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## 2. Types of Events

Gymnastics NZ defines international tours as follows:

<table>
<thead>
<tr>
<th>TOUR TYPE</th>
<th>DEFINITIONS</th>
<th>KEY OBJECTIVES</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Performance</strong></td>
<td>Events that sit on the High Performance Pathway (HPP); International events from which results are used to calculate world rankings and qualifiers for pinnacle events</td>
<td>To compete at Senior Open / International level; To progress through the HPP</td>
<td><strong>Pinnacle Events</strong>&lt;br&gt;Olympic Games&lt;br&gt;World Championships&lt;br&gt;Performance Events&lt;br&gt;Commonwealth Games&lt;br&gt;World Cups&lt;br&gt;Pacific Rim Senior&lt;br&gt;Universiade&lt;br&gt;Youth Olympics</td>
</tr>
<tr>
<td><strong>Participation</strong></td>
<td>An overseas event where the athlete represents NZ</td>
<td>To gain international experience; To develop scores for performance tours</td>
<td>Australian Nationals&lt;br&gt;Pacific Rim Junior&lt;br&gt;Junior Indo Pacific</td>
</tr>
<tr>
<td><strong>Club Tours</strong></td>
<td>An overseas event where the athlete represents their club</td>
<td>To provide some international experience; To encourage long term commitment to the sport</td>
<td>MAG levels programmes&lt;br&gt;WAG STEPs programmes&lt;br&gt;Australian Club Champs&lt;br&gt;Frivolten Cup&lt;br&gt;Grand Prix&lt;br&gt;LA Lights</td>
</tr>
</tbody>
</table>
## 3. CLUB TOURS

### 3.1 Club Tours Process

Club Tours refers to any travel a club undertakes to attend an overseas competition or training camp, and are organised solely by the Club.

The process for submitting an application for a Club Tour is as follows:

1. **Complete a Club Tour Travel Application**
   - Application form can be found [HERE](#)

2. **Send Application to SDC via Gymnastics NZ**
   - Send application to overseas.tours@gymnasticsnz.com
   - Applications must be received 3 months prior of the event

3. **Decision from SDC via Gymnastics NZ**
   - A decision will be made within 14 days of receipt

*SDC’s will consider the application on the following:
- Performance events could be prioritised if the same athletes have expressed interest and/or are eligible and/or have qualified
- Athletes and/or officials have already been allocated elsewhere
- Clashes with calendared events
- Short notice / timeframe

### 3.2 Travel Insurance

Travel insurance is available through Gymnastics NZ. If so, please complete the documentation found [HERE](#) upon receipt of approval from the SDC. An insurance certificate will be issued once the information has been processed.

If the club decides to use alternate insurance providers, please ensure that the policy covers travel and medical insurance for competing athletes.
4. QUALIFICATION AND SELECTION

4.1 Tour Member Eligibility
To be eligible for New Zealand team selection, athletes and officials must:

- Be a fully affiliated Member of Gymnastics NZ
  - Athletes and coaches affiliated through their Club
  - Judges affiliated through their Club or as an independent technical member
- Not have participated in any international gymnastics related events or activities not recognised by FIG or a member federation.
- Have a current passport, which is valid for 6 months after the date of return into New Zealand.
- Be in good standing with Gymnastics NZ regarding adherence to policy and procedures including (but not limited to) codes of conduct and behaviour.
- Hold the necessary level of participation or qualification for the tier of event.
- Have no outstanding accounts with Gymnastics NZ

4.1.1 Athletes
To be considered for selection, in addition to the above, an athlete must also meet all of the following eligibility criteria:

- Is an affiliated member of Gymnastics NZ
- Comply with Gymnastics NZ regulations and policies
- Hold a current NZ passport valid for six month after the scheduled return, except where the tour is in Australia in which case six-month validity is not required.
- Hold New Zealand citizenship for FIG sanctioned events, and at least New Zealand residency for all other events.
- Holds a FIG licence for FIG sanctioned events.
- Have completed an Intention to Travel (ITT) form.
- Meeting the requirements stipulated in the qualification and/or selection criteria.

