval from the TA Board. I also request that you maintain records of all expenditure/receipts in order to assist in audit following the event.  

As the TA Team Director you will be provided with the following;  

- Economy Return Airfare to Spain  
- Accommodation  
- Team Uniform  
- Meal Allowance ($50.00 a day)  
- Reimbursement for TA Team related costs  

In order to confirm your appointment I request you complete and sign the attached Team Duathlon Australia - Team Officials Agreement and return it to the TA Office within 14 days.  

I look forward to working with you as we prepare for one of the most exciting international events ever staged.  

Yours sincerely  

Tim Wilson
Team Duathlon Australia
Team Directors Agreement

This Agreement made on the ....................... day of ......................... 1997, between Triathlon Australia (TA),

and the “Official”:

Name

Address

appointed to the position of ..............................................................

with Team Duathlon Australia for the period inclusive ................... to ..............

In order to be appointed to a Team Official position with Team Duathlon Australia, I the above Official, agree that my appointment is conditional upon me entering into this agreement and observing its terms and conditions.

1. The Official, Agree with the Terms and Conditions

1.1 That I understand and I am responsible for the duties assigned to me in respects to my position with Team Duathlon Australia for the period specified.

1.2 That I remain under the direction of the National Executive Director and TA Board for the period specified.

1.3 That I will conduct myself in a proper manner befitting that of an Team Duathlon Australia Official and will not degrade another Team Official, Team Sponsor, any member of the Team, the event, the organisation of the event, TA or the International Triathlon Union.

1.4 That I will promptly disclose any circumstance that might prejudice my taking part in or have a detrimental effect on my performance as a Team Official.

1.5 That at all times whilst performing Team Official duties to wear the designated uniform.

1.6 That I will not appear, or participate in, or permit my name, image, likeness or performance as a Team Official to be used in any advertising, promotional or marketing activities by any person other than TA, TA’s principal sponsor during the specified time.
1.7 That I will not wear clothing display signage nor promote products which feature logos or names that are in direct conflict with TA’s principal sponsor, St George Bank and or TA’s major sponsors Saucony, Gatorade, Bullivants and Hungry Jacks.

1.8 That for the purposes of promoting the sport of Duathlon, I consent to be filmed, televised, photographed and otherwise recorded by or on behalf of TA.

1.9 That I will stay in the designated accommodation.

2.0 That I will not comment and or provide any information on Team Duathlon Australia members, activities, performances or incidents to the media or outside parties, unless as part of my duties or approved by the TA’s National Executive Director or TA President.

Signed by Team Official: ...................................................... Date.................................

Name of Witness: .................................................................

Signature of Witness: ..............................................................

Signed by TA: ................................................................. Date.................................

Name: ........................................................................

Position: ........................................................................
TEAM TRIATHLON AUSTRALIA ORGANISATION

Below is a schedule for the management of Team Triathlon for the Triathlon World Championships to be held in Perth on 16 November 1997.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 May 97</td>
<td>Age Group &amp; Junior Team Announced</td>
<td>T.A Office</td>
</tr>
<tr>
<td>19 May 97</td>
<td>Selection notification letters sent to athletes (information to include athlete agreement, travel, accommodation info)</td>
<td>T.A Office</td>
</tr>
<tr>
<td>30 May 97</td>
<td>Athlete confirmations returned to T.A Office</td>
<td>Team Members</td>
</tr>
<tr>
<td>13 June 97</td>
<td>Mailout to team members (uniform, information)</td>
<td>Team Director</td>
</tr>
<tr>
<td>11 July 97</td>
<td>Uniform orders close. Orders to Team Director</td>
<td>Section Managers</td>
</tr>
<tr>
<td>15 July 97</td>
<td>Place uniform order with Saucony</td>
<td>Team Director</td>
</tr>
<tr>
<td>01 Sep 97</td>
<td>Athletes return all documentation to Section Managers</td>
<td>Section Managers</td>
</tr>
<tr>
<td>15 Sep 97</td>
<td>All team member information to Team Director</td>
<td>Section Managers</td>
</tr>
<tr>
<td>13 Oct 97</td>
<td>Receipt of uniforms from Saucony (distribute to Section Managers)</td>
<td>Team Director</td>
</tr>
<tr>
<td>20 Oct 97</td>
<td>Uniform delivery to team members</td>
<td>Section Managers</td>
</tr>
<tr>
<td>08 Nov 97</td>
<td>Management/Medical Teams assemble in Perth</td>
<td>Team Director</td>
</tr>
<tr>
<td>09 Nov 97</td>
<td>Commence athlete services at Team HQ, Perth</td>
<td>Team Director</td>
</tr>
<tr>
<td>11 Nov 97</td>
<td>International Team Managers Cocktail Party</td>
<td>Team Director</td>
</tr>
<tr>
<td>13 Nov 97</td>
<td>Compulsory Team Breakfast Meeting, Team Photo Opening Ceremony (10.30am assemble)</td>
<td>Team Director</td>
</tr>
<tr>
<td>15 Nov 97</td>
<td>Race Briefing</td>
<td>Team Director</td>
</tr>
<tr>
<td>16 Nov 97</td>
<td>Race Day. o/c Awards ceremony</td>
<td>Team Director</td>
</tr>
</tbody>
</table>
18 Nov 97 Management/Medical services cease. Team Director

