



## 2.7 Communication of distressing news

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### a) Policy purpose

In the event of a Team Member needing to be advised of news of a personal and distressing nature from outside the Games environment, the APC seeks to establish, in advance, clear understandings with all Team Members over the age of 18 years as to when they wish to be advised of such news.

### b) Policy statement

All Team Members, including all staff, are encouraged to discuss a policy for communication with their significant others as well as the Team Leader to prepare for the event of a family member death or other exceptional circumstance. This should establish an agreement of understanding and timelines associated with delivery of such news (e.g. delayed communication after competition completion or instantaneous communication).

The agreed arrangements for each Team Member are to be advised to the Chef de Mission, by the Manager Team Operations prior to the Team entering the Paralympic Village.

For athletes under the age of 18 years, the APC is required to abide by the wishes of the athlete's parent or guardian in respect to the timing of communication.

### c) Implementation procedures

All Team Members should discuss their preferred arrangements with regard to this policy with their Team Leader and family prior to their arrival at the Paralympic Village.

The Manager Team Operations shall record these arrangements and pass these on to the Chef de Mission at their first formal meeting upon arrival at the Games Village.

The Chef de Mission shall ensure that the Team Member's wishes are carried out in the event that distressing news is received.

### d) Applicability

This policy applies to all Team Members.

### e) Policy officer/contact

This policy is managed by the Chef de Mission.

### f) Authority

This policy is authorised by the APC Board for immediate implementation.

**g) Related Policies**

N/A

**h) References**

Flowchart of processes on the following page.

# COMMUNICATION OF DISTRESSING NEWS



TEAM MEMBERS  
DISCUSS WISHES &  
CONCERNS WITH THEIR  
FAMILY AND HEAD  
COACH

Prior to the Games

TEAM MEMBER  
COMPLETES FORM AND  
RETURNS TO MANAGER  
TEAM OPERATIONS

CHEF DE MISSION AND  
HEAD COACH NOTIFIED  
PRIOR TO GAMES ON  
FORM

Rio 2016 Paralympic Games

BAD NEWS

TEAM MEMBER TO BE  
INFORMED?

YES

INFORM  
SUPPORT

NO

WAIT UNTIL NOMINATED TIME –  
KEEP CONFIDENTIAL  
INFORM AT NOMINATED TIME  
SUPPORT