4.1.2 Coaches and Judges
To be considered for selection a coach and judge must meet all of the following eligibility criteria:

- Is an affiliated member of Gymnastics NZ
- Comply with Gymnastics NZ regulations and policies (including Membership Protection Policy)
- Hold a current NZ passport valid for six month after the scheduled return, except where the tour is in Australia in which case six-month validity is not required.
- Be accredited at the appropriate coaching and judging level for the event
- Coaches must hold a current Gymnastics NZ qualification to the level of athlete(s) that they would be coaching at the event
- Hold a valid driver’s licence (where needed)
- Have submitted an Intention to Travel form
- Judges require New Zealand citizenship

4.1.3 Other Officials
To be considered for selection as a Head of Delegation, Team Manager, Chaperone and Medical Practitioners, a person must meet all of the following eligibility criteria:

- Comply with Gymnastics NZ regulations and policies (including Membership Protection Policy)
• Hold a current NZ passport valid for six months after the scheduled return, except where the tour is in Australia in which case six-month validity is not required.
• Hold a valid Driver’s Licence (where needed)
• Have submitted an Intention to Travel form
• Any medical professional must hold the appropriate current qualification/s
### 4.2 Qualification and Selection Process

**4.2.1 Athlete Qualification and Selection Process**

<table>
<thead>
<tr>
<th>Performance Events</th>
<th>Participation Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualification Criteria is Set</strong></td>
<td><strong>Qualification Criteria is Set</strong></td>
</tr>
<tr>
<td>Qualification criteria will be set to be eligible for the athlete squad</td>
<td>Annual qualifying criteria will be set for participation events</td>
</tr>
<tr>
<td><strong>Athlete Squad is Identified</strong></td>
<td><strong>Intention to Travel (ITT) Form</strong></td>
</tr>
<tr>
<td>Meeting the qualification criteria makes an athlete eligible for selection (creating an athlete squad) for events in the following year</td>
<td>Athletes submit an ITT form to confirm their attendance if selected</td>
</tr>
<tr>
<td><strong>Intention to Travel (ITT) Form (Annualised)</strong></td>
<td><strong>Achieving Qualification</strong></td>
</tr>
<tr>
<td>Athletes submit an ITT form to indicate their interest in attending events for the coming year.</td>
<td>Athletes need to meet the qualification criteria at designated events to be eligible for selection.</td>
</tr>
<tr>
<td><strong>Athlete Monitoring</strong></td>
<td><strong>Team Selection</strong></td>
</tr>
<tr>
<td>Squad members will need to continue meeting the scores and requirements in the qualification criteria, and be subject to fitness testing conducted by the National Coach.</td>
<td>The SDC will nominate a team to Gymnastics NZ for selection. Gymnastics NZ will select and announce the team.</td>
</tr>
<tr>
<td><strong>Team Selection</strong></td>
<td></td>
</tr>
<tr>
<td>From the shortlisted eligible athlete squad, the SDC will nominate a team to Gymnastics NZ for selection. Gymnastics NZ will select and announce the team.</td>
<td></td>
</tr>
</tbody>
</table>
4.2.2 Process and Timeframes

**PERFORMANCE EVENTS – PROCESS** (WITH EXAMPLE EVENT)

- **Team Nomination**: 2 weeks prior to definitive entries
- **Team Selection and Naming**: 1 week prior to definitive entries + Team Logistics: 5 days after announcement

- **Year 2 - National Squad Named**
  - Squad members are required to maintain eligibility
  - SDC:  ✔ ✔ ✔
  - GNZ:  ✔ ✔
  - NC*: ✔

- **Year 3 - National Squad Named**
  - Squad members are required to maintain eligibility

- **Year 4 - Qualification Criteria for National Squad eligibility is set**

*Or a panel/group of representatives identified by the SDC if a National Coach (NC) has not been appointed.

*Entry dates can be variable from event-to-event, therefore team nomination will occur at least 2 weeks prior to the definitive entries being due (as determined by the Event Directives).

*NC, nominated team coach and/or the Team Manager (if appointed) will inform Gymnastics NZ of the logistical information to be processed for each tour.

For an event which has entries due the year prior (and the squad for the following year has not been named), the current eligible squad will be maintained for this event.
PARTICIPATION EVENTS – PROCESS (WITH EXAMPLE EVENT)

Team Nomination
2 weeks prior to definitive entries

Team Selection and Naming
1 week prior to definitive entries + Team Logistics
5 days after announcement

Qualification and Selection Criteria Set

Window for designated trial event(s)

ITT’s Are Completed
At least 5 months out

Provisional Entries Due Directives

Definitive Entries Due
Directives

Nominative Entries Due
Directives

Event

Year 1
SDC ✓ ✓
GNZ ✓ ✓

Year 2
✓ ✓ ✓ ✓ ✓ ✓ ✓

Year 3
✓ ✓ ✓ ✓ ✓ ✓ ✓

*Entry dates can be variable from event-to-event, therefore team nomination will occur at least 2 weeks prior to the definitive entries being due (as determined by the Event Directives).

