3.3 Official Crew Agreement – International Competition

Adopted: 1 September 2026
Approved by: AUTRA Committee

1. Transitional Application of Agreements

1.1 This version of the AUTRA Official Crew Agreement comes into effect for all new official crew appointments from 1st September 2026, or such other date as AUTRA may approve and notify in writing.

1.2 All previous versions of the AUTRA Official Crew Agreement remain in force for any official crew member who has signed them and for the specific event or championship for which they were executed.

1.3 Official crew members who have signed a previous agreement continue to be governed by its terms for the duration of that event or championship.

1.4 This Agreement applies to all new official crew appointments from its commencement date onwards, unless superseded by a subsequent version.

2. Purpose

2.1 The purpose of this Agreement is to set out the expectations, obligations and standards of behaviour for official crew appointed by AUTRA to support Australian teams at international championships.

2.2 This Agreement supports athlete welfare, team performance, integrity, safety and the reputation of AUTRA and Team Australia.

3. Scope

3.1 This Agreement applies to all official crew appointed by AUTRA to support Australian teams at international ultra-distance, trail and mountain running championships conducted under the authority of AUTRA, IAU, ITRA, World Athletics or WMRA, as applicable.

3.2 This Agreement operates alongside the AUTRA International Team Selection Policy (3.1), the Athletes Agreement (3.2), the Team Manager Agreement, the AUTRA Code of Conduct – International Competition (3.9), and any other applicable AUTRA policies.

3.3 This Agreement does not determine crew appointment, selection, funding, appeals or removal processes, which are governed by 3.1 and other applicable AUTRA policies.

3.4 Official crew must sign and return this Agreement by the deadline notified by AUTRA as a condition of appointment confirmation.

4. Statement of Commitment

4.1 AUTRA is committed to ensuring that all official crew understand and meet their obligations in relation to preparation, integrity, conduct, safety and representation of Australia at international level.

4.2 By signing this Agreement, official crew acknowledge these responsibilities and agree to uphold the standards expected by AUTRA and relevant integrity frameworks.

5. Team Representation

5.1 International championships may include both individual and team competition, and AUTRA considers team outcomes, team cohesion and athlete support to be of critical importance.

5.2 Official crew are part of the Australian team and must act in the best interests of the team at all times.

5.3 Official crew must support the performance, welfare and preparation of all assigned athletes and uphold the reputation of AUTRA and Australia.

6. Appointment and Term

6.1 Official crew are appointed by AUTRA for a single championship only, as specified in the appointment letter or team documentation.

6.2 This Agreement commences on signing and continues until the later of the conclusion of the championship campaign, including associated travel, or

completion of any reasonable post-championship debrief or reporting requested by AUTRA.

6.3 Appointment as official crew does not create any entitlement or expectation of appointment for future championships.

6.4 Each new championship requires a fresh appointment process and a new agreement.

6.5 Unless otherwise agreed by AUTRA in writing, appointment as official crew is a voluntary appointment. Nothing in this Agreement is intended to create an employment, partnership or agency relationship between AUTRA and the official crew member.

6.6 Official crew have no authority to enter into contracts, incur expenditure, make commitments, provide guarantees or otherwise bind AUTRA unless expressly authorised to do so in writing.

6.7 Official crew must not make public statements on behalf of AUTRA or represent that they are authorised to speak on behalf of AUTRA unless authorised by the Team Manager or AUTRA.

7. Pre-Championship Preparation

7.1 Official crew must familiarise themselves with all information issued by AUTRA before the championship.

7.2 Official crew must meet all preparation requirements set by AUTRA, including travel arrangements, timing, readiness and any required briefings.

7.3 Official crew must disclose any injury, illness or other matter that may affect their ability to perform their duties.

7.4 Official crew must attend pre-championship meetings, online or in person, as required by AUTRA or the Team Manager.

7.5 Official crew must be physically and mentally prepared to perform their duties for the full duration of the championship campaign.

