



TEAM TRAVEL

RESPONSIBILITIES MANUAL

March 2021



TABLE OF CONTENTS

INTRODUCTION	2
LINES OF COMMUNICATION.....	2
RESPONSIBILITIES OF ALL TEAM MEMBERS	3
ATHLETE RESPONSIBILITIES.....	5
HEAD COACH RESPONSIBILITIES	7
TEAM COACH RESPONSIBILITIES.....	8
PERSONAL COACH RESPONSIBILITIES	9
INTEGRATED SUPPORT TEAM RESPONSIBILITIES	10
JUDGE RESPONSIBILITIES	11
TEAM MANAGER RESPONSIBILITIES.....	12
HEAD OF DELEGATION / TEAM LEADER RESPONSIBILITIES.....	13
MEDIA ATTACHÉ RESPONSIBILITIES.....	15
FRIENDS & FAMILY (F&F) RESPONSIBILITIES.....	16
ACKNOWLEDGEMENTS.....	18





INTRODUCTION

This Manual describes the duties and responsibilities of designated Gymnastics Canada (GymCan) National Team members (NT) and/or members who have been assigned/approved to represent Canada at specific international events.

For the purpose of this Manual, the term “team member” refers to any athlete (NT and non-NT), coach, IST, judge, team manager, chaperone, GymCan staff, and Head of Delegation who has been selected and assigned to represent GymCan at a domestic or international activity. Parents/guardians of underage (i.e. under the “age of majority” as defined by applicable provincial/territorial law) athletes are also considered within this context as they are signatories to the required forms.

Throughout this manual the term “activity” will be used to describe all GymCan related events, competitions, training camps, monitoring sessions, educational forums/courses, etc.

This Team Travel Responsibilities Manual has been developed for three purposes:

1. To describe the overall responsibilities of GymCan team members;
2. To describe the specific responsibilities of assigned team members, and to support optimal team management during participation in GymCan activities;
3. To promote a safe, positive, and healthy sport environment.

When you are named a GymCan team member, you become an ambassador for Canada, GymCan, and gymnastics. You are also representing your province/territory, your club, and your community. With the honour of representing Canada comes the expectation that you will demonstrate professional behaviour at all times, as well as the responsibility to achieve the identified performance goals for the event. When you are part of a team, it is expected that each member of the team will set aside personal agendas and focus on achieving team goals.

Throughout the course of a competitive year, there are many events and activities involving GymCan team members, including: domestic and international training camps and competitions, demonstrations and performances, and media and promotional appearances. Activities can be organized by FIG, PAGU, GymCan, by provincial/territorial organizations, or by partner organizations, including the Canadian Olympic Committee (COC), Commonwealth Games Canada (CGC), and the Canadian Centre for Ethics in Sport (CCES). To achieve GymCan’s performance goals of an activity, and to provide the best possible support to our athletes, each participant must have a clear understanding of their roles and responsibilities. As a result, GymCan has developed this manual to assist all team members in familiarizing themselves with general and role-specific responsibilities when travelling with and representing GymCan.

LINES OF COMMUNICATION

Proper communication is essential to operations and success. Where major decision-making is required, including all financial decisions, GymCan staff must be part of the decision-making





consultation process, and possess the overall responsibility, authority, and accountability for the final decision.

For all Team Canada activities, a GymCan Program Lead will be responsible for the delegation, in the role of Head of Delegation (HoD), Team Manager, and/or Head Coach. In situations where a GymCan Program Lead is not able to attend the event, GymCan reserves the right to select an appropriate person to assume any or all of these roles in lieu of a staff member. In this case, the individual reports directly to the GymCan Program Lead and is considered as GymCan volunteer personnel. For all activities, GymCan will designate the Head Coach (if applicable) and Team Coaches.

The “Comprehensive Memo” that is circulated to all team members before departure for an event provides event-specific details on the individuals assigned as GymCan and volunteer personnel.

RESPONSIBILITIES OF ALL TEAM MEMBERS

This section describes the basic responsibilities that are expected of all team members.

When traveling internationally, living environments, food, and competitive arenas are sometimes quite different than those to which team members are accustomed. Please anticipate and accept these differences and make your best effort to prepare for and adapt to the circumstances. Prior to and throughout the event, the Head of Delegation, Team Manager, and Head Coach will be responsible for determining whether performance expectations or any aspects of team logistics need to be adjusted as a result of the living, training, and/or competing conditions. However, regardless of the conditions of the event, the general and role-specific responsibilities described in this manual must be respected and upheld.

