



**WHEELCHAIR
RUGBY CANADA**

WHEELCHAIR RUGBY CANADA (WRC) PERSONAL SUPPORT WORKER POLICY

Updated: February 10, 2023

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PERSONAL SUPPORT WORKER POLICY

This policy has been developed to ensure the provision of an appropriate level of personal care for athletes who require such support in the camp and competition environment. The key considerations in the development of this policy are:

- The Athlete is high needs and requires medically necessary personal care support, outside of the performance environment. The WRC Leadership Team will review the special needs of all National Team Program Pool Athletes on an annual basis;
- The appropriate certification standards for personal support workers (PSWs) providing service to the Athlete in the camp and competition environment. When possible, it is preferred that this role is not fulfilled by a family member or personal friend;
- The review and evaluation process for PSWs;
- The role and responsibilities of the PSW in the camp and competition environment;
- The role and responsibilities of Team Staff (TS) related to personal care support;
- The financial responsibilities of WRC;
- The financial responsibilities of the Athlete

REQUEST FOR SUPPORT

WRC will consider an athlete's request for a PSW to assist with medically necessary personal care support in order to travel, train and compete as a member of the national team program in accordance with the following:

- The Athlete will notify WRC of the request for support, in writing, that includes medical documentation outlining the type and level of support required;
- The Athlete will have autonomy in determining who is best suited, and available, to provide the support they require;

- The Athlete will, whenever possible, have a "reserve" PSW available in the event that their primary PSW is unable to travel for any reason;
- The Athlete is encouraged to keep their personal high performance needs in mind when selecting a PSW and to try and build their independence/HR skills so they feel more confident in setting and communicating expectations of their PSW.

PSW CERTIFICATION REQUIREMENTS

It is essential that the PSW possesses the right skill set to provide the Athlete with the care required. As such, the PSW must:

- Recognize and understand that Wheelchair Rugby Athletes are considered vulnerable under the law. All PSWs must provide WRC with a certified copy of a current Vulnerable Sector Check (includes Criminal Records Check);
- Be a certified health care professional unless otherwise agreed to by the Athlete and WRC;
- Provide proof of medical liability insurance.

RESPONSIBILITIES OF THE PSW

To ensure that the needs of the athlete, and the team, are met, the PSW will:

- Complete a PSW survey provided by WRC, prior to departure for any camp or competition that asks the following;
 - Do they know the athlete's personal care routines;
 - Have they travelled with the athlete;
 - The PSW must be capable of managing the independent transfers of the athlete while travelling via air or ground transport including SUVs, Minivans, standard sedans and transport provided by local organizing committees)
 - What are their medical certifications;
 - Do they hold a passport that is valid for six months beyond the departure date from the camp/competition in question;
 - Are they available to meet with the Athlete and Team Management, prior to departure for a camp/competition, if required?
- Sign a Team Member Agreement and abide by WRC's policies (available for review at www.wheelchairrugby.ca) and, in particular, the Code of Conduct and Ethics and Athlete Protection Guidelines;

- Ensure that the non-performance related medical/personal care requirements of the athlete are discussed and reviewed by the athlete and the PSW prior to departure for camps and competitions;
 - Non-performance related medical/personal care includes, but is not limited to, responsibilities such as air transportation transfers, ground transportation transfers, and chair to bed/bed to chair transfers
- All individuals traveling with Team Canada are members of the Team. However, PSWs are asked to restrict their scope of practice to their athlete and refrain from providing services to other team members;
- Manage personal care issues during game situations where it is feasible;
- Work with the Team Leader and the Athlete to manage personal care issues in game situations where the PSW is not permitted to be on, or near, the Field of Play.

REVIEW AND EVALUATION

The Leadership Team will review the Athlete/PSW requirements for all athletes designated as special needs on an annual basis and will consider:

- How the addition of the PSW is enhancing the Athlete's performance plan;
- Whether there should be a strategy in place to transition the Athlete to becoming independent of the need for a PSW;
- Whether to include the PSW in the annual/quadrennial HP Program evaluation process.

RESPONSIBILITIES OF TEAM STAFF

The primary role of Team Staff (TS) is performance related. Team Medical Staff (TMS) are also responsible for emergency medical care that may be required for Athletes and Team Staff Members. To focus on performance, the TS will not provide personal care support services with the exception of:

- Coordinate with the Team Leader and Athlete on everyday chair to competition chair transfers when the PSW is not permitted to be on, or near, the Field of Play and/or locker room;
- Coordinate with the Team Leader and the Athlete to manage personal care

issues in game situations in which the PSW is not permitted to be on, or near, the Field of Play.

FINANCIAL RESPONSIBILITIES OF WHEELCHAIR RUGBY CANADA

WRC is financially responsible for:

- 100% of the cost of airfare (PSWs will travel with the Athlete to whom they are assigned, and they must access attendant airfares for travel within Canada);
- 100% of the cost of meals that are provided to team members (meal expenses that are not included for all team members are the responsibility of the PSW);
- 100% of the cost of accommodation (PSWs will room with the Athlete to whom they are assigned);
- 100% of applicable registration fees as paid for all team members;
- 100% of WRCs out of country travel insurance for international training camps and competitions.

FINANCIAL RESPONSIBILITIES OF THE ATHLETE

Athletes are financially responsible for:

- 100% of the cost of any fees or salary paid to the PSW for services rendered to the Athlete.

Policy History	
Approved	February 10, 2023
Next Renewal Date	February 2024