Notes:
1. Uniform orders are to be placed with Saucony 3 months in advance of delivery date as uniforms are to be produced offshore to keep prices at a minimum.

2. All team members must be in Perth and present for the team breakfast and meeting on Thursday 13th November. This will be the only official gathering of Elite, Junior and Age Group teams. Official team photographs will be taken at this time. On completion, team members will assemble for the Opening Ceremony. I would invite T.A Board Members to this function to meet and mix with team members. Jetset Sport will fund this breakfast.

TEAM MANAGEMENT POSITIONS

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>ACCOM./SUPP.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Director</td>
<td>Brett Mace</td>
<td>Team HQ, 6-18 Nov (f) *</td>
</tr>
<tr>
<td>Age Group Manager</td>
<td>Mike Gunson</td>
<td>Team HQ, 8-18 Nov (f)</td>
</tr>
<tr>
<td>Elite/Junior Manager</td>
<td>Rob Pickard</td>
<td>Arlington Apart.(f)</td>
</tr>
<tr>
<td>Medical Director</td>
<td>Di Robinson</td>
<td>Team HQ 6-18 Nov (f) *</td>
</tr>
<tr>
<td>Elite/Junior Physio</td>
<td>Libby Brooke</td>
<td>Arlington (f) *</td>
</tr>
<tr>
<td>Age Group Physio</td>
<td>Gordon Waddington</td>
<td>Team HQ, 8-18 Nov (f) *</td>
</tr>
<tr>
<td>Age Group Physio</td>
<td></td>
<td>Team HQ, 8-18 Nov (f) *</td>
</tr>
<tr>
<td>National Coach</td>
<td>Brett Sutton</td>
<td>Arlington (f)</td>
</tr>
<tr>
<td>Elite/Junior Mechanic</td>
<td>Frank Conceicao</td>
<td>Arlington 8-18 Nov (f)</td>
</tr>
<tr>
<td>Age Group Liaison</td>
<td></td>
<td>Team HQ 8-18 Nov (pf)</td>
</tr>
<tr>
<td>Media Director</td>
<td>Andrew Fraser</td>
<td>Team HQ 9-17 Nov (sf)</td>
</tr>
</tbody>
</table>

* Requires adjoining consultation room. (f) fully funded (pf) partially funded (sf) self funded. There will be a requirement for 1 or 2 massage rooms for the period 10-15 Nov inclusive.

Team uniform to be supplied: 2 x team shirts, 2 x team shorts, 1 x tracksuit, 2 x t-shirts

LOCAL SUPPORT TO TEAM TRIATHLON AUSTRALIA

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>SUPPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Manager</td>
<td></td>
<td>8-18 Nov, Uniform supplied</td>
</tr>
<tr>
<td>Assistant Manager</td>
<td></td>
<td>8-18 Nov, Uniform supplied</td>
</tr>
<tr>
<td>Age Group Mechanic</td>
<td>Rick Churchill</td>
<td>8-18 Nov, Uniform supplied</td>
</tr>
</tbody>
</table>
Age Group Doctor
Age Group Physio
Elite/Junior Masseur
Age Group Masseur
Age Group Masseur
Age Group Masseur

12-16 Nov, 2 x Team shirt & shorts
10-16 Nov, uniform supplied
10-16 Nov, 2 x Team shirt & shorts
10-16 Nov, 2 x Team shirt & shorts
10-16 Nov, 2 x Team shirt & shorts
10-16 Nov, 2 x Team shirt & shorts

I anticipate that a nominal fee be levied on a user pay basis for the age group massage. This fee will be paid directly to the masseur. I would suggest $10-$15 per hour, however this will depend on the masseurs.