As part of the roles and responsibilities for all GymCan team members, it is expected that members are familiar with GymCan’s safe sport policies, including standards for conduct when participating in GymCan activities. To review these policies, please visit: <http://GymCan.org/programs/safe-sport/policies>. In accordance with these policies, any concerns related to the behaviour of a team member must be reported immediately to the GymCan staff person or designated Team Manager responsible for the activity. All concerns will be assessed and appropriate disciplinary action as outlined in the GymCan policies will be taken, if necessary. Irrespective of the outcome, retaliation of any kind against the complainant will not be condoned.

Finally, non-compliance with the general team member responsibilities and/or the responsibilities specific to an individual’s role on the team, may result in disciplinary sanctions, removal of credentials, and privileges associated with the team, and/or dismissal.

CREATING A SAFE AND RESPECTFUL ENVIRONMENT

- Recognize your role and responsibility to help create and foster a positive, healthy, and safe team environment at all times.
- Remain mindful of athlete growth and development and stay informed on best practices as they





relate to your role.

- Ensure you are engaging in behaviours that are ethical, inclusive, and in the best interests of all team members.
- Respect and show appreciation to all competitors, coaches, judges, staff, and volunteers involved in any event, respect the scores awarded and decisions made by the judges at the competition.

SOCIAL MEDIA

- Ensure social media posts are respectful of GymCan, the team, all delegation members, and of the event, as well as being in accordance with GymCan's Social Media Guidelines.

IMAGE OF GYM CAN AND CANADA

- Present a positive and supportive image of Canada and GymCan at all times, especially when in public or dealing with the media and/or sponsors.

TEAM UNIFORM

- Maintain the team uniform clothing items that you have been provided in good condition, and contact GymCan to replace items that are worn out or outgrown.
- During team activities, including GymCan Domestic events, wear the appropriate GymCan uniform clothing items. Please **do not** wear clothing that represents other countries or items with a logo or brand that are not GymCan approved.
- Where shoes are not provided in the uniform kit, wear appropriate indoor athletic footwear (i.e., running shoes) that are clean, either white or black in colour, and in good condition. Boots, heels, sandals, and street shoes are not appropriate footwear.

FINANCIAL RESPONSIBILITIES

- Adhere to the financial obligations outlined within the comprehensive memo sent prior to departure. Any deviations must receive written approval and authorization from GymCan program staff in advance of the expense.
- Submit approved and authorized expenses, with original receipts, using the correct GymCan claim form, within 14 days of returning from the event.

CONDUCT

- All members of the team must be familiar with and abide by GymCan's policies and procedures, including the GymCan Code of Ethics and Conduct and the Abuse, Maltreatment, and Discrimination Policy available on GymCan's website.
- It is expected that all members will refrain from engaging in any actions or behaviours that breach these organizational policies and procedures and/or constitute unprofessional conduct, including but not limited to: alcohol and/or drug abuse, behaviour that is confrontational, negative, or potentially harmful to others, public displays of affection, swearing, and loud or





obnoxious actions.

- All team members must remain with and support the team at all times, unless express prior permission from the Team Manager has been granted. Under no circumstances will a team member disregard the established daily schedule or abandon other team members.
- Do not willfully tolerate prohibited conduct of other team members.
- Report to the GymCan Program Lead or designate any actions that may constitute prohibited conduct, or any suspicions that prohibited conduct has occurred.
- Maltreatment or negative treatment of any kind directed at any member of the team, including, athletes, GymCan staff members, coaches, or other volunteers will not be tolerated.

TEAM UNIFORM AND TEAM IMAGE RESPONSIBILITIES

- Establish, model, and enforce daily team uniform standards with all team members.
- Present a positive image at all times (in-person and online), especially when in public or dealing with the media and/or sponsors.

ATHLETE RESPONSIBILITIES

This is a summary of the athlete's responsibilities, which are described in more detail in the Team Agreement that you have signed. These responsibilities apply during your daily training at home, as well as during any team activities that you have been assigned to attend.

ACCOUNTABILITY AND PERFORMANCE RESPONSIBILITIES

- The coach and athlete work in partnership to create and sustain a positive and supportive training/competition environment. One of the key expectations of the athlete is to remain responsible and accountable for their performance.
- Make choices that support the demands of high performance level training and competition. Your ability to sustain daily training and competition demands is directly related to the choices you make in nutrition, rest, physical, mental and emotional health care, and injury prevention/recovery, as well as through being organized, attentive, and respectful of team rules.
- When assigned to a GymCan activity, you are accountable to the assigned team coaches and/or the Team Manager/Head of Delegation. Your personal coach, if attending, is a member of the support team.