Nominated team coach and/or the Team Manager (if appointed) will inform Gymnastics NZ of the logistical information to be processed for each tour.

For an event which has entries due the year prior (and prior to the qualification and selection criteria being set), the existing qualification and selection criteria will be used.
<table>
<thead>
<tr>
<th>Process Details</th>
<th>Performance Events</th>
<th>Participation Events</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification criteria is set</td>
<td>• Squad qualification criteria for the following year is published.</td>
<td>• Qualification criteria for the following year is published.</td>
<td>Month of November (for the events in the following year)</td>
</tr>
<tr>
<td>Athlete squad is identified</td>
<td>• If the qualification criteria is satisfied, the athlete is eligible for selection for events in the following year (pending fitness tests and maintaining scores in line with the selection policy).</td>
<td></td>
<td>Month of November</td>
</tr>
<tr>
<td>Intention to Travel (ITT) Form</td>
<td>• Annualised intention to travel form to express interest in competing at particular events (from eligible athlete squad). • By submitting this form, an athlete is stating their availability to attend, should they be selected.</td>
<td>• Expressing intent to travel and compete at particular events. • By submitting this form, an athlete is stating their availability to attend, should they be selected. • The team nomination date will be outlined in the ITT (at least 2 weeks prior to the definitive entries being due – as outlined in the Event Directives).</td>
<td>Performance Events – Annualised ITT: January Participation Events – ITT for each event: At least 5 months prior to the event</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Athlete Monitoring</td>
<td>Athlete Qualification</td>
<td>Squad Shortlisting: At least 5 months prior to the event</td>
</tr>
<tr>
<td></td>
<td>• Fitness and form appraisal during the course of the year for all athletes in the squad. • The National Coach (or SDC delegated group/panel) will notify of these dates/requirements once the ITT forms have been submitted.</td>
<td>• Athletes must meet the qualification criteria at designated events (at least 3 weeks prior to the definitive entries being due – as outlined in the Event Directives), in order to be eligible for selection.</td>
<td>As determined by the National Coach or panel/group delegated by the SDC</td>
</tr>
<tr>
<td></td>
<td>Squad Shortlisting: 5 months from the event, an athlete shortlist will be created for provisional entries to be submitted, and allow indicative costings, schedules and team nomination dates to be outlined.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team selection</td>
<td>• The SDC nominate the team to Gymnastics NZ. Gymnastics NZ will select and announce the team. The following elements will be considered: a. The over-riding objective of the event. b. Qualification scores and fitness monitoring reports. c. Depth and quality of fields at trial events and at target events. d. Previous performances (where applicable) e. Specific event qualification criteria (where applicable)</td>
<td></td>
<td>Nomination: At least 2 weeks prior to the definitive entry date (as outlined in the Event Directives) Selection Announcement: At least 1 week prior to the definitive entry date (as outlined in the Event Directives)</td>
</tr>
<tr>
<td>Event Logistics</td>
<td>• Confirmed event logistics are communicated to the selected individuals/team. • Forms are sent to tour members for collating relevant information.</td>
<td></td>
<td>Within 5 days of team selection</td>
</tr>
</tbody>
</table>

| **INTERNATIONAL TOURS MANUAL – REVISED 2017** | **9** |
Overseas-Based Athletes
Overseas-based athletes will be required to qualify for the eligible squad of athletes and/or participation events, by meeting the criteria of which will be determined by the SDC in conjunction with Gymnastics NZ.

Extenuating Circumstances
To be considered for the eligible squad of athletes and/or selection for a specific event, under extenuating circumstances (as outlined in the qualification criteria) applications need to be submitted to the SDC prior to nominations to Gymnastics NZ closing. These dates will be outlined at the ITT stage.

Moving from Junior to Senior International – Eligibility to the Athlete Squad
A junior athlete is eligible for senior squad selection if they:

a. Will be a senior in the year of squad selection;
b. Meet the squad qualification criteria set for juniors in their last year.

