



UK Athletics Athlete Contribution Policy

Introduction: The need for athlete contributions in athletics

With an increase in formats of major championship athletics competition, and significant inflationary pressures increasing the costs of teams the financial climate facing ours and many other sports is a challenging one.

The World Class Programme (WCP) is the focus of UK Sport investment in athletics and the remit of the WCP aligns to UK Sport's objectives to win medals at the Olympics and Paralympics. Therefore, all WCP investment may only be used to underpin that strategy. For many years UK Athletics have endeavored to fully cover the cost of the many junior and senior international teams that comprise the entire athletics landscape, from track and field, to trail, mountain and ultra distance championships. Unfortunately, in the current climate the costs across such a broad range of teams are not sustainable.

Athlete contributions are commonplace in other sports in the UK including Gymnastics, Swimming, Cycling and Triathlon. Within athletics, other nations have long established systems of self-funding including New Zealand, Canada, India, Australia and partial funding from many others including the USA.

This document details several key considerations and principles that underpin the UK Athletics approach to athlete contributions.

1. Purpose and Scope

- This policy provides guidance to all athletes wishing to be selected for a GB&NI team that requires an athlete contribution.
- The objective of this policy document is to explain the concept of the 'Athlete Contribution' as a part of UK Athletics' selection for international teams.
- The policy will explain how 'Athlete Contributions' are determined, how they are collected and the athlete's rights and responsibilities when selected for a team with an Athlete Contribution.
- If a championship requires an Athlete Contribution this will be detailed within the relevant selection policy.
- If an athlete is considering selection for a GB&NI team that requires an Athlete Contribution, they should read this document in its entirety.



2. Financial Obligations and Funding Structure

2.1 The costs of GB&NI teams at international competition

When UK Athletics commits to entering a GB&NI team in a championship multiple costs are incurred. Depending on the event, some of these costs are known months prior to the championships. Many are only known much closer to the championships. These costs include, but are not limited to;

- Payments to the Local Organising Committee engaged by World Athletics, European Athletics or the IAU to include:
 - Entry, accreditation and administration related costs;
 - The cost of accommodation for athletes and team staff through the championship period;
 - The costs of meals and subsistence during the championship period;
 - The costs of transfers for athletes and team staff provided by the LOC.
- Cost of the medical support team (including pre-competition medical information reviews, equipment, consumables etc), if present, including physiotherapist and/or team doctor
- Costs of international travel for athletes and team staff and additional costs of domestic assembly for team staff as well as kit and kit logistics
- Broader administrative and insurance costs associated with selection, governance and support for the team in situ such as but not limited to: car hire; telecommunications; risk assessments and security advice.

Direct competition costs will differ from championship to championship depending on the location and team requirements.

It should be noted that inevitably there will be other 'hidden', indirect costs that will be absorbed by UKA. As a national governing body responsible for teams, UK Athletics ensures that it operates within good governance frameworks, that it undertakes due diligence to ensure the safety of our teams. This comes at a financial cost which cannot be overlooked.

2.2 Athlete Contribution & Communication of Liabilities

2.2.1 Selection policy - 'Maximum Anticipated Contribution'



GB&NI teams that require an 'Athlete Contribution' will be given the 'Maximum Anticipated Contribution' amount within the published selection policy based on UKA's estimation. The purpose of this figure is to give athletes a cap on what they can expect the financial contribution to be so that they can budget and plan. UKA commits to ensuring that the final contribution is **no greater than the maximum amount** stated in the selection policy.

2.2.2 The 'Final Athlete Contribution' figure

The final total cost in respect of the Athlete Contribution will be known after the final team selection has been made when UK Athletics submits the 'Final Entry Form' for the respective championships. UKA will aim to give selected athletes as much information as possible around what this figure will likely be within a range as logistics progress post-selection. Any contributions and subventions to support travel, accommodation or other costs provided by the local organising committee will be used to reduce the final Athlete Contribution.

2.3 Payment process and timescales

2.3.1 Deposit

As detailed in 2.2 it is likely that at the time of selection the final contribution figure may not be known. This is because there are variable costs dependent on team size and final travel arrangements. As such a partial payment ('Deposit') will be requested from athletes at the point of, or soon after selection. This figure will typically represent 30-60% of the total cost depending on the championships.

2.3.2 Balancing Payment

Once the Final Athlete Contribution has been calculated it will be communicated to athletes in the form of a request for a 'balancing payment'. A payment request for the 'balancing payment' will be made within the final 8 weeks before the championship.

