



**International Tours
Manual
2019 Update**

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2. Types of Events

Gymnastics NZ (GNZ) defines international tours as follows:

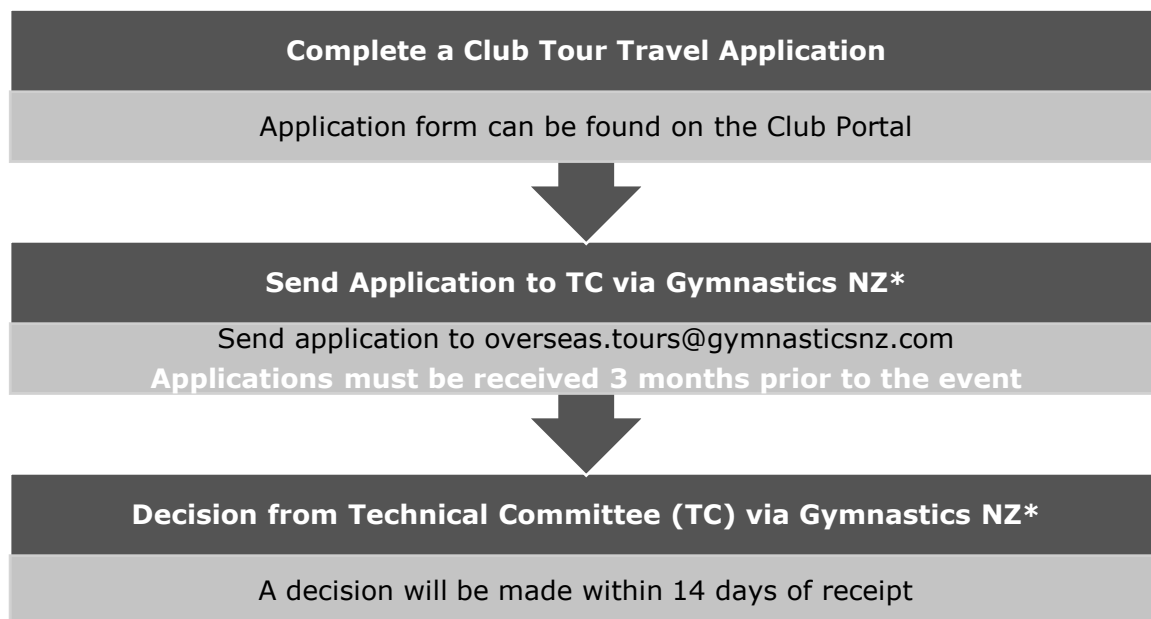
TOUR TYPE	DEFINITIONS	KEY OBJECTIVES	EXAMPLES
Performance	Events that sit on the High Performance Pathway (HPP); International events from which results are used to calculate world rankings and qualifiers for pinnacle events	To compete at Senior Open / International level; To progress through the HPP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

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:



*TC'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. To request the GNZ insurance application form please email overseas.tours@gymnasticsnz.com, the policy documentation is found on the GNZ Club Portal and the Gymnastics New Zealand website. 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 – Performance and Participation Tours

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 the International Federation of Gymnastics (FIG) or a member federation.
- Have a current passport, which is valid for 6 months after the date of return into New Zealand, except where the tour is in Australia in which case six-month validity is not required.
- 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:

- Comply with Gymnastics NZ regulations and policies.
- 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:

- Comply with Gymnastics NZ regulations and policies (including Membership Protection Policy)
- 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 for FIG sanctioned competitions require New Zealand citizenship