Local support team will not be accommodated at Team HQ unless self funded.

Assistant Managers should ideally have a truck licence.

TRANSPORT REQUIREMENTS

Management Team
1 x Tarago type vehicle
6-18 Nov

Medical Team
1 x Small (cheap) vehicle
8-18 Nov

Elite/Junior Team
As Required by Manager
As required

Age Group Team
1 x bus for course inspection
14/15 Nov

Jetset will provide truck to transport bicycles from airport to accommodation on a user pay system. An Assistant Manager will drive this truck and deliver bicycles to required destination. Team member ground transportation will be provided once again on a user pay system. Age Group Athlete Liaison will welcome team members at Perth airport and will co-ordinate travel to accommodation with information supplied by Jetset Sport.

TEAM TRIATHLON AUSTRALIA MANAGEMENT TEAM DUTIES

1. TEAM DIRECTOR (T.D)

* Direct and co-ordinate Management Team
* Liaise with and brief National Executive Director on a regular basis
* Ensure all Management Team are briefed as to team duties
* Direct, co-ordinate and oversee all team activities
* Liaise and recommend all Jetset travel and accommodation
* Liaise, recommend and order all Saucony uniforms
* Attend all team management meetings
* Liaise with ITU and TWC organising committee
* Ensure all team members attend Opening Ceremony and specified official functions
* Conduct race briefings and ensure all team members attend
* Ensure all team members wear uniforms as per athlete agreements
* Ensure all team members abide by athlete agreement
* Assist athletes with race day needs
* Direct and co-ordinate all ground transportation to and from Perth airport.

2. **ELITE/JUNIOR TEAM MANAGER**

* Liaise and communicate with Team Director
* Distribute and process all uniform orders, entry forms and documentation
* Ensure all required documentation is submitted to Team Director by specified time
* Ensure athletes and coaches have suitable access to training facilities
* Liaise with Medical Director for medical services and drug testing procedures.
* Ensure team members attend official functions as required
* Ensure team members conform to uniform requirements as directed by ITU and T.A.
* Ensure all team members attend race briefing and other designated commitments
* Ensure all team members abide by athlete agreements
* Co-ordinate all team member travel and accommodation including ground transportation in Perth.
* Liaise and co-ordinate with Team Mechanic.
* Assist athletes with race day requirements
* Ensure winners and placegetters attend presentations and functions as required in official uniform.

3. **AGE GROUP MANAGER (AGM)**

* Assist Team Director in organisation and conduct of team activities
* Liaise with Age Group team members and assist with enquiries
* Process team uniform orders, and place team order with T.D by required date
* Process entry forms ensuring all details are correct and send to T.D.
* Receipt, bank and itemise all monies received, liaising with T.A Treasurer and T.D.
* Process and co-ordinate all team member documentation
* Pack and distribute all team member uniforms by required date.
* Assist T.D with team meetings and race briefings
* Assist T.D to ensure athletes abide by conditions in athlete agreements
* Assist athletes with race day needs
* Co-ordinate team member services such as medical and mechanical
* Co-ordinate training facilities for team members
* Ensure winners and placegetters attend awards ceremony in official uniform

4. **AGE GROUP ATHLETE LIAISON**

* Assist TD, AGM in organisation of team activities.
* Meet team members arriving at Perth airport.
* Provide assistance to team members with ground and bicycle transportation.
* Provide assistance to team members with lost or delayed luggage.
* Co-ordinate Assistant Manager with bicycle transportation to accommodation.
* Assist and direct athletes at airport with luggage
* Assist Team Management as directed by TD.
* Conduct course familiarisation tours

5. **ELITE/JUNIOR MECHANIC**

* Provide mechanical assistance to team as directed by Elite/Junior Manager.
* Ensure all bicycles have been checked, serviced and prepared for competition.
* Be available with tools for Elite and Junior Team at bicycle check in.
* Be available on race day with tools for Elite and Junior Teams.
* Ensure sufficient spare parts are available.
* Reside with Elite/Junior Team
* Provide mechanical advise to team members and coaches as required.

6. **AGE GROUP TEAM MECHANIC**

* Provide mechanical assistance to team liaising with AGM with duties and times.
* Attend bicycle check in with tools to assist team members.
* Be available on race day with tools to assist athletes as directed by AGM.
* Ensure athletes have access to purchase bicycle equipment and spares.
* Provide mechanical advice to team members as required.
* Provide labour only free of charge to team. Cost of parts to be negotiated with individual athlete.