7.6 Official crew acknowledge that international travel and participation in trail, mountain and ultra-running championships may involve inherent risks, including remote or difficult terrain, adverse weather, extended periods of activity, fatigue, travel disruption and exposure to emergency situations. Official crew agree to take reasonable responsibility for their own safety and to comply with all.reasonable safety and emergency directions issued by AUTRA, the Team Manager, event organisers or relevant authorities.

7.7 In an emergency or where reasonably necessary to protect the safety or welfare of athletes, crew or other persons, official crew must comply with reasonable directions issued by the Team Manager, AUTRA, event organisers, emergency services or relevant authorities.

8. Uniform and Appearance

8.1 Official crew must wear the official team polo and any other uniform items required by AUTRA throughout the championship period, including travel where directed.

8.2 Plain black pants, being shorts, leggings, trousers or skirts, with a compliant manufacturer's logo, must accompany the uniform unless AUTRA specifies otherwise.

8.3 All uniform, branding and logo requirements applicable to athletes also apply to official crew unless expressly varied by AUTRA.

8.4 Official crew must not wear or display official uniforms or branding outside the championship period or for unrelated public activities without prior approval from AUTRA.

8.5 Social media posts featuring official uniform are permitted only where they are respectful, accurate and consistent with AUTRA's image and team standards.

9. Anti-Doping and Integrity

9.1 Official crew must complete all required Sports Integrity Australia anti-doping training before the Final Entry Form is submitted or by any earlier deadline set by AUTRA.

9.2 Official crew must comply with all anti-doping, integrity and medication-related obligations applying to the team.

9.3 Official crew must not handle, distribute or encourage the use of any substance or conduct that may breach anti-doping requirements.

9.4 Failure to comply with anti-doping or integrity requirements may result in removal from the event and other disciplinary action.

10. Championship Rules and Conduct

10.1 Official crew must comply at all times with the rules and regulations of the championship and any directions given by the Team Manager or AUTRA.

10.2 Official crew must display good sportsmanship, professionalism and respectful conduct at all times.

10.3 Official crew must support athletes in accordance with championship rules, AUTRA policy and the operational needs of the team.

10.4 If an athlete withdraws from the event, official crew must follow the withdrawal protocol and continue to support the team where requested.

11. Medical, Insurance and Financial Responsibilities

11.1 AUTRA accepts no liability for medical, travel or personal expenses incurred by official crew.

11.2 Official crew must arrange and maintain their own suitable travel and medical insurance.

11.3 Official crew must meet their own travel and accommodation obligations unless AUTRA states otherwise in writing.

11.4 Official crew must pay any costs, charges or levies notified by AUTRA by the required deadline.

11.5 Official crew must be current financial members of AUTRA if that is required by AUTRA for the relevant event.

11.6 Appointment as official crew does not of itself guarantee coverage under any AUTRA insurance policy. Any insurance maintained by AUTRA is subject to the terms, conditions, exclusions and limits of the relevant policy. Official crew remain responsible for maintaining the insurance required under clause 11.2.

11.7 Official crew must not incur expenditure or enter into financial commitments on behalf of AUTRA without prior approval from the Team Manager or another person authorised by AUTRA. AUTRA is not responsible for reimbursement of unauthorised expenditure.

12. Team Support and Duties

12.1 Official crew must carry out the duties assigned by the Team Manager and AUTRA for the benefit of the team.

12.2 Official crew may be allocated to support one or more athletes and may be required to assist with logistics, recovery, nutrition, travel support, communications and event operations.

12.3 Official crew must provide fair, attentive and professional support to all assigned athletes.

12.4 Official crew must not give any athlete an unfair competitive advantage.

12.5 Official crew assignments may be changed by the Team Manager at any time to meet team needs.

12.6 If the Team Manager is unavailable, operational decisions may be made by an AUTRA-appointed substitute or other authorised official.

13. Code of Conduct and Compliance

13.1 Official crew must comply with the AUTRA Code of Conduct – International Competition (3.9), this Agreement, and all applicable AUTRA policies.