TRAINING AND COMPETITION RESPONSIBILITIES

- Attend all training sessions and demonstrate a daily commitment to full participation and achievement of the training goals that have been set through collaboration with your personal coach and the GymCan Program Lead/HoD.
- Respect and follow the daily training schedule that has been set by the Head Coach, Team Coach, and/or your personal coach. If you have not qualified to Finals, you must still adhere to team rules, the daily team schedule, and are expected to continue supporting the team as a spectator.





- Be prepared for control testing or verification at any time.
- Attend all official team activities, be punctual and arrive ready and prepared for training or warm-up or other team activities as set out on the schedule. Late arrivals and/or early departures will not be tolerated, except in circumstances where previous approval has been obtained from the coach in charge of the training session.
- Be responsible for all personal items necessary for training and competition (e.g. pre-wrap, tape, clothing).
- Adhere to all required logging, conditioning, nutrition, recovery, and rehabilitative programs.

MEDICAL REPORTING RESPONSIBILITIES

- Immediately report to the IST Lead/GymCan Program Lead any injury, illness, or other medical problems that may affect your training or performance.
- Inform the GymCan Program Lead if additional or specialized medical expertise is required; GymCan can assist with obtaining referrals.

ADDITIONAL ON-THE-ROAD RESPONSIBILITIES

- Attend all meals with the team when applicable.
- Respect team lights-out and curfew times during activities. Make sure phone calls and social media use do not interrupt sleep or quiet time for yourself and/or your teammate(s)/roommate(s).
- At no time, allow anyone to be in your room other than your assigned roommate(s) unless permitted according to the Team Leader, and the door to the room remains open. This includes, but is not limited to: parents, coaches, friends, other team members, other members of the delegation, or athletes from another country.
- In exceptional circumstances, Medical Staff or the Team Manager may enter the room and should be accompanied by an adult observer of the same gender as the athlete.
- Show respect for your roommate(s), keeping personal items neatly in designated areas of the room.
- Upon departure, ensure your room is left tidy and in the same state as it was found.

COMMUNICATION RESPONSIBILITIES

- Athletes under the age of 18 require a parent/guardian signature on all documents.
- Athletes aged 18 and over do not require parental signatures but are expected to keep their parents/guardians informed on logistics and other team communications.
- Pay attention and follow up with instructions, information provided to you by your coach, GymCan staff and/or assigned team coaches.
- Read and take responsibility for all incoming correspondence from GymCan and its partner organizations (e.g. COC, CCES); respond promptly and completely when information is requested.
- Communicate with respect and support the team coaches, support team members, GymCan staff, other athletes, the host country, and event volunteers.





ANTI-DOPING RESPONSIBILITIES

- Refrain from using drugs or banned substances, unless prescribed by a medical doctor.
- Obtain a [Therapeutic Use Exemption](#) (TUE) for any prescribed medications that cannot be substituted with non-banned substances.
- Take responsibility for verifying that any over-the-counter medications are not on the World Anti-doping Agency (WADA) current list of banned substances.

HEAD COACH RESPONSIBILITIES

The Head Coach at an activity will either be a GymCan staff person or, on occasion, a coach who has been selected and designated by GymCan as the overall Head Coach. The Head Coach is responsible for leading and coaching the team on the competitive floor, leading and supervising the designated team coaches and any personal coaches, and guiding the team towards meeting the performance goals for that activity. For some activities, the Head Coach may also have the role of Team Manager. When the Head Coach is also the personal coach of an athlete on the team, it is understood that the team performance goals are of primary importance, and the individual's role as a personal coach is of secondary importance. Where team decisions are required, team performance takes precedence over individual athlete performance.

ACCOUNTABILITY AND PERFORMANCE RESPONSIBILITIES

- Be accountable to GymCan Program Lead/HoD.
- Designate technical duties to the team coaches and personal coaches as necessary and as soon as possible (e.g. team warm-up, preparation/submission of forms, equipment/apparel checks).
- Submit a written report to the GymCan Program Lead within two (2) weeks of an event. The report should describe various aspects related to team performance and preparation and provide recommendations for future events.