Trial Events
Trial events will be identified from existing domestic and international events. Gymnastics NZ will only consider the use of standalone trials for pinnacle events. In this case, the trial will be managed by the SDC and held at least 3 weeks prior to the definitive entries being due (as determined by the Event Directives). Any costs incurred (i.e. venue hire and judge costs) will be split evenly across the athletes trialling (trial fee). The trial must follow all FIG standards for athletes to be considered for selection.

Withdrawals

a. If an athlete withdraws from the selection process after the team nomination date (from SDC to Gymnastics NZ), the athlete must outline the extenuating circumstances, in writing, to the SDC. Should the circumstances not be extenuating, Gymnastics NZ may impose an ineligibility penalty for New Zealand team selection. The sanction imposed could be a 12-month period (from the event commencement date).

Any direct and non-refundable costs incurred on behalf of a withdrawn athlete will be charged to the athlete concerned. Where applicable, the athlete may process an insurance claim to cover costs incurred.

b. Should an athlete not meet a fitness test, or are considered as unable to compete at the event, they will be immediately withdrawn and must not travel with the team. The athlete to cover any costs incurred can process an insurance claim.
4.2.4 Official Appointments

Coaching Appointments

1. Coach submits an Intention to Travel (ITT) form

2. Coaches are nominated by the SDC based on a number factors, including but not limited to:
   - Meets the eligibility criteria (section 4.1.2)
   - Intention to Travel (ITT) form has been submitted
   - The number of athletes a coach has attending the event(s)
   - Individual coach experience and qualification
   - Quadrennial coach plans
   - The code’s projected coach succession plan
   - Coach availability
   - Funding

3. Coach appointments are ratified by Gymnastics NZ

Coach Ratio:

The number of team coaches selected will be relative to the number of athletes selected for the team, subject to any restrictions imposed by the event organisers. The following ratios provide a guideline:

- Performance Events – 1 coach to 4 athletes
- Participation Events – 1 coach to 6 athletes

Judge Appointments

1. Judge submits an Intention to Travel (ITT) form

2. Non-FIG appointed judges are nominated by the SDC via the Annual and 4 Year Tours Plans.

3. Gymnastics NZ ratify judge(s) nominations in accordance with the agreed plans, the judge education pathway and judge eligibility and availability.

Manager/Head of Delegation/ Appointments

Managers/HOD are nominated by the SDC based on a number of factors, including but not limited to:

a. Intention to Travel (ITT) form has been submitted
b. Previous experience in tours and relevant logistical roles
c. People skills
d. Professionalism

If the Tour has less than 10 members (comprising athletes and officials), an existing official can assume the role of the tour manager. If the Tour has more than 10 members (comprising athletes and officials), it is likely that a dedicated tour manager will be appointed. Depending on the age of the athletes traveling and size of the Tour, more than one tour manager can be appointed.
In conjunction with, or in replacement of a manager, an HOD may be required where the event is across codes. This will be determined once common events are identified, with the costs to be evenly distributed across the travelling athletes (in the form of a management fee).

**Chaperone Appointments**

It is compulsory for chaperones to be appointed when there are five (5) athletes travelling who are under the age of 16.

The process for appointing a Chaperone is as follows:

1. Applicants for the role complete and submit an Intention to Travel form to Gymnastics NZ.
2. Gymnastics NZ sends a summary of the submissions to the SDC within 7 days of the closing date.
3. The SDC nominate the most appropriate candidate(s) based on (but not limited to) the following:
   a. Experience with children, specifically travelling
   b. Previous experience in tours with the sport
   c. Experience with international travel (not necessarily sport related)
   d. Professionalism
   e. The applicant’s own children competing
   f. Existing relationships with the athletes travelling
   g. Ability to treat all athletes equally, regardless of whether they associate with the same Club or not
   h. People skills
4. All officials are nominated by the SDC for Gymnastics NZ to review and select.

**Police Vetting**

- Officials will be subject to meeting police vetting requirements in line with Gymnastics NZ regulations.

**Team Composition**

- The SDC may directly approach and/or nominate officials in the case that no ITT’s are received, or the applicants are not deemed suitable, and that the team necessitates a particular role.
- Due to team composition variability, there are no set official:athlete ratio’s. These will be determined on an event-by-event basis.
- The appropriate gender balance between athletes and officials will be considered when determining team composition and event logistics.

**4.2.5 Appeals Process**

If there is an appeal on team selection, this must follow the appeals process outlined in the [Gymnastics NZ Judicial Regulation](#).
5 WHAT DO I NEED TO KNOW AND DO?

