**APPENDIX 1 – International Event Entry Application (IEEA) Form**

1. **Personnel Details**

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| --- | --- |
| Name |  |
| Event/s requesting entry endorsement  |  |
| Your role at this event (Rider, Mechanic, team manager etc) |  |
| Date this form was completed |  |
| DOB – those under the age of 18 should also refer to Section 5. |  |
| Country of residence at time of application (i.e. are you already overseas or still in NZ?) |  |
| Intended dates of travel (departure to arriving back in NZ or your home base) |  |
| Intended Destination/s (including transit). This should be a complete list of your full travel itinerary |  |
| Have you been diagnosed with COVID-19 at any time? If yes, please provide details.  |  |
| Have you received the Covid-19 vaccination?  |  |
| Have you either attended in person or view the online Cycling New Zealand IEEA Information session?  |  |
| Summarise what your travel insurance will and will not cover you for? i.e. does it cover you for Covid-19 related care? |  |
| Any other details you would like to provide |  |

1. **Purpose for Travelling**

|  |  |
| --- | --- |
| Summarise the purpose for which you are requesting entry into this competition/s? i.e. national representation, commercial, qualification, ranking, development or training needs? |  |

1. **Preparing for Travel**

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| What are the contact details for the nearest NZ Consulate to your destination? |  |
| What is the current NZ Government advice for travel to your intended destination(s)? (includes any transit locations) – in addition to the Covid-19 this should include any other situational or environmental risk assessments. |  |
| Summarise the current pandemic climate at your intended destination(s)? (includes any transit locations) e.g. what are the current daily new case numbers, deaths and hospitalisation etc? |  |
| Summarise the health/medical support currently available (including COVID-19 and emergency non COVID-19) at your destination? |  |
| Are there any public gathering restrictions, stay-at-home requirements at your intended destination(s)? (includes any transit locations)How will this impact your ability to train and compete? |  |
| Are there any restrictions in travel from your transit location to your intended destination(s)?e.g. – can you use public transport and do you intend to? |  |
| What are the pre-departure pandemic testing requirements for your intended destination(s)? (includes any transit locations) |  |
| What are the quarantine or isolation protocols at your intended destination(s)? (Includes any transit locations).What impact will this have on your training and event preparation? What are the costs? |  |
| What are the testing or contact-tracing requirements at your destination?Is there a COVID19 contact tracing app available to use? If there are no contact tracing requirements and no available local app, we recommend you use the NZ app manual entry function. |  |
| What PPE will you be required to or will you wear during your travel (face masks, physical distancing, etc.) |  |
| Summarise your ability/plan to financially cover potential medical and logistics expenses including implications of unplanned local quarantine, requirement to stay in a destination due to snap lock-down, hospitalisation, intensive care support and potential relocation? |  |
| What is your ‘Return to NZ” plan? Where will you carry out your pre-departure testing requirements for return to NZ or your home base?*What are your plans for monitoring the NZ Government updates on COVID19 and any changes in returning to NZ? Have you either booked* [*MIQ*](https://www.miq.govt.nz/travel-to-new-zealand/secure-your-place-in-managed-isolation/) *or reviewed the* [*MIQ availability*](https://www.miq.govt.nz/travel-to-new-zealand/secure-your-place-in-managed-isolation/)*? What is your plan to secure a place in MIQ?*  |  |
| Summarise your accommodation planning while you are away and how you will minimise close contacts? Include details of considerations for accommodation that have COVID cleaning regimes or standards approved by the government, Number of people per room, Cooking facilities, laundry facilities, proximity to venue etc |  |
| What hygiene practices will you have in place whilst you are away? E.g. Maintaining appropriate physical distancing at all times and limiting interactions with friends and competitors, Face masks while out or at gatherings, Sanitizer and wipes, Cleaning frequently touched surfaces etc  |  |
| What are your training plans whilst you are travelling? Will you aim to reduce the need for using public facilities (gyms etc)? |  |
| Are there any PPE requirements at your intended destination(s)? (includes any transit locations)If there are PPE requirements, is there a source to gain these on arrival or will you travel with the supplies needed for the duration of your stay? Will you be taking enough supplies of this PPE with you? If not, are you able to purchase this overseas at your destination? |  |
| What will your response be if you become unwell with COVID-19 symptoms? E.g. what are the government requirements at your destination? |  |
| What will your response be if you test positive for COVID-19? E.g. what are the government requirements at your destination? |  |
| Who will be supporting you if you become unwell? Is this person in charge of others? If you are separated (in hospital or quarantine etc) can they still support the others as well as you |  |
| How often will you check in with someone back home and who will that be with? |  |
| Will you have someone travelling with you?Do they agree to adhere to the requirements of this plan? *Those under the age of 18 at the time of selection should also complete Section 5.*  |  |
| Have you or are you intending to visit your GP and advise them or your intentions to travel and undertake a general health check prior to departure.  |  |
| Any other details you wish to provide? |  |