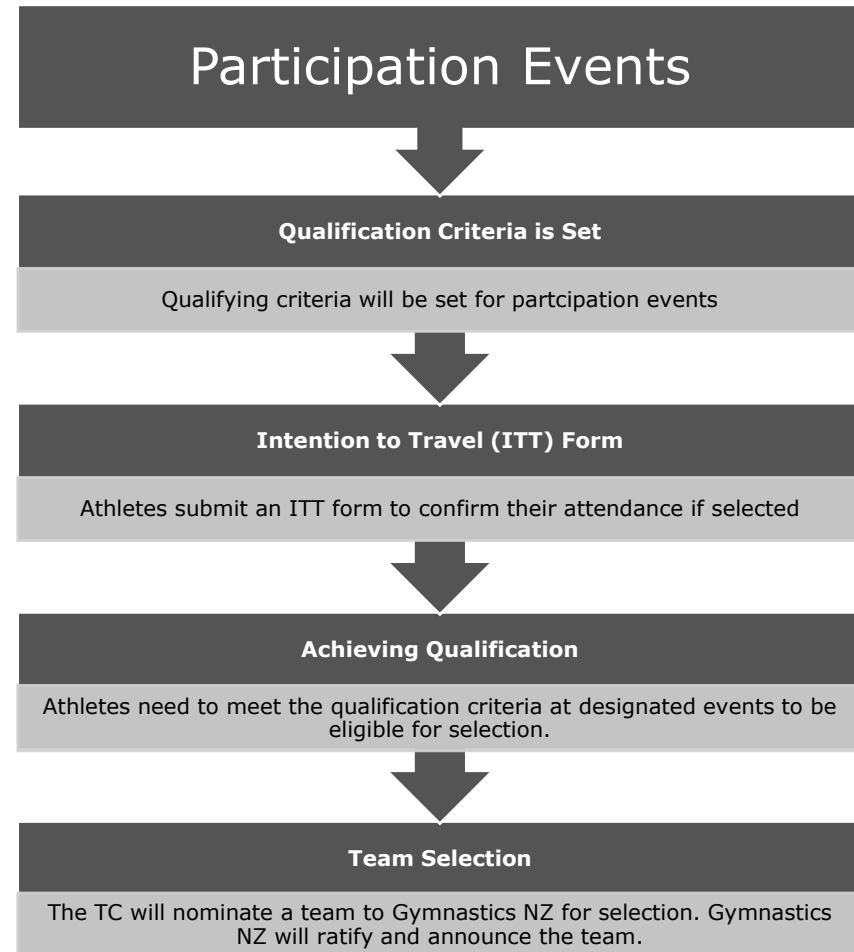
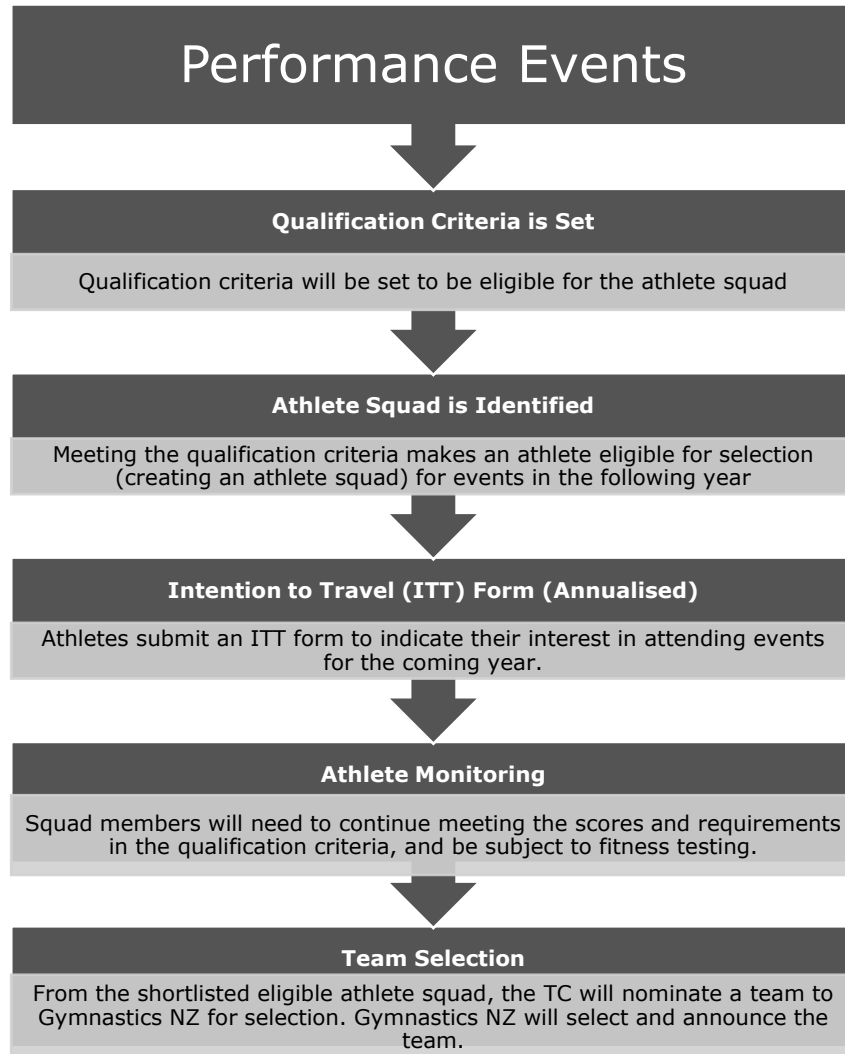
4.1.3 Other Officials