5.1 Event Information

All event information is available HERE.

This will include, but not limited to, the following:

- Event name, location and dates
- The relevant STEPs, Level, Age groups for the event
- Intention to Travel forms
- Deadlines for any required documentation
- Links to all required documentation
- Approximate tour costs
- The qualification criteria
- Team announcements

*Specific details pertaining to flights and accommodation will be communicated to the confirmed tour members, after the team has been selected.

5.2 Intention to Travel Forms

Athletes

Once eligible for selection (see Section 4), athletes are prompted to submit an Intention to Travel (ITT) form. This form states their intention to travel with the New Zealand team, should they be selected.

If an athlete withdraws from the selection process after the team nomination date (from SDC to Gymnastics NZ), the athlete must outline the extenuating circumstances, in writing, to the SDC. Should the circumstances not be extenuating, Gymnastics NZ may impose an ineligibility penalty for New Zealand team selection. The sanction imposed could be a 12-month period (from the event commencement date).

Any direct and non-refundable costs incurred on behalf of a withdrawn athlete will be charged to the athlete concerned. Where applicable, the athlete may process an insurance claim to cover costs incurred.

Officials

An ITT form will be used to seek intent from officials.

The information asked within the form is to be used for event logistics and provides medical and food information for team management.
5.3 Who to Contact as a Team Member?

<table>
<thead>
<tr>
<th>Pre-Selection</th>
<th>Post-Selection</th>
<th>Direct Service Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Enquiries</strong></td>
<td><strong>Team and Event Information</strong></td>
<td><strong>Airfare Payments</strong></td>
</tr>
<tr>
<td>Gymnastics NZ (Sport Development Committee &amp;</td>
<td><strong>Team Manager</strong></td>
<td>(with Gymnastics NZ Travel Provider)</td>
</tr>
<tr>
<td>National Coach via Gymnastics NZ)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Uniform Ordering</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(via online platform)</td>
<td></td>
</tr>
</tbody>
</table>

**Pre-selection**

Gymnastics NZ will communicate all required information to the community, while any queries can be directed to Gymnastics NZ at overseas.tours@gymnasticsnz.com.

**Post-selection**

Following selection, the travelling members will communicate with the manager directly. For performance athletes, direct communication may be required with the Head Coach in preparation for the event(s).

5.4 Tour Logistics and Costs

**Tour Period**

The official tour begins at the designated international departure port(s) and concludes on arrival back to the departure port(s) (with the exception of approved deviations).

**Flights**

1. The National Coach (or appointed Team Officials) will advise Gymnastics NZ of the most appropriate flights (times/days/routes) for booking. All team members are to fly together unless dispensation has been approved by Gymnastics NZ (applications for dispensation must be submitted to Gymnastics NZ prior to the team nomination date).

2. Once the team has been officially announced, airfares are due for athletes (and chaperones) to the preferred Travel Supplier within 5 days. All coaches and judges will be paid for by Gymnastics NZ directly (but need to provide their personal details and passport to the Travel Supplier). If they are not fully funded positions, the official(s) will be invoiced the balance by Gymnastics NZ. Please notify the travel agent should you have excess baggage (i.e. RG equipment). All team members are required to use the Gymnastics NZ Travel Supplier.
3. All tour members are responsible for acquiring any travel permit or visa requirements.

4. If the traveller details are not provided, with subsequent payments within the timeframes provided, the member will be removed from the touring party. The member will still be liable for any costs that cannot be recovered.

5. Cost of flights
   
   a. When there is one international departure port, it is the individuals’ responsibility and cost for travelling domestically to this port. The international airfares will be equalised across the team (i.e. all team members will pay the same amount).
   
   b. When there are multiple international departure ports, it is the individuals’ responsibility and cost for travelling domestically to one of the ports. The international airfares will be equalised across the respective departure ports separately (i.e. the cost of the flights from each port will be equalised across the team members flying from that port).

**Travel Deviation**

Deviations from the travel schedule are discouraged. However, should they be unavoidable, a written deviation application can be made to Gymnastics NZ for consideration. The application needs to be received prior to team selection, with a decision made within 5 working days. In the case that a deviation is accepted, the arrangements and costs incurred by the deviation will be borne by the member.

**Accommodation**

All team members (athletes and officials) are required to stay at the designated accommodation for the entirety of the event period – dates as outlined by Gymnastics NZ, except where specified by FIG.

