

PO Box 512, Waikanae, New Zealand 5250

19th January 2011

To: Athlete and/or Supporter

From: Sheryl Power
Team Manager
Phone (04) 2933563
Cell (0274) 478 216
Email powerawanui@xtra.co.nz

2011 NEW ZEALAND TEAM as at 20th January 2011

Athlete

Beattie, Mike
Donnelly, Robin
Ford, Sara
Forrester, Ross
Gilbertson, Simon
Hampton, Greg
Hodge, Katie
Irvine, Dave
Joyce, Adam
Kurton, Dan
Lofthouse, Jeff
McLennan, Glen
Mokoroa, Matthew
Morrissey, Ray
O'Connor, Laurence
Polson, Will
Power, Alan
Rhind, Steve
Smith, Vivienne
Swarbrick, Dave
Sweeny, Craig
Tairua, Jayten
Wettenhall, Sacha

Supporter

Beattie, Kay
Carseldine, Angela
Forrester, Naomi
Gibbs, Helen
Hampton, Andre'a
Irvine, Alex
Irvine, Carrie
Irvine, Nicholas
JohnsonCox, Kirsty
Joyce, Robyn
Lofthouse, Donna
Morris, Mike
Neho, Priscilla
Nelmes, Mike
O'Connor, Sharon
Power, Sheryl
Purcell, Natasha
Sinclair, Cathy
Smith, Brian
Swarbrick, Reuben
Sweeny, unknown

If you have previously expressed an interest to be in the team and you are no longer participating please let me know asap.

REGISTRATION

The online registration for the 2011 World Transplant Games is now open. All members of the New Zealand team must complete their online registration by **20 February 2011**.

The system is designed to allow team members to register themselves directly. Once you have registered you will be able to return to the system to change your information, to select different competition events etc., until the registration deadline.

The steps to online registration are:

1. Provide a date of birth which then customises the choices that are available.
2. Promo Code – leave blank
3. Organisation/Company – leave blank
4. Select the correct registration category (athlete, supporter, etc.)
5. Agree to the Games' general waiver—this is required to proceed. If you have someone filling in the registration form online for you, you then NEED to download the waiver separately from the www.wtg2011.com, sign it and post it to me.
6. Provide contact information—name, address, phone, email, team, special needs, emergency contact.
7. Provide transplant information (this is asked of recipients only).
8. Select competition sports and events—this is asked of athletes only and as per the Sports Rules does not allow conflicts or more than **5 individual events** to be selected. – note (i)
9. Provide travel information (if known). If you don't know your travel information when you are filling out the form, you need to go back and fill this in as soon as you know the way you'll travel. – note (ii)
10. Provide accommodation preferences, roommate preferences, additional days preferences, etc. (Team Managers will use this to manage team housing, etc.). - note (iii)
11. Information provided to registrant about fee payments to Team Manager, registrant must acknowledge to continue.
12. Registrant given opportunity to review information and make changes.
13. Registrant completes registration. Acknowledgment sent to registrant. Notification sent to Team Manager.

If you have any queries regarding the registration system, please let me know.

note (i) You may select a team event as well. If we have sufficient interest we could enter teams in floor ball and volleyball. If you are interested in entering a doubles event please fill this space in, and enter partner names as TBA Team Manager and I will try and find a partner for you from within the New Zealand team.

note (ii) The team will arrive in Goteborg (by bus) around noon on Tuesday, June 14 and depart on June 24.

note (iii) All accommodation is twin share. If you are a single competitor and have not organised your room mate already please fill this section in 'TBA by Team Manager'.

The online registration system only allows for additional pre Games accommodation for the nights of 15 and 16 June. I will let the Local Organising Committee know that accommodation on June 14 is required for people on our Group flight.

MEDICAL CERTIFICATES AND WAIVERS

It is important that all athletes are medically fit and well to participate. As advised previously all athletes must complete a "waiver" which states that he/she has knowledge of the rules and of the difficulties of the event and of the medical requirements of the World Transplant Games Federation

The following documentation is required to be completed for all athletes competing in the World Transplant Games. The documents are to be completed less than 4 months and more than 2 months before the Games ie between February 15 and April 15 2011. (Note – NZ Team members must have returned completed medical certificates and general waiver to Team Manager by 1st April 2011).

The following documents are attachments to this email.

- Medical Guidelines for Transplant Athletes
- Guidelines to filling out Medical Forms (MF1)
- Letter to Doctor caring the Transplant Recipient
- Letters to Transplant Recipients re obtaining medical certification
- Letter on research conditions during the games
- Statement by participant (MF2)
- MEDICAL CERTIFICATE updated 2010 (MF3&4)
- WTG Waiver

The forms can also be accessed from the Games website www.wtg2011.com/medical%20andInsurance.uk.aspx

- **The medical certificate must be fully filled out and signed by a transplant doctor.**
- **You will also need a letter from your Doctor outlining the medication you are carrying and the reason for possession of the medication**
- **All forms (medical and waiver) must be completed and returned to your Team Manager no later than 1st April 2011 -**
(Please note this date is earlier than previously advised)
- **Please keep a copy of all the medical forms for your own records**

The medical certificates will be reviewed by a representative of the WTGF and, if deemed unsatisfactory, that competitor may be barred from competition.

Note: Heart and Lung Transplant athletes you will receive an additional communication about completion of the above forms.