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:

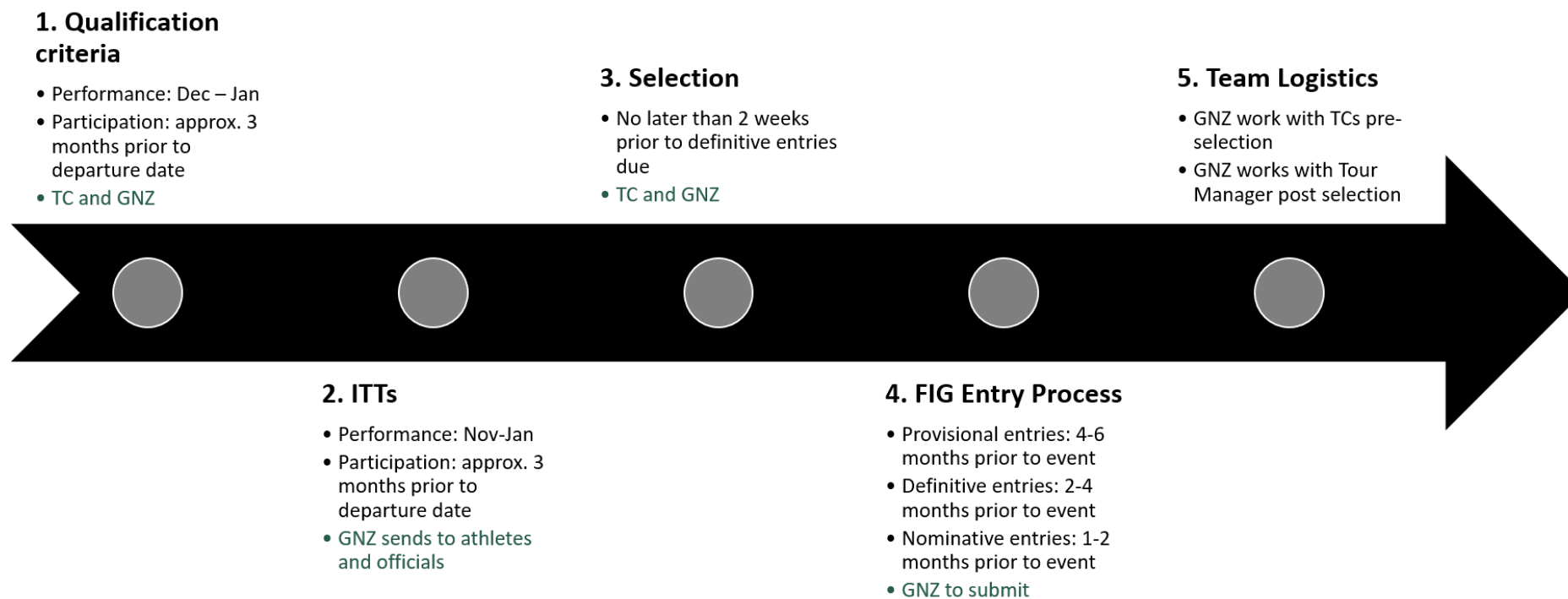
- Comply with Gymnastics NZ regulations and policies (including Membership Protection Policy)
- Hold a valid Driver's Licence (where needed)
- Have submitted an Intention to Travel form
- Any medical professional must hold the appropriate current qualification/s