**Uniforms**

On selection, all tour members will be provided with the details for ordering and purchasing the New Zealand team uniform (via the online platform).

The tour members may only wear apparel approved by Gymnastics NZ.

Judges must comply with FIG or LOC regulations.

**Insurance**

All athletes based in New Zealand are required to use the Gymnastics NZ insurance policy. The insurance form will be supplied to members following selection. After being processed, a Certificate of Insurance will be issued to the designated manager. Officials may use their own insurance provider, as long as the insurance certificate is sent to Gymnastics NZ for confirmation.

Tour members who reside overseas and will not be travelling via New Zealand, must provide evidence to Gymnastics NZ that they have purchased an ‘adequate level’ of travel and medical insurance.
Deferment of Treatment

If a tour member defers treatment until their return to New Zealand, the following must be obtained for lodgement of the insurance claim. Note: an accident occurring overseas is not covered by ACC.

a. Obtain written evidence that they were medically examined. This evidence must contain a medical recommendation that treatment be deferred until the person reaches New Zealand.
b. Obtain receipts for any medical expenses incurred that are not a direct charge to the Insurance Company.
c. Contact Gymnastics NZ who will advise the insurance company that holds the cover (since that agency or company may be able to appoint a medical examiner).

Other Logistics

Ground transport, accommodation, meals, entry fees and insurance will be arranged and processed for the tour members (by the SDC and Gymnastics NZ as required). These costs will be outlined in the final invoice issued by Gymnastics NZ. This payment is due at least two weeks prior to departure.

Designated Officials

All officials are self-funded, unless otherwise determined by the respective SDC. Any funding provided (via funding or athlete management fee) may vary on an event-by-event basis. An indication of this will be outlined in the ITT form.

Athlete Management Fee

A management fee will be applied to cover costs incurred by sending officials and any fee that may be charged by event organisers for not sending officials.

Family/Friend Attendance

Outside of New Zealand team appointments, no family member/friend shall form part of the tour group, have entitlements, including participation in any official tour invitation, functions and privileges.

Should any family member intend to travel to the tour destination at the same time as the tour, they shall notify the tour manager who in turn will advise Gymnastics NZ prior to departure.

No parents are permitted to stay at the same accommodation facility as the tour group unless agreed in writing by Gymnastics NZ.

Administration Fee

An administration fee of $40 will be applied to the final invoice for all traveling athletes per tour.
## 5.5 Team Member Self-Checklist and Timeframes

<table>
<thead>
<tr>
<th>Item</th>
<th>Timeframe</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understand the qualification criteria and expectations around selection</td>
<td>From January</td>
<td></td>
</tr>
<tr>
<td>Intention to Travel Form</td>
<td>When available (at least 5 months prior to the event)</td>
<td></td>
</tr>
<tr>
<td><strong>Post-Selection</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provided traveller details and payment submitted to Gymnastics NZ Travel Supplier</td>
<td>5 days after selection</td>
<td></td>
</tr>
<tr>
<td>Uniform orders have been made via the online platform</td>
<td>5 days after selection</td>
<td></td>
</tr>
<tr>
<td>Signed the athlete/officials team member agreement</td>
<td>5 days after selection</td>
<td></td>
</tr>
<tr>
<td>Completed insurance form</td>
<td>5 days after selection</td>
<td></td>
</tr>
<tr>
<td>Completed medical form</td>
<td>5 days after selection</td>
<td></td>
</tr>
<tr>
<td>Completed an FIG licence application form (as required for FIG events)</td>
<td>5 days after selection</td>
<td></td>
</tr>
<tr>
<td><em>Requires a passport and head &amp; shoulders profile photo</em></td>
<td></td>
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<tr>
<td>Final invoice paid</td>
<td>2 weeks prior to departure</td>
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<td>Obtained any travel permit or visa requirements</td>
<td>At least 2 weeks prior to departure</td>
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<td><strong>Post-Event</strong></td>
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<tr>
<td>Complete the feedback survey</td>
<td>2 weeks after return to NZ</td>
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6 ROLES AND RESPONSIBILITIES OF TOUR MEMBERS

6.1 Athletes

All athletes shall:

Pre-Event

- Return all requested documentation and pay all deposits and invoices by the stated dates (as previously outlined)
- Participate in all training sessions and fitness testing as directed by the appointed Coach

Conduct

- Whilst on tour, remain under the control of officials and conduct themselves in a proper manner
- Follow any instruction from officials on matters of: training and competition, social engagements, general diet, standard of personal appearance and any other fair and reasonable instruction.

