



## **International Tours Manual**

# **Appendix 1: Behaviour and Conduct on Tour**



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Officials and Athletes selected to attend an International Tour are required to comply with the [International Tours Manual](#). This document serves as an appendix to Section 8 of the International Tours Manual.

## Roles and Responsibilities

The Roles and Responsibilities of tour members are outlined in the [International Tours Manual](#), Section 6:

- 6.1 Athletes
- 6.2 Coaches
- 6.3 Judges
- 6.4 Tour Manager
- 6.5 Head of Delegation
- 6.6 Chaperone

Where athletes are referred to in this document, it refers to all athletes of any age, who are selected to a tour. Athletes under 18 years of age are considered minors.

Where officials are referred to in this document, it refers to all other roles listed above. Any medical personnel who are selected for a tour are also classified as an Official.

## Officials Responsibilities

In addition to the [International Tours Manual](#), Officials agree to comply with the following responsibilities:

- Encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians. This should take place during the day and not overnight when athletes should be resting. E.g. not between 10pm – 7am, local time. These times should be set by the Team Manager dependent on the competition schedule.
- Help athletes to be on time for all team commitments.
- Support other Officials in the supervision of athletes.
- Ensure athletes are complying with hotel room restrictions based on gender and age bracket requirements, as set out in this document.
- Make certain that athletes are not alone in a hotel room with any adult, including officials, apart from a family member.
- All tour members (as listed above) must not use alcohol or drugs in the presence of minors or be under the influence of alcohol or drugs whilst performing their relevant role or responsibility.
- Immediately report any concerns about misconduct, physical, psychological or sexual abuse, or policy violations directly to the Team Manager or Head of Delegation in the first instance. The Team Manager or Head of Delegation will notify Gymnastics New Zealand as appropriate, or immediately if a team member is in any danger. In the case of minors, this includes notification to the parent(s) or guardian (s).
- At no time wilfully tolerate misconduct. If an Official is aware of misconduct, they must take action to intervene on behalf of the athlete(s), participant(s), or other officials by reporting any concerns to the Team Manager or Head of Delegation in the first instance. The Team Manager or Head of Delegation will notify Gymnastics New Zealand as appropriate, or immediately if a team member is in any danger. In the case of minors, this includes notification to the parent(s) or guardian (s)
- Immediately deal with a disciplinary situation with a minor, to ensure the safety of athletes, then notify parent(s) or guardian(s) if the athlete is traveling without them. Under no circumstance should officials release minors to anyone other than the authorised parent, guardian, or other adult authorised by the parent or guardian.

## Officials and Athlete Interactions

Whilst on an International Tour one-on-one interactions between Athletes and an Official, in a private setting, are not permitted.

- To protect both the Official and the athlete at no time should an Official be alone with athletes (singular or plural) where they cannot be observed by others. This applies to inside and outside of competition venues.
- Officials need to use appropriate physical contact when dealing with athletes in and out of the competition environment. Appropriate physical contact includes pats on the back or shoulder, side hugs, handshakes and high fives. Officials should not interact with full frontal hugging, touching of personal areas, or patting of the buttocks.

## Individual Meetings

An individual meeting may be necessary to address an athlete's concerns, training program, or competition schedule. Under these circumstances, all officials are to observe the following guidelines:

- Any individual meeting should occur when others are present and where interactions can be easily observed.
- Any individual meeting must take place in a publicly visible and open area. Where this is not possible, another Official must be in attendance.
- If an individual meeting is to take place in an office, the door should remain unlocked and open with a second Official present.

## Athlete Rooms

- Officials are prohibited from being alone with athletes (singular or plural) in any room. Officials should refrain from entering an athlete's room and are encouraged instead to ask athletes to be in common places for any required interactions.
- Athletes should not enter another athlete's room unless agreed upon by all occupants of that room.
- Any mixed gender team socialization should occur in common spaces and at no point should athletes of different genders be unsupervised in each other's rooms.

## Curfews

- Any curfews for athletes or officials will be stipulated by the Head of Delegation or Team Manager and enforced by all officials.

## Transportation

- Officials should avoid travelling alone with an athlete in all possible circumstances.
- Travel should be completed as a team where possible.
- If an Official must travel one-on-one with an athlete, then preference should be that an Official of the same gender travels with the athlete. The Official is required to notify another official of their transportation arrangement.

## Online, email, cellular or other electronic media or digital conduct

- Officials will not have private interactions through social media, computer or hand held devices with any minors on the tour.

- Any required communications between an Official and athlete must be professional in nature and for the purpose of communicating information relevant to the tour.
- As with any communication, the content of any electronic communication should be readily available to share with Gymnastics New Zealand or the athlete's family.
- Any personal communications between an official and a minor should copy or include the athlete's parents or guardians.
- Communications from Officials to Athletes should come from the official's professional email address or through a tour specific group communication portal such as WhatsApp.

### Parent Communication Whilst on Tour

Engagement between parents and athletes is an important component of monitoring travel to competitions. It helps athletes to feel safe and connected and provides another level of oversight. Officials can encourage parent involvement by promoting transparency through information sharing and access to athletes. The goal is to maintain open lines of communication between parents and their children.

- Gymnastics New Zealand will provide parents with the cell phone numbers for all of the adults on the trip for emergency contact as well as information for all hotels and venues.
- Officials should encourage athletes to use their cell phones and other forms of electronic communication during trips and encourage them to send information to their parents—especially regular updates from the road and changes to schedules. This should take place during the day and not overnight when athletes should be resting. E.g. not between 10pm – 7am local time. These times should be set by the Team Manager dependent on the competition schedule.
- Officials should dedicate times for athletes to contact their parents and provide a team cell phone for athletes who don't have their own cell phone.
- Team manager or Gymnastics New Zealand will provide a detailed travel itinerary to parents prior to departure.
- An Official on the tour should be specified as the key parent communicator who will establish an e-mail, text group or other platform such as WhatsApp for broadcasting information to parents as a group and set a schedule for broadcasting travel progress to parents.

### The Use of Good Judgement

Further to the above, officials should practise good use of judgement in dealing with any non-prescriptive situations, in order to make decisions. Other team officials or Gymnastics New Zealand are available for help in any decision making process.