4.2 Qualification and Selection Process

4.2.1 Athlete Qualification and Selection Process



4.2.2 Process and Timeframes



Process Details	Performance Events	Participation Events	Timeframe
Qualification criteria is set	<ul style="list-style-type: none"> Squad qualification criteria for the following year is published. 	<ul style="list-style-type: none"> Qualification criteria for the following year is published. 	Month of December <i>(for the events on the international tours calendar in the following year)</i>
Athlete squad is identified	<ul style="list-style-type: none"> If the qualification criteria is satisfied, the athlete is eligible for inclusion in the squad and selection for events in the following year (pending fitness tests and maintaining scores in line with the selection policy). 		Month of November – December <i>(as per each codes squad selection policy)</i>
Intention to Travel (ITT) Form	<ul style="list-style-type: none"> Annualised Intention To Travel (ITT) 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. 	<ul style="list-style-type: none"> 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 at least 2 weeks prior to the definitive entries being due – as outlined in the Event Directives. 	Performance Events – Annualised ITT: November - January Participation Events – ITT for each separate event <i>(ideally 3 months prior to the event, depending on the release of event directives)</i> .
Eligibility	<p>Athlete Monitoring</p> <ul style="list-style-type: none"> Fitness and form appraisal during the course of the year for all athletes in the squad. The National Coach (or TC delegated group/panel) will notify of these dates/requirements once the ITT forms have been submitted. <p>ITT Submissions – Submissions from the annualised ITT will be used for provisional competition entries, and used for indicative costings, schedules and team nomination dates to be outlined.</p>	<p>Athlete Qualification</p> <ul style="list-style-type: none"> 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. 	As determined by the National Coach or panel/group delegated by the TC
Team selection	<ul style="list-style-type: none"> The TC nominate the team to Gymnastics NZ. Gymnastics NZ will select and announce the team. The following elements will be considered: <ul style="list-style-type: none"> 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) 		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)
Event Logistics	<ul style="list-style-type: none"> Confirmed event logistics are communicated to the selected individuals/team. Forms are sent to tour members for collating relevant information. See Section 5. 		Following team selection

4.2.3 Athlete Selection Considerations

Overseas-Based Athletes

Overseas-based athletes will be required to qualify for the eligible squad of athletes and/or participation events, by meeting the relevant event qualification criteria (specifically overseas based athlete clause) in agreement with the TC, 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 TC prior to nomination date to Gymnastics NZ closing.

Extenuating Circumstances does not mean automatic selection. The Athlete still needs to present a case to the Selectors showing that they are capable of achieving the over-riding objective and/or the performance criteria.

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 criteria outlined in the squad selection policy set for juniors entering their first senior 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 TC 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. Athlete withdrawals from the selection process must be made prior to the official nomination date from the TC to Gymnastics NZ, or within 48 hours of team selection, whichever occurs first. If an athlete withdraws from the selection process after this time, the athlete must outline the circumstances of withdrawal, in writing, to the TC. Should the circumstances not be extenuating, Gymnastics NZ may impose an ineligibility penalty for New Zealand team selection. The sanction imposed could be up to a 12-month ineligibility period.

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 or performance test, or is considered as unable to compete at the event, they will be withdrawn immediately and must not travel

with the team. The athlete is to cover any costs incurred by GNZ on their behalf, where applicable the athlete may be eligible for an insurance claim.

Reserve Athletes

Any reserve athletes must be nominated with the team at time of nomination from the TC to Gymnastics NZ.

Following an athlete withdrawal the TC may nominate a previously selected reserve athlete to take their place. Gymnastics NZ will consider the viability of the addition of the reserve athlete to the team. The viability will be decided based on but not limited to the following factors:

- Timing (*in relation to team departure date*)
- Travel logistics e.g.
 - Flight changes/bookings
 - Accommodation and rooming logistics
- Competition and Event entry (*including meeting FIG or LOC requirements*)
- Athlete readiness to travel e.g.
 - Has maintained the performance level on which they were selected
 - Has a current passport with remaining validity
 - Has access to a NZ team uniform

Any reserve athlete nominated by the TC to be added to the team will be notified by Gymnastics NZ within 2 working days of receiving the nomination from the TC.

4.2.4 Official Appointments

Coaching Appointments

1. Coach submits an Intention to Travel (ITT) form
2. Coaches are nominated by the TC based on a number of 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
 - Gender Requirements
 - Funding
3. Coach appointments are ratified by Gymnastics NZ

Only Gymnastics NZ selected team coaches are permitted to travel with the team. Personal coach applications may be considered on a case by case basis.

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. Meets the eligibility criteria (section 4.1.2)
2. Judge submits an Intention to Travel (ITT) form
3. Non-FIG appointed judges are nominated by the TC via the Annual and 4 Year Tours Plans.
4. 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 (HOD) Appointments

Managers/HOD are nominated by the TC 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

Gymnastics NZ may also provide tour managers/HOD on a case by case basis.

If the Tour has less than 10 members (comprising athletes and officials), an existing official may be appointed to 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

Chaperones may be appointed on an individual tour basis taking into consideration but not limited to the following factors:

- Number of athletes;
- Ages of athletes;
- Number of officials.