13.2 Official crew must comply with all applicable AUTRA integrity, privacy, safeguarding, complaints and whistleblower policies.

13.3 Official crew must read, understand and adhere to all applicable policies at all times.

13.4 Any breach or misconduct may result in disciplinary action and may also affect the athlete associated with that official crew member where relevant.

14. Breach of Agreement and Disciplinary Action

14.1 This Agreement outlines the requirements expected of all official crew appointed for international competition.

14.2 It is the responsibility of all official crew to familiarise themselves with and adhere to these requirements.

14.3 Where AUTRA determines that there has been any breach of this Agreement or related AUTRA policies, it may remove the official crew member from the event.

14.4 Where AUTRA determines that there has been any breach of this Agreement or related AUTRA policies, it may take disciplinary action in accordance with the AUTRA Rules and the 2.5 Complaints, Disputes & Discipline Policy.

14.5 Where appropriate, AUTRA may also exclude the official crew member from future appointments.

14.6 Serious matters may be referred to external bodies where required.

15. Policy Changes

15.1 This Agreement is subject to review and amendment in accordance with the AUTRA Rules of Association and the Policy Review and Amendment Procedure.

15.2 AUTRA may amend this Agreement at any time in response to changes in law, integrity frameworks, international competition regulations or organisational needs.

15.3 Any updated version will apply to new appointments from the effective date notified by AUTRA.

15.4 Earlier versions will continue to govern events for which they were executed unless AUTRA states otherwise.

16. Safety, Incidents and Reporting

16.1 Official crew must promptly report to the Team Manager any serious injury, medical emergency, safety incident, safeguarding concern, allegation of misconduct, significant breach of competition rules, loss or theft of team property, involvement of police or other authorities, or other incident that may materially affect an athlete, the team or AUTRA.

16.2 Where the Team Manager is unavailable or is involved in the matter being reported, the report must be made to another AUTRA-authorised official.

16.3 Official crew must provide reasonable assistance with any incident report, investigation, insurance claim or other follow-up process arising from an incident.

16.4 Nothing in this section prevents or restricts a person from reporting a matter directly to police, emergency services, Sport Integrity Australia or another appropriate authority where permitted or required by law or AUTRA policy.

16.5 Where an official crew member may have contact with an athlete under 18 years of age, they must comply with AUTRA's Child Safeguarding Policy and any applicable screening, Working with Children, training or safeguarding requirements specified by AUTRA before appointment or travel.

16.6 Any safeguarding concern involving a child or young person must be reported promptly in accordance with AUTRA's Child Safeguarding Policy and any applicable legal reporting requirements.

17. Related Documents

17.1 AUTRA Rules of Association.

17.2 Conflict of Interest Policy.

17.3 Document Retention and Recordkeeping Policy.

17.4 Policy Review and Amendment Procedure.

17.5 Child Safeguarding Policy.

17.6 Complaints, Disputes & Discipline Policy.

17.7Whistleblower Policy.

17.8 International Team Selection Policy.

17.9 Athletes Agreement – International Competition.

17.10 Team Manager Agreement – International Competition.

17.11 Records – Criteria and Applications Policy.

17.12 Code of Conduct – International Competition.

17.13 Privacy and Data Protection Policy.

18. Declaration

18.1 I, [full name], being an Official Crew member for the Australian Team, acknowledge that I have read and understood the above requirements and agree to comply with them as a condition of my appointment.

18.2 I acknowledge that I have read and understood this Agreement and agree to comply with its requirements as a condition of my appointment as official crew.

18.3 I agree to comply with all applicable AUTRA policies and applicable championship rules and regulations.

18.4 I acknowledge the inherent risks associated with international travel and performing official crew duties and confirm that I am responsible for maintaining the insurance required under this Agreement.

18.5 I confirm that the information I have provided to AUTRA in connection with my appointment is true and complete to the best of my knowledge.

Full Name:
Championship/Event:
Signature:
Role:
Date:
Event: