



## Wellington GymSports Region

### **Duties of the Code Manager 2017**

(Women's Artistic, Men's Artistic, Trampoline and Rhythmic Gymnastics)

The goal/objective for the manager, along with other officials is to ensure that the trip away is a harmonious event with the combination of team spirit, good health and the best for optimum performance.

Each Code Manager is responsible for/to:

1. Give written acceptance to the Wellington Relationship Manager via email within in two weeks.
2. Be the contact point for all GymSports New Zealand communications and be responsible for the prompt distribution of communications to the Code, Coaches and Judges.
3. Be responsible to the Wellington relationship manager for the management and control of the regional team representing the province from the time of selection until the team returns to its region.
4. Prepare a budget for the Team to assess financial needs. Monitor budget and actual expenditure. Prepare final report of actual costing at the conclusion of the event. –Ensure as the Manager and all Chaperones abide by the Wellington Monies Policy (see below)
5. While at Nationals the Code Manager is in charge and is responsible for their code team members and their decision shall be final.
6. Communicate daily with Team Assistants -Delegate responsibilities to your codes Team Assistant Managers as necessary.
7. Be responsible and arrange travel and accommodation for the team members' meals and sleeping arrangements while on tour.
8. Attended meetings with all team members (usually team trainings and or photo/ uniform day)
9. Ensure that all athletes receive a copy of their responsibilities outlined in the Nationals Competition Guide.
10. Make necessary arrangements to ensure all athletes and officials have the correct team uniform. - Be responsible for the athletes' personal appearance and recreation while on tour.
11. Prepare a daily plan of where team members should be during the day and who is responsible for them. Prepare daily travel schedule
12. Ensure that persons appointed as drivers for the Team are aware of their responsibilities, that they need to take care and observe the speed limit as any infringement tickets are their own responsibility. View Driver Licenses.
13. Ensure that insurance of vehicles is taken to cover loss by accident.
14. Define guidelines with the Wellington GymSports Relationship Manager prior to departure for:
  - Budget and statement of accounts
  - Final Itinerary
  - Dress of the team (Must travel in uniform)



- Behaviour (to include briefing on protocol)
  - Any other information relevant to the team
15. Hold a written list of the athletes in their teams and team reserves in ranked order.
  16. Have in their possession at the competition, the medical consent forms.
  17. Be responsible for all promotional material and ensure its return.
  18. Complete RAMS documentation (Risk Analysis Management Strategies) in conjunction with and all other managers to ensure the safety of all team members. Have in their possession at the competition, the completed RAMS documentation.
  19. Attend any Nationals meetings, prize giving or ceremonies.
  20. Be in the Nationals Venue at all times a Wellington GymSports member from your code is competing and promote athletes to watch other codes.
  21. Co-operate fully with all codes regarding athletes who compete in more than one code to ensure those athletes can fulfil their requirements.
  22. Adjudicate any problems that may arise amongst the team members.
  23. Make necessary arrangements for the trip home as a result of disciplinary action.
  24. Be totally responsible for discipline report any serious breaches of discipline or misconduct by any member of the team to the Wellington Relationship manager at the 2015 Nationals debrief meeting.
  25. Be available for any Team Member should they need to raise an issue.
  26. Fulfil the Code Manager role as defined by GymSports New Zealand & their Event Director.
  27. Manage any coach related issues.
  28. Work with other Code Managers when appropriate to ensure pre-competition training is available to all selected athletes.
  29. Work closely with code coaches to ensure athletes have the best possible support.
  30. All communication to do with the wellbeing of the gymnast is to go through the manager verbally (i.e. injury). From here the manager is to talk verbally to the "coaches" – no texting or using social media.
  31. Understand under the Child Protection Act you may be asked to be Police vetted.

## Wellington National Account and Responsibility for Appointed Managers and Chaperones.



As with any tours, overseas, regional or local it is essential to ensure the income balances the outgoings.

The Wellington Account is carefully monitored by Megan Hutchison from Porirua GymSports and the Wellington Relationship Manager, a budget is prepared and then sent out to the athletes to pay for their expenses at nationals.

As this account is GST registered all monies spent must have a GST receipt- this includes the allocated amount you are given as a manager or chaperone. Repayment to the account may be requested for any funds advanced to managers and chaperones that are not adequately receipted.

As the money is collected from the athlete's caregivers for the purpose of nationals **no money** from the Wellington account may be spent on alcohol or illegal substances.

Any additional money and receipts from the event must be returned to the Nationals account within 2 weeks of the event for reimbursements to be given.

Reimbursements to gymnast only happen if there is money left in the account to allocate out, this will be processed in December.