1. **EVENT PLANNING**

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| --- | --- |
| What specific pandemic protocols does the event organiser have in place? i.e. is there a link on their website that states what protocols it will run under? |  |
| Summarise how you will meet these requirements and any additional protocols you will implement for your safety? |  |

1. **ADDITIONAL RISK MITIGATION**

List any **additional** risk that have not been included above that you have identified with your proposed travel, the mitigations that you will have in place, if you can eliminate the risk or the acceptance of the remaining risk.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Mitigation/s** | **Is this risk now eliminated? Y/N** | **If No, I acknowledge and accept the remaining risk** |
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1. **Minors (this section is only for those under the age of 18 at the time of selection)**

Cycling New Zealand recommend all riders under the age of 18 at the time of selection to travel with a responsible adult accompanying them. Unless specified directly by Cycling New Zealand, this adult will not undertake any formal role or represent Cycling New Zealand. Their role is to support the rider in a personnel capacity including to assist them in the management of their IEEA plan and any situations that arise due to the global pandemic.

|  |  |
| --- | --- |
| Summarise any adult that will be accompanying you to the event?Note that any named person will be required to sign this form.  |  |
| Have you and the named adult above attended or viewed the online H&S Workshop?  |  |
| If you are intending to travel alone, summarise the legal requirements from your airline regarding unaccompanied minors? |  |
| If you are intending to travel alone, summarise the legal requirements from your intended destination in regards to authority of minors (i.e. can you book hotels on your own, can you sign any legal documents on your own (e.g. event terms and conditions) etc.  |  |

If applicant is under the age of 18 at the time of selection, a parent of legal guardian must also sign here to acknowledge they have read, understood and agree with the planning in place above (including the Informed Consent conditions) and that they agree that the information provided in this document is a true and accurate representation of their understanding of this persons reasons for requesting an international event entry is an accurate representation of the actions they will take. They must also attend or view the online H&S Risk Mitigation Workshop prior to signing this form.

 **Parent/Legal Guardian Name**

**Parent/Legal Guardian Signature**

**Date**

[ ]  **I confirm I have viewed the online H&S Risk Mitigation Workshop**

If applicant is under the age of 18 at the time of selection, and has noted they will have an accompanying adult, this person must also sign here to acknowledge they have read, understood and agree with the planning in place above (including the Informed Consent conditions) and that they agree that the information provided in this document is a true and accurate representation of their understanding of this persons reasons for requesting an international event entry is an accurate representation of the actions they will take along with the rider. They must also attend or view the online H&S Risk Mitigation Workshop prior to signing this form. They agree that they will not undertake any formal role on behalf of CNZ (unless specifically requested to) and will be travelling in the capacity of their parent/guardian only.

 **Travelling Adult Name**

**Travelling Adult Signature**

**Date**

[ ] **I confirm I have viewed the online H&S Risk Mitigation Workshop**

1. **SUPPORTING DOCUMENTS**

Please list and attach any further supporting information

1. **INFORMED CONSENT**

 Please mark or initial each statement to confirm you have read and understand and agree with each statement:

[ ]  I understand that the risk of COVID has not and cannot be completely eliminated and accordingly, there remains a risk of contracting COVID, despite the risk mitigation plans that have been put in place.
[ ] I acknowledge the risk associated with international travel during a global pandemic.
[ ] I am fully informed of the risk of international travel and the Covid-19 pandemic at this time

[ ]  I acknowledge that the event could be cancelled at any time up to and during the event which may significantly impact me.