LEADERSHIP AND COMMUNICATION RESPONSIBILITIES

- Lead, motivate, inspire, and set a positive example for all team members.
- In consultation with the GymCan Program Lead/HoD, Team Manager, and Team Coaches, ensure the physical, emotional, and social well-being of all team members.
- Communicate with respect and support the athletes, team coaches, support team members, GymCan staff, other athletes, the host country, and event volunteers.
- Develop knowledge and understanding of the strengths and specific needs of each athlete and coach on the team.
- Conduct and lead regular team meetings.
- Address the team formally before, during, and after training and competition.
- In collaboration with the GymCan Program Lead/HoD, team manager, and Team Coaches, provide continuous on-site supervision of all team members for the duration of the activity.





- Ensure that on-site technical information is communicated to all team members in a timely manner.
- Ensure ongoing communications with all team members and with GymCan.

TRAINING AND COMPETITION RESPONSIBILITIES

- Act as Head Coach during all training and competitions.
- Be responsible for all coaching decisions on the competition floor.
- Be responsible for the accuracy of all required technical forms and submissions before competition.
- Establish and communicate the team schedule and training program for the event, in consultation with the team coaches and team manager.
- Be on-time and in proper attire for all team functions and remain focused on your duties.
- Know and uphold the overarching FIG, PAGU, and GymCan Technical Regulations, as well as the regulations and directives that are specific to the activity.
- Ensure communication of, and adherence to, all technical information and event directives with all team members.

TEAM COACH RESPONSIBILITIES

The Team Coach position is specific to activities that involve preparation and/or competition in a team format. Team Coaches are selected by GymCan based upon their demonstrated ability to assist the Head Coach in all aspects of training and competition. Team Coaches have primarily floor coaching responsibilities and are critical to the team's ability to meet the performance expectations for the event.

ACCOUNTABILITY AND PERFORMANCE RESPONSIBILITIES

- The Team Coaches are accountable to the GymCan Program Lead/HoD, and/or Head Coach.
- Assist and support the GymCan Program Lead/HoD and Head Coach with decision-making.
- Submit a typed report within two (2) weeks of an event regarding aspects related to the team (e.g. cohesion, preparation, and issues) and event (e.g. equipment, schedule, and judging) to the GymCan Program Lead.

LEADERSHIP AND COMMUNICATION RESPONSIBILITIES

- In consultation with the GymCan Program Lead/HoD, Team Manager and Head Coach, ensure the physical, emotional, and social well-being of all team members.
- Lead, motivate, inspire, and set a positive example for all team members.
- Communicate with respect and support the athletes, team coaches, support team members, GymCan staff, other athletes, the host country, and event volunteers.
- Develop knowledge and understanding of the strengths and specific needs of each athlete and coach on the team.





- Communicate with personal coaches of team members to gain insight on how to best support the athlete. This is particularly important when the athlete's personal coach is not in attendance at the event.
- In collaboration with the GymCan Program Lead/HoD, team manager, and coaches, provide continuous on-site supervision of all team members for the duration of the activity.
- Attend and assist with leading all coach and team meetings.
- Ensure ongoing communication with all team members and with GymCan.

TRAINING AND COMPETITION RESPONSIBILITIES

- Coach during training and on field-of-play during competitions.
- Assist with the preparation of any required technical forms and submissions before competition.
- Implement the training and competition plan as prepared by the Head Coach.
- Be on-time and in proper attire for all team functions and remain focused on your duties.
- Know and uphold the overarching FIG, PAGU and GymCan Technical Regulations, as well as the regulations and directives that are specific to the activity.
- Ensure communication of, and adherence to, all technical information and event directives with all team members.

PERSONAL COACH RESPONSIBILITIES

An athlete's named personal coach may be invited by GymCan to accompany the athlete to activities or camps on a self-funded basis. Generally, one personal coach per club is included in all GymCan training and preparation camps, at smaller international competitions, and at World Championships.

Major games tend to have restrictions on the number of accredited support team members allowed per team, which limits the number of personal coaches able to be named to the team. GymCan will make every effort to obtain accreditation for personal coaches; however, if GymCan's accreditation quota for coaches is less than the actual number of personal coaches, the GymCan Program Lead will determine which personal coaches will be granted accreditation with the team. GymCan recommends that only one (1) personal coach per club travel with the delegation.

GymCan reserves the right to select the best coaches for accreditation during an event, based on needs of the athletes and on the coach's demonstrated ability to contribute to the stated performance goals for the event.