Medical

- Disclose forthwith to the tour manager, Gymnastics NZ and head coach any illness, injury or any other factor that may inhibit their proper and full participation or performance on the tour. Pre-tour, this disclosure must be made to Gymnastics NZ
- Athletes under the age of 18 will need to provide parental consent for tour officials to seek medical assistance should the need arise whilst on tour
- Carry a list of all medicines/drugs taken, for whatever reason, in the last two months (in accordance with drug regulations)

Other

- Travel and stay with the tour group unless prior arrangements have been made and approved by Gymnastics NZ before leaving for the tour
- Acknowledge that Gymnastics NZ may have entered into agreements of commercial sponsorship and the provision of supplies, and agree to assist and cooperate with Gymnastics NZ and its sponsors so that such sponsors and suppliers may maximise their promotional benefit
- Complete a tour feedback survey within two weeks of return
6.2 Coaches

The coaches shall:

Engagement with the Community

- Make contact with the tour manager and National Coach (where applicable) to request training schedules and other items related to the fitness and performance of the athletes prior to departure.
- Liaise with the athletes’ personal coach and obtain the necessary information to ensure that the athlete is able to achieve his/her personal performance goal. This information to include training programme, conditioning programme, mental and physical preparation for competition plus competition routines.
- In liaison with the athletes’ personal coach, establish an appropriate pre and post competition training programme for the duration of the tour.
- Liaise with the National Coach (Gymnastics NZ, SDC or delegated group/panel) should there not be a National Coach in place) for the results of any fitness and/or performance testing required before departure.

Event Logistics

- Liaise with the tour manager (or coordinate in lieu of a manager being appointed) on arrangements such as:
  - Gymnasts’ supervision to and from training and competition.
  - Meal arrangements and where necessary assist with meal preparation.
  - Training venues and schedules.
  - Competition venue, draw and times.
  - Flights, ground transport and other such logistic arrangements.
  - Work plan requirements for submission of music and competition orders.
  - Create rooming lists for athletes, to be submitted to Gymnastics NZ.
  - Fulfil LOC/event organiser requirements during the event period e.g. team meetings, apparatus order.

Team Culture and Performance

- Foster good team spirit to assist all athletes participating to perform to their personal goals and achieve their performance targets.

Other

- Work under the Head Coach if one has been appointed. This means following all reasonable instructions by the Head Coach.
- Delegate responsibilities to other coaches where necessary.
- Consult with the tour manager on all non-technical matters and specifically on any issues with tour members.
- Complete a tour survey within two weeks of return.

For a tour where the Coach is also acting as Head of Delegation and/or tour manager they are also allocated the respective responsibilities as outlined in this document.
6.3 Judges

The judges shall:

Pre-Event

- Submit the required documentation (as previously outlined)
- Be present at pre-tour training sessions to evaluate routines/skills

Other

- Assist the head of delegation and/or tour manager and tour members where possible
- Apply expertise and knowledge to assist the coach. Provide advice to enable the athletes to perform to their maximum performance level
- Attend and report on judging conferences and meetings. Keep the coaches and head of delegation and/or tour manager informed, on any factors that could affect the performances
- Complete a feedback survey within two weeks of returning to NZ
6.4 Tour Manager

The tour manager is appointed when the team is selected (if not prior) and can undertake the Head of Delegation’s responsibilities should a separate HoD not be appointed.

The tour manager will:

- Be responsible to Gymnastics NZ for the management, control and supervision of the tour members representing NZ from the time of assembly until the tour group returns to NZ
- Be the first point of communication for athletes, parents and officials

Prior to Departure

- Once appointed, the manager will be the direct contact for all tour members, and will disseminate all event related information

Be provided by Gymnastics NZ with:

- A managers pack with all necessary documentation and information and briefed on all aspects of the tour

On Tour

- On arrival, hold an orientation meeting to brief team members on the regulations associated with the competition, accommodation, free time etc.
- Foster good team spirit to assist all athletes participating to perform to their personal goals and achieve their performance targets
- Liaise with the coaches and provide them with all information including the work plan and training schedules
- Keep in constant communication with all tour members and be informed of tour members whereabouts at all times
- Delegate responsibilities to another team official where appropriate
- As required by the tour member agreement, be totally responsible for discipline and immediately report to Gymnastics NZ, any serious breaches of discipline or misconduct by any member of the tour group. Arrangements for any trip home as a result of the disciplinary action are to be made by the tour manager in consultation with the relevant Gymnastics NZ personnel.
- Adjudicate any problem that may arise amongst tour members
- In the case of an emergency, accident or incident, Gymnastics NZ must be notified immediately, with information to remain within the touring party unless otherwise instructed by Gymnastics NZ.
- Maintain all medical documentation and accompany (or delegate to an appropriate tour official) any tour member to obtain the necessary attention for dental, medical or drug testing
- Provide material (photos, stories, and event results) that can be used for member and media coverage