☐ I acknowledge that Cycling New Zealand could revoke my entry at any time if the event poses too much risk to allow me to attend.

☐I travel to this/these events at my own risk

[ ] I attend this/these events at own risk (regardless if I am or not wearing a NZ team uniform)

[ ] I acknowledge Cycling New Zealand’s current position statement

[ ] I acknowledge the current advice of MFAT in regards to International Travel

[ ] Cycling New Zealand will not provide supporting documentation for my overseas travel

[ ] That I must take responsibility for risks that I may encounter

[ ] Overseas travel is likely to involve an elevated risk of contracting COVID-19

[ ] COVID-19 is a serious disease that can be fatal or can cause long-term health impacts

[ ] Individuals with pre-existing disease are at higher risk of serious complications from COVID19

[ ] Contracting COVID-19 may cause long-term health effects that impact upon my capacity to exercise

[ ] Contracting COVID-19, will necessitate medical clearance from a specialist before resuming high intensity sport

[ ] Contracting COVID-19 may require one or more instances of enforced quarantine, restricted ability to travel, hospitalisation, ICU admission

[ ] Contracting COVID-19 may impact on my ability to compete/attend at future events

[ ] Medical treatment overseas could result in financial costs in the tens of thousands of New Zealand dollars per day. It is my responsibility to ensure that I have appropriate insurance or other arrangements in place to meet any medically-related financial costs that may arise and ensure I have the appropriately available Covid-19 cover.

[ ] It may be very difficult and expensive to book return flights to New Zealand

[ ] Prior to departure, any COVID-19 testing requirements will be at my own cost

[ ] I acknowledge that my travel to this event/s does not constitute an event of “national significance” in terms of prioritisation to receive a Covid-19 vaccine.

[ ] On return to New Zealand, if I am required to undertake 14 days of supervised hotel quarantine, the cost of that will be at my own expense

[ ] Unless specified, I am solely responsible for my own support system while travelling and racing.

1. **TERMS AND CONDITIONS**

Please tick or initial each statement to confirm you have read and understand and agree with each statement:

[ ] I have read and understood the associated [International Event Entry Process](https://www.cyclingnewzealand.nz/covid-19/international-event-entry-process/)

[ ] I understand this process and application is part of the Selection Policy

[ ] I have read and understood the [Sport NZ Guidelines for International Travel](https://sportnz.org.nz/covid-19-response/advice-guidance-and-resources/international-travel/#:~:text=The%20COVID%2D19%20pandemic%20has,not%20prevented%20from%20doing%20so.)

[ ] I acknowledge that I am responsible for all my travel, accommodation, Visa’s, MIQ (where required) and associated logistics.

[ ] If my event entry is approved, I agree to conduct myself in line with the information provided in this document.

[ ] If my event entry is approved, I agree to conduct myself in line with the Cycling New Zealand Code of Conduct and all other [Cycling New Zealand Policies.](https://www.cyclingnewzealand.nz/cnzresources/organisation-documents/#a117)

[ ] If my event entry is approved, I agree to comply with any monitoring or other compliance or checks put in place by CNZ.

[ ] If my event entry is approved, I acknowledge that CNZ reserve the right to revoke any endorsement or entries if I am unable to provide evidence to support the actions in the submitted plan.

☐If my event entry is approved, I acknowledge that CNZ reserve the right to revoke any endorsement or entries if the situation deteriorates significantly and my health and safety will be compromised.

[ ] I agree to attend a COVID H&S session and risk identification workshop – where risks of travel are discussed and a chance to ask any questions I might have.

[ ] By CNZ entering me into the event, I agree to abide by all UCI and organisers Event Covid-19 rules.

I agree that the information provided in this entire document is a true and accurate representation of my understanding of this persons reasons for requesting an international event entry is an accurate representation of the actions they will take.

**Name of applicant:**

**Signature of applicant:**

**Date:**