TRAVEL INSURANCE

Travel insurance is compulsory for all team members (athletes and supporters) and written confirmation of cover must be provided to the Team Manager.

Cover can be arranged with any company of your choice. Transplant New Zealand and Transplant Australia have an arrangement with **Chartis** to offer Travel Insurance at affordable rates to our members. Obviously, everyone is assessed on a case by case basis but we have great reports from our members of their successful applications.

Members will not be taken through the phone based assessment process, but each case will be evaluated directly by the Travel Guard medical team and they will recommend whether or not coverage can be offered.

Members will need to provide the medical assessment unit with the following:

- Full name and age
- Trip details
- Current doctor and specialist contact details
- Your completed medical certification for WTGF participants (MF 1 - 4)
- Members will also need to provide a report from their specialist/s which includes the following:
 - Overview of the procedure that was done
 - Current treatment plan

- Future or anticipated treatment plan
- Recent hospitalizations for anything related to transplant procedure itself or subsequent, post-operative treatment received
- Current medication Members should email the report and information to APAC_Pre-Ex@travelguard.com or fax to **+6 (0)3 2178 4480**. Allow at least an hour for the document to be received and then phone the Travel Guard™ Medical Assessment team (8.30am to 5pm week days, excluding public holidays) on **0800 367 244**. Please advise the team that you have been referred by **Transplant New Zealand** and when your medical report was sent (whether fax or email).
- Each case will be evaluated directly by the Travel Guard medical team and they will recommend whether or not coverage can be offered. If accepted, you will be charged a separate Pre-Existing Medical Condition Assessment fee of \$40. This fee is additional to the actual cost of your Travel Insurance Policy.

To purchase your travel insurance online or to get a quote <http://chartistravelinsurance.co.nz/nztga/default.aspx>

CANCELLATION CLAUSE

Airfares – Deposit is refundable until 14th March 2011. Any seat cancelled after 14th April 2011 will incur \$450 cancellation fee per person.

Registration fees/additional accommodation – For cancellations no later than April 1st 100% refund. For cancellations no later than April 30th, 70% refund of your paid registration fee. For those who cancel after May 1st, there will be no refund.

FUNDRAISE ONLINE

A page has been set up to assist you fund raise for the Games <http://www.fundraiseonline.co.nz/fundraise/charityinfo.aspx?id=336>
Ask family and friends to make a credit card donation via this page to your Games fundraising – enter your name in the comments box so we know who has received the donation. You may like to set up your own page like Greg Hampton, Ross Forrester and Matthew Mokoroa. If you would like to set up your own page please let me know and I will forward the instructions to you. Donations can also be made via our own website www.transplantnewzealand.org.nz/donate.aspx

POST GAMES TRAVEL

Please let me know by **21st January 2011** if you are returning on the Group flight on 25th June immediately after the Games or extending your travel. This is an advice only. I realise you may not necessarily know final details of your extended travel at that stage. The last date for final confirmation of alternative travel arrangements is 20th March. Availability of seats on a Group booking class may be limited, so the sooner you can confirm your alternative return requirements the better

Team members who wish to extend their stay in Europe **after** the Games may return from Copenhagen, Paris, Frankfurt, London or Amsterdam under our 'Group' booking. Additional fees and taxes may apply. Travel from Göteborg and other European cities will be an additional cost. For any individual, additional arrangements, for example car hire, hotel accommodation, coach touring, ocean or river cruising, please quote Tour Code TPG11 for a discount of \$50. (redeemable through Flight Centre Broker, Susanne McCardle only). Contact details for Susanne McCardle - 04 293 6561 or susanne_mccardle.nz@flightcentre.co.nz

IMPORTANT DETAILS AND DEADLINES –

- **By 21st January 2011** - Advise whether returning on Group flight 25th June or extending travel after Games
- **By 20th February 2011** - Complete online registration
- **By 22nd February 2011** - Pay Registration Deposit of \$500 (Athletes and Supporters)
- **By 20th March 2011** - Final date for confirmation of alternative date for return travel
- Confirmation of travel (people making their own)
- **By 25 March 2011** - Payment of final account (Athletes and Supporters)
- **By 1st April 2011** - Return completed Medical Certificates (athletes) and General Waiver (Everyone)

ALL MONIES AND CERTIFICATES MUST BE RETURNED BY THE DUE DATES TO ENSURE YOUR PLACE IN THE NEW ZEALAND TEAM. THERE IS NO LEEWAY WITH DEADLINES

Please forward to:

**Sheryl Power
Team Manager
NZ Transplant Games Assn Inc
PO Box 512
Waikanae 5250**

If you wish to pay by Direct Credit bank account details are:

Account Name:	The New Zealand Transplant Games Association Inc.		
Bank:	ASB		
Branch:	Mangere Bridge		
Account No:	123054 0304118	50	Note: 50 account suffix
Reference:	Please ensure you quote your name as reference		

When posting please allow at least five working days for NZ Post to process the mail. Use the address shown on the letterhead at beginning of this communication and ensure the postal code is used.

If you have any concerns or enquiries please contact me at any time and we can discuss these in confidence.

Regular newsletter and update information will be sent to all team members and supporters

Sheryl Power, New Zealand Team Manager
email powerawanui@xtra.co.nz or phone (04)293 3563 mobile (0274)478 216