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 TC within 5 working days of the closing date
3. The TC 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 TC for Gymnastics NZ to review and select.

Travel for minors under 14 years old

For any tour which includes an athlete under the age of 14. It is compulsory for the parent/guardian, to travel and stay with the athlete during the entirety of the tour. Where an individual chaperone is nominated by the parent/guardian in place of themselves, the parent/guardian must advise GNZ in writing at the time of individual chaperone nomination that the nominated individual chaperone is authorised to act on the parent/guardians behalf during the entirety of the tour. The athlete, parent/guardian/chaperone, will be roomed together in one room 'unless otherwise approved by the parent/guardian.

Police Vetting

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

Team Composition

- The TC may directly approach and/or nominate officials in the case that no ITT's are received, or the applicants are not deemed suitable, and where 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 which is available to view on the Gymnastics NZ website.

5 WHAT DO I NEED TO KNOW AND DO?

5.1 Event Information

All event information will be communicated prior to the event, some of which is available on the International Tours Calendar on the Gymnastics NZ website.

This will include, but is 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

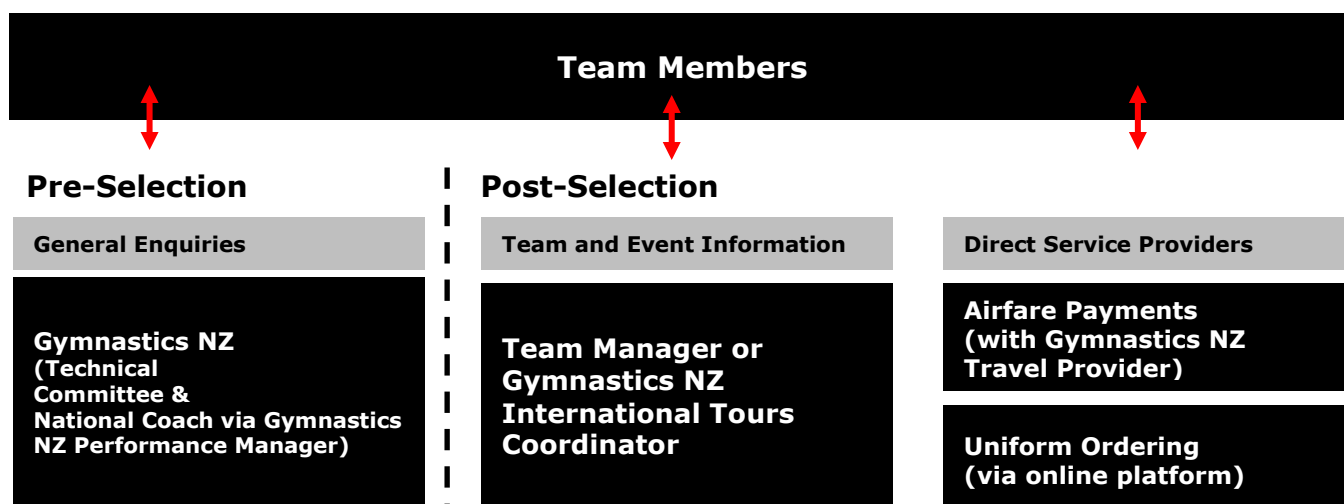
Athletes

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. By completing an ITT the athlete is committing to the full tours selection process, including the associated budget. If an athlete would like to withdraw from this process please see the withdraw process and conditions in Section 4.2.3.

Officials

Intention to travel will be requested from Officials in the form of an ITT. Should an official withdraw from a tour, and it has financial or logistical implications, they may be subject to the same withdrawal conditions as an athlete as outlined in Section 4.2.3.

Who to Contact as a Team Member?



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 Team Manager and/or Gymnastics NZ International tours coordinator directly. For performance athletes, direct communication may be required with the Head Coach in preparation for the event(s).

5.3 Tour Logistics and Costs

Tour Period

The official tour begins at the designated 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 required to fly together unless deviation has been approved by Gymnastics NZ (applications for deviation must be submitted to Gymnastics NZ **prior to the date nominated in post selection communications**).
2. Once the team has been officially announced, information around airfares will be communicated to the team athletes, officials, parents and chaperones. Payment for these flights may need to be made directly to the Gymnastics NZ travel provider within 5 working days of team announcement. 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, together with any required 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 the date nominated in post selection communications, 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.