2.3.4 Payment process

Payment of both the 'Deposit' and the 'Balancing Payment' are to be made via BACS transfer, with a reference linking the athlete to the event. Athletes, or in the case of under 18 athletes their parent or guardian, will be sent a 'UK Athletics Athlete Payment Form'. This



form will include payment instructions and payment reference. Athletes can be provided with invoices and receipts.

2.4 Non-payment

2.4.1 Payment deadlines

When a request for the 'Deposit' or the 'Balancing Payment' is made a deadline for payment will be included with the request. The final deadline for the total payment will be two weeks prior to the International or Domestic Assembly time unless otherwise notified but a pragmatic and reasonable approach will be taken to account for selections made close to championships.

2.4.2 Late Payment

When an athlete formally accepts their selection on a team with an Athlete Contribution, they will be considered to have also accepted the liabilities of that Athlete Contribution. If a payment deadline either for the Deposit, or the Balancing Payment, is missed an informal payment reminder will be sent on email from the UKA finance team.

2.4.3 Non-Payment

Non-payment, without satisfactory communication will risk de-selection and removal from the team. Non-payment may impact future selection for championships.

2.4.4 Change in circumstances

UK Athletics recognises that unexpected events may result in financial hardship. Exceptionally, if this means an athlete is unlikely to be able to pay their Athlete Contribution by the final payment deadline the athlete (or their parent or guardian in the case of under 18s) should contact the UKA Performance Lead immediately to discuss options.

2.5 Withdrawal and refunds

2.5.1 Voluntary withdrawal prior to full payment deadline

If an athlete withdraws from the team voluntarily in advance of the 'balancing payment' deadline their full Athlete Contribution, including Deposit, will be refunded.



2.5.2 Voluntary withdrawal post deadline

In the case where an athlete withdraws from the team voluntarily after the 'balancing payment' deadline there may be occasions where the deposit is withheld where cost has been committed and where a reserve athlete is unable to take up selection. Any decision to hold back any portion of the athlete's contribution will be made in exceptional circumstances only.

2.5.3 Withdrawal by UKA Performance Team

If an athlete is withdrawn from the team through a performance decision made by team staff the full Athlete Contribution, including Deposit, will be refunded.

2.5.4 Withdrawal due to a breach of TMA

In the case where an athlete is withdrawn from a team through a breach of the TMA after the 'balancing payment' deadline there may be occasions where the full contribution is withheld where cost has been committed.

2.5.5 Withdrawal: Costs of travel

As per the 'International Assembly' procedures detailed below, regardless of the reason for withdrawal, athletes will remain liable for their cost of travel where this is not included in the Athlete Contribution. Athletes are advised to take out appropriate insurance to mitigate this risk.

3. 'The Championship Period', Domestic & International Assembly & Departure

3.1 'International Assembly Point'.

Unless otherwise advised, senior and junior athletes selected for teams with an Athlete Contribution will be advised of a specific geographical location and time window in the host country of the championships where the team will meet. This is called the 'International Assembly Point' and marks when the official team environment and 'Championship Period' commences.



3.2 'International Departure Point'

Unless otherwise advised, senior and junior athletes selected for teams with an Athlete Contribution will be advised of a specific geographical location and time window in the host country of the championships where the team will depart. This is called the 'International Departure Point' and marks when the official team environment and 'Championship Period' ends.

3.3 International Assembly Costs and Administration

All costs and bookings associated with international assembly and departure including travel, visas and insurance will be the responsibility of the athlete unless otherwise advised. Athletes or their parent or guardian will be asked to complete the 'UKA Travel Form' which will advise UKA Performance Staff of the athlete's travel arrangements. The deadline for completing this form must be adhered to, as UKA staff must liaise with the LOC about transfers and accommodation bookings. Failure to complete the UKA Travel Form before the deadline may result in an athlete not having transfers or accommodation.

3.4 Exceptions to 'International Assembly & Departure Points'

There may be Championships where, despite requiring an Athlete Contribution, UK Athletics will still organise international travel for athletes to and from the championship country. This may occur for different reasons, for example where the LOC offers a contribution for athlete travel or where the make-up of the team includes a high proportion of under 18 athletes. Where international travel is booked by UK Athletics the cost of this travel (less travel contributions from LOC) will be included in the Athlete Contribution. Under these circumstances a 'Domestic Assembly Point' and 'Domestic Departure Point' will be communicated to selected athletes in the departure travel hub. Under these circumstances athletes will be covered by UK Athletics insurance from the point of their arrival to the respective Domestic Assembly and Departure Points.