ACCOUNTABILITY AND PERFORMANCE RESPONSIBILITIES DURING EVENTS

- During events, all Personal Coaches are accountable to the GymCan Program Lead/HoD and/or Head Coach.
- Be responsible for the supervision and conduct of the athlete(s) whom you train, and model





exemplary conduct at all times

- Support the team decisions and be respectful and responsive to the Team Manager, GymCan Program Lead/HoD, and/or Head Coach.
- Attend all coach and team meetings, and all training sessions as required by the GymCan Program Lead/HoD and/or Head Coach.
- Be punctual and dressed in proper attire for all team functions in accordance with the established schedule set out by the Team Manager, Head Coach, or Head of Delegation.
- Ensure that the team coaches are well-versed in the details of the training and conditioning program, routine content, and health status of the athlete with whom you work as well as any specialized needs for the athlete that could affect the team or individual athlete preparation.
- Collaborate with the GymCan Program Lead/HoD and/or Head Coach on daily monitoring and reporting of athlete status.
- Provide collaborative coaching support for all athlete(s) on the team, under the direction of the GymCan Program Lead/HoD and/or Head Coach.
- Encourage athletes to develop a sense of independence and adaptability to the Team Coaches.
- Consult the Team Coaches before making any changes to routines, skills, or conditioning programs at an event.
- Remain focused on your duties throughout the event.

COMMUNICATION AND TEAMWORK RESPONSIBILITIES

- Respect, communicate with, and support all members of the team.
- Collaborate with the coaches and event support team members as related to the athlete with whom you work.
- Voice concerns through appropriate channels, including within the coach and team meetings, and refrain from any conversations or activities which could be construed as inappropriate, divisive, or a conflict of interest.

INTEGRATED SUPPORT TEAM RESPONSIBILITIES

The Integrated Support Team (IST) consists of the practitioners who provide a range of medical care and sport science services to the team. This includes the team physician(s), athletic therapists and physiotherapists, chiropractors, mental performance consultants, sport nutritionists, strength and conditioning specialists, biomechanists, and videographers. These practitioners are contracted by GymCan for coverage at events and for ongoing services and care for NT members. GymCan may also contract an IST Lead to coordinate overall team services, athlete monitoring, overall care and communications over an extended period of time, and in addition to event specific coverage.

Wherever possible, GymCan will assign a therapist to international events as part of the support team. Generally, it is not possible to bring more than one practitioner to events, but high quality health and emergency care is always available on-site through the event medical services.





ACCOUNTABILITY AND PERFORMANCE RESPONSIBILITIES

- All IST members are accountable to the GymCan Program Lead.
- Attend to all health-related needs of the delegation and provide treatments for injury or maintenance in a timely manner.
- Adhere to the responsibilities outlined within the IST Guide.

ADDITIONAL RESPONSIBILITIES DURING EVENTS

- Ensure daily communication and status updates with the GymCan Program Lead/HoD.
- During major games, GymCan IST support team members may also be considered as part of the Team Canada Core Medical Team. In these situations, the individual is also accountable to the presiding Chief Medical Officer or Chief Therapist.
- Report immediately all injuries and illnesses to the GymCan Program Lead/HoD, Head Coach and provide daily status updates for any athlete receiving treatment.
- Be responsible for all medical supplies when at all training camps, training sessions, and competitions.
- Attend all training and competition sessions, unless excused by the Team Manager or GymCan Program Lead/HoD.
- Be on-time and in proper attire for all team functions and remain focused on your duties.
- Inform and counsel athletes regarding the drug testing regulations and accompany athletes to anti-doping testing when required.

JUDGE RESPONSIBILITIES

FIG Brevet judges may be invited or assigned by GymCan to competitions or training camps. For the majority of events, assigned judges are considered to be part of the support team of the Canadian delegation and must follow the rules of the team.

Judges who are representing Canada at a competition, training camp, or other GymCan activity can contribute greatly to the success of the delegation. Judges have a perspective on athlete performance that is different to that of a coach, and which is important to maximizing scores in competition. Judges will often be called upon to consult in final team selection and for other decision-making, as well as during team meetings and communication with athletes.

ACCOUNTABILITY AND TEAM RESPONSIBILITIES

- Whenever possible, assigned judges who are members of the Canadian team at any activity are accountable to the GymCan Program Lead/HoD, whereas Judges at major games are accountable to FIG.
- Attend all judge sessions, team meetings, training, and competition sessions, unless excused by the GymCan Program Lead/HoD or Head Coach.
- Provide consultation and advice to the GymCan Program Lead/HoD, Head Coach,





and other team members as requested.