Post Tour

Within two weeks of his/her return to NZ the tour manager will submit to Gymnastics NZ:

- A completed tour report
- If necessary, a separate confidential report to the CEO on any personnel or behavioural issues
• A detailed report and statement of account covering general and any official expenses incurred
• Any funds provided to him/her that are unspent
• Any other relevant documentation

6.5 Head of Delegation

The Head of Delegation shall:

• Fulfil the role requirements as set out by the event directives and/or FIG and/or the LOC
• Represent Gymnastics NZ or delegate responsibility, at all official functions and meetings
• Ensure that all Gymnastics NZ policy and/or regulations are upheld within the NZ delegation
• Speak (or delegate responsibility) at social events and exchange gifts with the appropriate person(s) of the other delegation(s), Organising Committee, Host Federations
• Ensure Gymnastics NZ representation at all official meetings and submit reports to Gymnastics NZ within two weeks of returning home from the tour
• Undertake all liaisons with the media and be present at all interviews conducted with tour members
6.6 Chaperone
The Chaperone(s) shall:

- Report directly to the tour manager
- Accept that their primary responsibility is to the tour members, with parental duties secondary (if applicable) unless in an emergency
- Assist the tour manager and other officials
- Treat all athletes fairly and equitably
- Be responsible for groups of athletes allocated to them
- Be aware of the whereabouts of the athletes under their care at all times
- Assist in the organisation of meals/food for athletes and other tour members as required
- Have the requisite level of vehicle licence to assist with travel logistics (as required)
- Supervise free time for athletes as requested by team management
- Be vigilant for athletes causing concern and advise the tour manager if necessary
- Reinforce appropriate language and behaviour
- Not enter into discussion with an athlete on their performance but refer them to discuss such matters with the tour Head Coach
7 Appearance

All tour members will meet any prescribed regulations of Gymnastics NZ (and enforced by the tour manager) including travel, training and competition uniform, casual and/or formal uniform, personal appearance including appearance of clothing and hair, the wearing of emblems/logos/advertising and carrying of uniform bags/backpacks.

All tour members are required to wear the official New Zealand team uniform whilst travelling (both internationally and domestically), at the competition venue and at official engagements.

8 Conduct

Whilst on tour all tour members shall:

a) remain under the control, management and direction of the tour manager, or any person appointed by that official, and to comply with all orders given by the tour manager;
b) conduct him or herself in a proper manner to the absolute satisfaction of the tour manager;
c) represent New Zealand with all the good qualities of citizenship and sportsmanship, and behaviour shall at all times be conducted in the best interests of the Gymnastics NZ programme and image;
d) neither take nor use drugs or stimulants and be familiar and comply with IOC, WADA, FIG and Drug Free Sport New Zealand Regulations;
e) follow any instruction from tour management on matters of general diet, standard of personal hygiene and appearance;
f) agree to abide by the following:
   - Gymnastics NZ Codes of Conduct
   - Gymnastics NZ Constitution
   - Gymnastics NZ General Regulation
   - Gymnastics NZ Membership Protection Policy
   - Gymnastics NZ Athlete/Officials Team Member Agreement
   - Gymnastics NZ Match-Fixing Policy
   - FIG rules and regulations
   - Any other regulations or policies that are adopted and published
   - New Zealand legislation
   - Legislation of countries whilst visiting

All regulations and policies can be found [HERE](#).

Disciplinary Action

Should there be an alleged breach of the above, the tour manager (or Gymnastics NZ CEO should the allegation be of the tour manager) shall give the tour member in question the opportunity to state their case in answer to any allegations made. Any allegations made should follow the process outlined within the Judicial Regulation. If a serious breach is found, the following can be enacted:
- Be excluded from competition or performance
- To have their membership of the team terminated immediately
- Be sent home immediately

If the resulting decision is to send the offending tour member home, the tour member concerned shall meet all expenses incurred.