

## **Instructions for Completion of Team Whereabouts Forms W1/W2**

Please read these instructions before filling out the whereabouts forms for the **National Team Training/Competition Program (W1)** and the more detailed **Training Camp/Competition Details (W2)** forms. The forms should be completed by a representative of the National Federation/Team, such as the performance director/team manager/team doctor or team coach and returned to the relevant International Federation by the date specified.

### **W1: National Team Training/Competition Program Form**

**Questions 1, 2, 3 and 5:** Complete as instructed

**Question 4:** (Overview of Training Camp/Competition Schedule)

EXAMPLE: The National Federation below is involved with 4 training camps or competitions in June and July.

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
June	1	1	1	1											2	2									3							
July									4	4	4																					

### **W2: Training Camp/Competition Details Form**

**Questions 1,2,3,4:** Complete as instructed

**Question 5:** (Corresponding number on Form W1)

Write the number you identified for this particular training camp, e.g.

<b>1</b>
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**Question 6:** (Camp/Competition name)

Give the full name of the training camp, e.g. National Squad Training Day, Bondi, Sydney, or competition, e.g. World Surfing Championships, which corresponds to the number provided in Question 5

**Questions 7, 8, 9, 10, 11, 12, 13, 14, 15, 16:** Complete as instructed

**Question 17** (Daily schedule)

Insert the name of activities planned at this training camp on the left hand side of the table, and the time at which each activity will take place. For example:

Activity/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Registration		11:00 – 12:00					
Seminars		15:00 – 18:00	15:00 – 18:00	15:00 – 18:00			
Lunch		13:00 – 14:00	13:00 – 14:00	13:00 – 14:00			
Outdoor training session		19:00 – 21:00	09:00 – 12:00 19:00 – 21:00	09:00 – 12:00 19:00 – 21:00			
Closing					10:00		

For competitions, outline or attach the competition schedule as it affects your athletes

**Questions 18, 19:** Complete as instructed

- Please remember that the more information you give, the better.
- Changes to the information you have provided should be communicated to your International Federation as soon as possible.
- Keep a copy of forms for your records

Return the form to: [\(INSERT IF CONTACT DETAILS: POSTAL, FAX AND E-MAIL CO-ORDINATES\)](#)