- Judge verification or control testing events when requested by the GymCan Program Lead/HoD or Head Coach.
- Respect, communicate with, and support all members of the delegation.
- Be aware that your first responsibility is to the team; understand that each member's role and all decisions are made in the best interest of the GymCan team.
- Wear the appropriate judge uniform when attending official activities and present a positive image at all times.
- Submit a written report to the GymCan Program Lead within two (2) weeks of the conclusion of an event providing analysis of the event (e.g. equipment/venue, schedule, judging), analysis of Canadian team and individual athlete performance, analysis of other international performances, a complete set of results and recommendations for improving team/athlete performance.

JUDGING RESPONSIBILITIES

- Attend all event meetings and events as required by the FIG.
- Stay informed on sound officiating principles.
- Judge fairly and correctly, according to the current FIG Code of Points.
- Represent Canada to the best of one's ability.
- Do not give or accept gifts and/or bribes from other countries or from other judges or officials.
- Honour the Judges' Oath.
- Wear the appropriate judging uniform, in good condition and properly fitted, when assigned to a panel at an event.

TEAM MANAGER RESPONSIBILITIES

The Team Manager provides logistic support to the team, which permits the coaches to focus on coaching and the preparation and performance(s) of the athletes. The Team Manager may be a GymCan staff member or an experienced volunteer. Depending on the importance of the event and the size of the team, the Team Manager may also assume HoD responsibilities.

The Team Manager is accountable to the GymCan Program Lead/HoD and works in close collaboration with the Head Coach.

TEAM LOGISTICS RESPONSIBILITIES

- Manage on-site team accreditation and required documentation.
- Ensure coordination of all on-site and travel logistics.
- In collaboration with the GymCan Program Lead/HoD and coaches, provide continuous, on-site supervision of all team members, for the duration of the activity.
- Act as primary contact point for event emergency measures and security process, as well as for individual team member emergencies.





- Know and uphold FIG, PAGU, and GymCan Regulations and event-specific directives, details, and regulations.
- In consultation with the Head Coach and Team Manager/Head of Delegation, set and enforce team attire requirements for each day of the event.

LEADERSHIP AND COMMUNICATION RESPONSIBILITIES

- In consultation with the GymCan Program Lead/HoD and coaches, ensure the physical, emotional, and social well-being of all team members.
- In collaboration with the GymCan Program Lead/HoD and the Head Coach, ensure ongoing and open communication within the team; lead and conduct regular coaching and support team meetings.
- Liaise with family members of athletes to minimize distractions to the team, and as needed for emergency communication.
- Liaise with GymCan IST practitioners and on-site medical teams to ensure timely and appropriate management of injuries, illnesses, or other situations where a team member's well-being could be compromised.

HEAD OF DELEGATION / TEAM LEADER RESPONSIBILITIES

The Head of Delegation (HoD) is the official representative and team leader for GymCan at the event. The HoD attends all official functions, including the technical meeting, has official on-site signing authority for documents that are required by the event organizing committee, and should be considered as the official GymCan liaison with the event organizing committee and FIG. At a large event or multidisciplinary competition, the HoD will likely be a GymCan Program Lead accountable to the CEO. Where circumstances prevent this, GymCan will select and designate an experienced volunteer to assume this role. In situations where the HoD is not a GymCan staff person, it is understood that the HoD relinquishes all other affiliations (e.g. with a club or province/territory) and acts solely on behalf of GymCan.

The HoD is not specifically a technical function, but the HoD must be informed and consulted in situations that impact the health and well-being of any team member, where the conduct of a team member is in question, or where interaction with the event organizing committee, the FIG, or GymCan staff is required.

The HoD should also be considered as a neutral third party who can provide advice and support to the Team Manager and/or Head Coach for decisions related to team performance.

Where there is no Team Manager designated at an event, the HoD will assume more responsibilities in team logistics.

At major games, the HoD is known as the Team Leader (TL) and is the official GymCan representative and liaison between GymCan team members and the major games partners: Canadian





Olympic Committee (Olympic Games and Pan Am Games) or Commonwealth Games Canada (Commonwealth Games). The TL is responsible for overall management and well-being of all GymCan team members at a Games, regardless of discipline.