7. **ASSISTANT MANAGER (LOCAL)**

* Assist Team Director and AGM with team duties as directed.
* Be in possession of a drivers licence preferably a truck licence.
* Have a good knowledge of local training facilities.
* Have a good knowledge of local area.
* Assist Athlete Liaison at Perth airport with ground transportation for arrivals and departures.
* Assist Age Group Mechanic as directed by AGM.
* Assist AGM on race day.

8. **MEDICAL DIRECTOR**

* Co-ordinate Medical Team travel, accommodation and professional requirements with Team Director
* Co-ordinate and prepare Medical Team equipment budget.
* Assign Medical Team duties.
* Oversee Medical Team operations ie. physios, massage and medical services
* Ensure Medical team attend meetings and functions as directed by TD.
* Liaise with Event Medical Director and attend relevent co-ordination meetings.
* Co-ordinate all Medical Team documentation and uniform orders with TD.
* Organise Medical Team meetings as required.
* Liaise with TD for distribution and process of Team Medical Questionnaire.
* Document and notify relevent authorities regarding notifiable medications on behalf of Elite and Age Group team members.
* Be aware of available resources locally ie. hospital locations, dental services, radiology service etc.
* Possess a drivers licence.
* Assist athletes on race day prior to and after the race, in the medical tent, finish line area or where required.
* Assessment, diagnosis, investigation and management of all athlete medical and injury problems which present to MD or referred by physiotherapist or masseuse.
* Maintain appropriate medical records for all patients and update statistics.
* Evaluate role of medical team at conclusion of championships.
* Submit medical report to TD for Team Management report.

9. TEAM PHYSIOTHERAPISTS

* Assessment and treatment of prerace injuries as presented.
* Review of prerace medical questionnaire with musculoskeletal injuries and organise followup of individuals.
* Liaise with MD regarding diagnosis, investigation and management of team member injuries where necessary.
* Organise and present athlete education classes relating to musculoskeletal preparation and event specific information as required.
* Educate and supervise associate team Physiotherapists
* Attend team medical meetings as directed by MD.
* Attend team functions and Team Management records as directed by TD.
* Maintain medical records and appropriate statistics.
* Co-ordinate appropriate equipment and supplies for Physiotherapy Team and liaise with MD.
* Assist MD as required before, during and after race in medical and finishing line.
* Accompany athletes to drug control as the athlete representative as directed by MD.
* Maintain confidentiality regarding injury or medical status of all team members.
* Submit written report to MD at conclusion of championship for inclusion in medical report.
* Refer team members to MD or masseuses as necessary

10. TEAM MASSEUSES

* Provide massage services to team members.
* Assist in providing treatment for injuries as directed by Team Physiotherapist or MD.
* Attend Medical Team meetings as directed by MD.
* Inform MD or Physiotherapists of all injuries noted during massage of team member.
* Assist MD on race day as required.
* Provide own massage equipment eg. massage table, oils etc.
* Maintain strict confidentiality regarding injury or medical status of athletes.
* Liaise with MD and Medical Team.

11. MEDIA DIRECTOR

* Tasks as specified by National Executive Director
* Liaise with Team Director
* Liaise with Elite/Junior Team Manager

This document prepared for Triathlon Australia by Brett Mace on 28 May 1997 in consultation with Tim Wilson, Dr Diana Robinson and Rob Pickard.

[Signature]
Brett Mace
TO: State Territory Triathlon Associations  
cc TA Medical Cttee  
Sports Medicine Australia  
FROM: Tim Wilson  
National Executive Director  
DATE: 16 June 1997  
RE: 1997 ITU Triathlon World Championships  
Applications For - Team Physiotherapists  

Please be advised that applications are now open for experienced physiotherapists to assist with the preparation of Team Triathlon Australia for the forthcoming 1997 ITU Triathlon World Championships (TWC) in Perth 16 November 1997.

The successful applicants will be self funded and be required to work under the direction of Team Triathlon Australia’s Medical Team for the period 11 November to 17 November 1997.

Triathlon Australia will provide a team uniform and treatment rooms.

Applications, including a full resume, should be sent to directly to the above mentioned address before 16 July 1997.