3.5 Under 18 Athletes at 'International Assembly' Championships

For championships with 'International Assembly,' athletes under 18 must agree travel arrangements with the UKA Performance Team Lead and the GB&NI Team Leader in advance. Athletes under 18 wishing to arrange their own travel to the international assembly point MUST travel with a named parent or guardian with written travel details



shared and agreed (in writing) with UKA Performance Team Lead and the GB&NI Team Leader in advance. If an under 18 athlete cannot travel with a parent or guardian, they will be required to travel with an official team staff member under 'Loco Parentis' arrangements. The cost of travel remains the liability of the athlete. Agreements as to who is responsible for travel bookings and associated insurance under these circumstances will be made on a case-by-case basis.

3.6 'Championship Period'

From the 'Domestic Departure Point' or 'International Assembly Point' through to the 'Domestic Departure Point' or 'International Departure Point' athletes and team staff will be considered part of the GB&NI team and thus covered by UKA Medical Insurance. This period will be known as 'The Championship Period'.

4. Maintaining the Performance Environment – Practical Considerations

The principle of an Athlete Contribution is separate from the performance objectives of each team. There is no dilution to the overall objectives of GB&NI international teams which remain for GB&NI teams to have fantastic experiences and achieve both team and individual performance success.

4.1 Selection & Team Management Processes

4.1.1 Selections

Regardless of whether a Championship includes an Athlete Contribution or not the same selection and performance criteria will prevail. Athletes will be selected on merit and not on favorable economic circumstances.

4.1.2 Engagement with UKA & Team Staff

Regardless of the Athlete Contribution athletes must engage positively and proactively around any change in their circumstances that may affect their ability to compete at the championships. Athletes selected to teams with an Athlete Contribution are subject to the same performance management

4.2 Accommodation

4.1.1 Team Accommodation.



Unless otherwise advised GB&NI teams will use the official accommodation arranged by the LOC. Using LOC accommodation will generally allow UK Athletics to benefit from a number of free nights' accommodation, meals and transfers which help to reduce the overall Athlete Contribution. In many cases LOC accommodation will also give athletes and team staff the best, and most direct access to Championship officials and other support services such as medical staff.

4.1.2 Non-LOC Team Accommodation

UK Athletics recognises that at some championships the costs associated with accommodation provided by Local Organising Committees at International Championships are particularly high and that this may in those circumstances elevate the expected Athlete Contribution. Where this is the case the UKA Performance Lead for the Championships will explore alternative, non-LOC accommodation which may offer better value for athletes. Any decision to use non-LOC accommodation will weigh cost against access to facilities and race start and finish areas. It should be noted that UKA will be required to follow due diligence and therefore all accommodation will be risk assessed and meet standards in regard to safeguarding.

4.1.2 Self Booked Accommodation

Athletes are expected to stay in team accommodation alongside team staff. Athletes split over numerous, self-booked accommodation makes team logistics and atmosphere very challenging and raises challenges such as anti-doping whereabouts processes. Teams with a mix of junior and senior athletes present numerous welfare and safe-guarding considerations. Therefore, athletes competing as part of a GB Team may not stay in their own accommodation outside of official team accommodation unless this has been assessed and agreed in writing as an exceptional circumstance with the UKA Performance Team Lead and the GB&NI Team Leader for the Championships.

4.1.3 Accommodation outside the 'Championship Period'

Athletes are responsible for booking and paying for any accommodation they may wish to have before or after the Championship Period.

4.3 Team Staff



4.3.1 Team Leaders, Managers & Coaches

Team Leaders, Team Managers and Team Coaches undertake their role on a voluntary basis or as NGB staff. No payment is made to these members of team staff unless it is in the form of reimbursement of out-of-pocket expenses. The pro-rata costs of travel, accommodation and meals for team staff as well as other direct costs are contained within the Athlete Contribution. Team staff size is determined to allow athletes to be supported as fully as possible and for the safety, welfare and safeguarding of team members. This means that there is a minimum ratio of team staff to athletes, and it will vary where there are junior athletes selected, by championship location and on team staff capacity. Whilst additional team staff members will increase the Athlete Contribution team staffing decisions are made with careful consideration of the impact on cost.

4.3.2 Team Medical Staff

Typically, where medical support staff such as team doctors or physiotherapists are used, they are paid a daily rate for the delivery of professional services. This cost will be included within the Athlete Contribution. Decisions as to what medical support is required will be made on a championship-by-championship basis by UKA staff. Some championships take place in relatively safe environments with good medical support provision from the LOC and in countries with predictable local healthcare systems. Under these circumstances the UK Athletics Performance Lead and the Team Leader may choose not to provide GB team medical practitioners in order to reduce costs to athletes. In other Championships the UKA Performance Lead or Team Leader may, for risk management or performance reasons include paid medical staff on the team staff. In these circumstances every effort will be made to reduce the cost to athletes whilst maintaining the highest possible standard of performance environment.