ACCOUNTABILITY AND REPRESENTATION RESPONSIBILITIES

- Accountable to the GymCan CEO.
- Liaise with the event organizing committee and/or major games partner for all aspects of team management.
- Accountable for the conduct of all Team Members; uphold GymCan Policies and Procedures, including the Code of Ethics and Conduct, and follow through with appropriate disciplinary measures where required.
- Distribute gifts, supplied by GymCan, to the local organizing committee as required by protocol.
- Present and model a positive image of GymCan, gymnastics, and Canada at all times.

TEAM LOGISTICS RESPONSIBILITIES (MAY BE SHARED WITH THE TEAM MANAGER)

- Manage on-site team accreditation and required documentation.
- Ensure coordination of all on-site logistics.
- In collaboration with the team manager and coaches, provide continuous on-site supervision of all team members for the duration of the activity.
- Act as primary contact point for event emergency measures and security process, as well as for individual team member emergencies.
- Know and uphold overarching FIG, PAGU, and GymCan Regulations, as well as event-specific directives, details, and regulations.
- In consultation with the Head Coach and Team Manager, set and enforce team attire requirements for each day of the event.
- Manage the team outfitting process at major games.

LEADERSHIP AND COMMUNICATION RESPONSIBILITIES (MAY BE SHARED)

- In consultation with the Team Manager and coaches, ensure the physical, emotional, and social well-being of all team members.
- In collaboration with the Team Manager and Head Coach, ensure ongoing and open communication within the team; lead and conduct regular coaching and support team meetings.
- Liaise with family members of athletes to minimize distractions to the team, and as needed for emergency communication and procedures.
- Liaise with GymCan IST practitioners and on-site medical teams to ensure timely and appropriate management of injuries, illnesses, or other situations where a team member's well-being could be compromised.





MEDIA ATTACHÉ RESPONSIBILITIES

For major events like the World Championships, Olympic Games, Commonwealth Games, and Pan American Games, a GymCan staff member may be present in the role of a media attaché working with the team.

The media attachés primary role is to service the media on site at the event. They will serve as the key contact between GymCan and the media – both international and domestic. They will coordinate all athlete and team interview requests, including interviews at training, competition, the Main Press Center (MPC), the International Broadcast Center (IBC), the Athlete’s Village (where applicable), and the Games Village. They will coordinate and moderate any media conferences with the team, and deal with Canadian media if problems arise.

All media requests outside of training or competition times will be communicated through the Team Leader/Head Coach first before approaching the athlete.

At Major Games, the media attaché is not permitted to produce any broadcast content within any Games venues.

At World Championship events, the media attaché is permitted to produce content, and so will likely capture content for GymCan social media and press releases in the mixed zone or elsewhere in the venue. This content could include: live or recorded on-camera interviews, recorded off-camera interviews, photo captures, etc.

Depending on the accreditation that the media attaché has for the competition, they will have access to all media areas including the mixed zone (on the athlete side), athlete warm-up areas, Athlete Village residential areas, and media & athlete transportation.

Depending on the event, the media attaché will either be responsible to the GymCan CEO or to the Team Canada Communications Team Lead.

ACCOUNTABILITY AND REPRESENTATION RESPONSIBILITIES

- Accountable to the GymCan CEO or Team Canada Communications Team Lead.
- Liaise with the event organizing committee and/or major games partner for all aspects related to the media coverage of the event, and representation of GymCan team members in the media.
- Present and model a positive image of GymCan, gymnastics, and Canada at all times.

ADDITIONAL RESPONSIBILITIES DURING EVENTS

- Ensure daily communication and status updates with the GymCan Program Lead/HoD.
- During major games, the GymCan media attaché may also be considered as part of the Team Canada Communications Team. They are also likely tasked with providing media attaché





support to other sports at the event beyond gymnastics.

- Attend all training and competition sessions whenever possible, if there is no conflict with media attaché duties for other sports.
- Be on-time and in proper attire for all team functions and remain focused on your duties.
- Inform and counsel athletes regarding proper interactions with the media and accompany athletes to all in-person or on-camera interviews.

FRIENDS & FAMILY (F&F) RESPONSIBILITIES

GymCan welcomes the support of friends and family members during competitions and other activities and events. Athletes need to know that their friends and families are behind them, providing unconditional and enthusiastic support.

An important component of team preparation is distraction control. During any activity, athletes are usually on a tight schedule. Training, meals, sleep time, therapy/recovery, transportation, and team meetings take up most of the day. It is important that the athletes stay in a “bubble”, which allows them to better maintain their focus and sustain the demands of the event to maximize performance. The best support friends and family can provide is to respect this bubble and to let the team prepare in the best way possible with minimal distractions.