Regards

Tim
TO: State/Territory Triathlon Associations (STTAs)

FROM: Tim Wilson
National Executive Director

DATE: 3 July 1997

RE: 1997 ITU Duathlon World Championships - Team Doctor

Please be advised that due to an overwhelming response from our members to represent Australia at the 1997 ITU Duathlon World Championships (DWC) in Spain, Triathlon Australia is now calling for applications for the following position;

Team Doctor
Team Duathlon Australia
1997 ITU DWC - 13/14 September 1997

The above mentioned applicant will be required to work as part of a team in providing Team Duathlon Australia with sound medical treatment and advice for the week before and up to and including the event.

The desired applicant will possess experience and skills in sport medicine and a good working knowledge of the sport of Triathlon/Duathlon.

Triathlon Australia will provide airfares, accommodation and team uniform.

Applications including a full resume should be forwarded to the above mentioned address before 14 July 1997.

For further information please contact

Tim Wilson
National Executive Director
(06) 2854802
Facsimile

To

Mr Phil Briars  64 9 486 6285
Mr Tim Wilson  06 285 4204
Mr Alan Brien  322 5064
Mr Jack Busch  387 9726
Mr Peter Hall  383 7823
Mr Mike Smith  481 1657
Mr Chris Hewitt  324 1334

From : Don McGrath

Date : 15 April, 1997

Subject : Advisory Board Meeting

Number of pages (Including this page):

(if transmission is faulty please telephone (09) 270 3311)

Please note that the Advisory Board Meeting scheduled for 16 April has been cancelled due to unavoidable cancellations.

The next scheduled meeting will take place on the 21 May 1997.

Kind Regards

Jodie Nayler
Event Support Assistant

1st Floor, 16 St Georges Terrace, Perth 6000 Western Australia
P.O. Box Y3306 East St Georges Terrace, Perth 6832 Western Australia
A division of the Western Australian Tourism Commission
Mr Brett Mace  
C/- PO Box 822  
GLEBE NSW 2037

Dear Brett

It is with pleasure that I write to formally advise you of your appointment to the position of Team Director with Team Triathlon Australia for the 1997 ITU Triathlon World Championships - 16 November 1997.

As provided in previous correspondence the duties of position will ensure the sound management of the Team for the period up to and following the TWC.

As Team Director, I request that you report to me on a regular basis, all team activities and developments. Any commitments requiring deposits or funds will need prior approval from the TA Board. I also request that you maintain records of all expenditure/receipts in order to assist in audit following the event.

As the TA Team Director you will be provided with the following;

- Economy Return Airfare to Perth
- Accommodation
- Team Uniform
- Meal Allowance ($50.00 a day)
- Reimbursement for TA Team related costs

In order to confirm your appointment I request you complete and sign the attached Team Triathlon Australia - Team Officials Agreement and return it to the TA Office within 14 days.

I look forward to working with you as we prepare for one of the most exciting international events ever staged in this region.

Yours sincerely

Tim Wilson
Team Triathlon Australia
Team Directors Agreement

This Agreement made on the .................. day of ......................... 1997, between Triathlon Australia (TA),

and the "Official":

Name ________________________________

Address ________________________________

appointed to the position of .................................................................

with Team Triathlon Australia for the period inclusive .................. to ..................

In order to be appointed to a Team Official position with Team Triathlon Australia, I the above Official, agree that my appointment is conditional upon me entering into this agreement and observing its terms and conditions.

1. The Official, Agree with the Terms and Conditions

1.1 That I understand and I am responsible for the duties assigned to me in respects to my position with Team Triathlon Australia for the period specified.

1.2 That I remain under the direction of the National Executive Director and TA Board for the period specified

1.3 That I will conduct myself in a proper manner befitting that of an Team Triathlon Australia Official and will not degrade another Team Official, Team Sponsor, any member of the Team, the event, the organisation of the event, TA or the International Triathlon Union.

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1.8 That for the purposes of promoting the sport of Triathlon, I consent to be filmed, televised, photographed and otherwise recorded by or on behalf of TA.

1.9 That I will stay in the designated accommodation.

2.0 That I will not comment and or provide any information on Team Triathlon Australia members, activities, performances or incidents to the media or outside parties, unless as part of my duties or approved by the TA's National Executive Director or TA President.

Signed by Team Official: ...................................................... Date........................................

Name of Witness: ..............................................................

Signature of Witness: .............................................................

Signed by TA: ................................................................. Date........................................

Name: ..............................................................

Position: ..............................................................