At large events, and particularly when Canadian athletes win medals, media demands can escalate to incredible levels right after the competition and even for several days. Friends and family should be prepared that the athlete may have limited availability for a while and that the family celebration may be somewhat delayed. GymCan understands how important it is for the athlete to be with family and will do the best to facilitate contact after the event is completed.

In the case of any family emergency, the first call should be to the GymCan Program Lead/HoD, who will discuss the most appropriate way and time to relay information to the athlete, and who will arrange for any necessary follow-up. For less urgent situations, such as obtaining event tickets on-site, F&F should direct all inquiries and concerns to the GymCan Program Lead/HoD or to the Family and Friends coordinator and not to the athlete. Historically this has proven to be a huge distraction, as the athletes really want to be sure that their parents can attend the competition! GymCan will assist F&F with obtaining tickets which will take this worry away from the athletes so they can concentrate on their performance.

Whether or not family and friends travel to events, there are many ways that family and friends can offer support, which will contribute to best performances. The following are some additional guidelines:

DEVELOP AN INDEPENDENT ATHLETE

- The most successful athletes are those who have a well-developed a sense of responsibility, who are independent thinkers, and who take ownership for their own training and performance. From an early age, athletes should be encouraged to manage their own schedule, pack and carry their





own gym bag, pack for trips, and communicate promptly to requests from coaches, GymCan, and other sport partners.

- Between the ages of 16 and 18, the athlete should gradually assume responsibility for communications with GymCan, except for items that require parent approval or signature. Athletes who are aged 18 and over do not require a parent signature on their athlete agreement and are therefore considered as adults, with the expectation that they will be responsible for their own actions and communications. This maturity is important to maximizing team dynamics and to creating an environment for successful performances, as well as building excellent life skills. It is no different to the expectations that are in place when a young adult goes off to university.
- Athletes who are of legal age are expected to maintain open lines of communication with their parents, and to consult their parents, as well as their personal coaches, when important decisions are required. Although GymCan's main communication will be through the athlete and the coach, parents are part of the support team and are encouraged to contact GymCan staff when concerns arise.

PROVIDE UNCONDITIONAL SUPPORT

- Positively encourage and support all athletes, coaches, and staff, regardless of the outcome of the event. When the athlete or team has a difficult day, let the coaches do the coaching and let the support team manage any fall-out. Your primary responsibility as F&F is to support and encourage the athlete.

RESPECT CONTACT GUIDELINES

- Respect guidelines established by the Team Manager or GymCan Program Lead/HoD for contact with the athletes during the event. The Team Manager will schedule appropriate times for family visits, usually at the conclusion of the activity.
- Limit contact with the athlete, including phone calls, emails, texting, and other social media, until after the event is over. Let the athlete lead the timing for making contact.
- Direct important inquiries and emergencies to the GymCan Program Lead/HoD.
- Respect GymCan rules regarding accommodations for family members during events; family members are not permitted to stay in the same hotel as the team.
- Under no circumstances should families or friends communicate with the FIG, local event organizing committees (unless given express permission by GymCan staff), event judges, or with other GymCan partners (e.g. Sport Canada, Canadian Olympic Committee).

RESPECT GYM CAN STAFF AND VOLUNTEERS

- Respect the decisions and judgements of GymCan staff, coaches, judges, and staff.
- Understand that decisions are taken by staff only after careful consideration of all possible scenarios and in the best interest of the team.
- Respect the "24-hour rule" before contacting GymCan with a concern, except in a situation that directly threatens the health or safety of the athlete or others.
- Maltreatment or negative treatment of any kind directed at GymCan staff members, coaches, or





other volunteers will not be tolerated.

RESPECT FOR PARTICIPANTS

- Respect and show appreciation to all competitors, coaches, judges, staff, and volunteers involved in an event; respect the scores awarded and decisions made by the judges at the competition.
- Ensure social media posts are respectful of GymCan, the team, all delegation members, and the event, as well as in accordance with GymCan's Social Media Guidelines.
- Present a positive and supportive image at all times, especially when in public or dealing with the media and/or sponsors.

ACKNOWLEDGEMENTS

GymCan wishes to acknowledge that the Team Travel Responsibilities Manual is created with the assistance of the following documents: United States of America Gymnastics' National Team and Delegation Responsibilities Manual (2014) and Wheelchair Basketball Canada