Any required deviations from the rooming allocation outlined for the tour must be preapproved by the athletes, their parent/guardian (in the case of minors) and Gymnastics NZ. Should an adult athlete be rooming with a minor athlete written permission from both will be required by Gymnastics NZ.

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.

Deferment of Medical Treatment

If a tour member defers medical 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 Gymnastics NZ). These costs will be outlined in the final invoice issued by Gymnastics NZ. Tour payment in full must be received prior to departure. Payment timelines will be communicated post selection.

Designated Officials

All officials are self-funded, unless otherwise determined by the respective TC. 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 designated officials and any fee that may be charged by event organisers for not sending officials. This fee will be included in the final invoice for the tour.

Factors considered when deciding upon a management fee are as follows:

- Number of officials required
- Number of athletes traveling
- Any development opportunities for officials

The general structure of the management fee will be as follows:

- Required coaches – flights and accommodation
- An additional coach for development opportunity – self-funded (fully or in part)
- Required judges – flights and accommodation
- An additional judge for development opportunity – self funded (fully or in part)
- Head of Delegation – flights and accommodation
- Team Manager – flights and / or accommodation depending on size of tour
- Individual Chaperone (athletes under 14 years) – self-funded
- Team Chaperone – self funded

Whilst the above is a general structure of how management fee is put together, each tour is finalised on a case by case basis.

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.

5.4 Team Member Self-Checklist and Timeframes

Item	Timeframe	Completed
Planning		
Understand the qualification criteria and expectations around selection	From January	<input type="checkbox"/>
Intention to Travel Form	Ideally 5 months prior to the event, depending on the release of event directives.	<input type="checkbox"/>
Post-Selection		
Provided traveller details and payment submitted to Gymnastics NZ or their Travel Supplier	5 days after selection (TBC in post selection communications)	<input type="checkbox"/>
Uniform orders have been made via the online platform	5 days after selection (TBC in post selection communications)	<input type="checkbox"/>
Signed the athlete/officials team member agreement	5 days after selection (TBC in post selection communications)	<input type="checkbox"/>
Completed insurance form	5 days after selection (TBC in post selection communications)	<input type="checkbox"/>
Completed GNZ Tour Portal Profile	5 days after selection (TBC in post selection communications)	<input type="checkbox"/>
Completed an FIG licence application form (as required for FIG events) <i>Requires a passport and head & shoulders profile photo</i>	5 days after selection (TBC in post selection communications)	<input type="checkbox"/>
Final invoice paid	Prior to departure	<input type="checkbox"/>
Obtained any travel permit or visa requirements	At least 2 weeks prior to departure	<input type="checkbox"/>
Post-Event		
Complete the feedback survey	2 weeks after return to NZ	<input type="checkbox"/>

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 and Technical Committee

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.
- Adhere to the Conduct and Appendix 1 requirements as per Section 8.

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, TC 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 Local Organising Committee (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 achieve their personal goals and performance targets

Other

- Adhere to the Conduct and Appendix 1 requirements as per Section 8.
- 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
- Adhere to the Conduct and Appendix 1 requirements as per Section 8.

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 achieve their personal goals and 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 other team officials 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 the trip home as a result of any 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
- Adhere to the Conduct and Appendix 1 requirements as per Section 8.

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
- Adhere to the Conduct and Appendix 1 requirements as per Section 8.

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
- Adhere to the Conduct and Appendix 1 requirements as per Section 8.

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 on the Gymnastics NZ website

Further clarifications and responsibilities around Behaviour and Conduct on tour are located in Appendix 1 of this document.

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
- 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.

Appendix 1: Behaviour and Conduct on Tour

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 (who is not an athlete of the same gender), including officials, apart from authorised family members.
- All tour members (as listed above) must not be under the influence of alcohol 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, appropriate hugs, handshakes and high fives. Officials should not interact with 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 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

- All tour members should avoid travelling alone, unless unavoidable and notified to tour officials prior to travel.
- 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. In the event of communication with a minor this should include the athlete's parent or guardian.
- 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.
- Communications from Officials to Athletes should come from the official's professional email address or through a tour specific group communication portal such as Basecamp.

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.

- Athletes who encounter any issues on tour **must** raise their concerns directly with tour officials in the first instance. Parents should direct their child to this process before becoming involved in an issue.
- Gymnastics New Zealand will provide parents with the cell phone numbers for key officials 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 help facilitate this communication should the athlete not have access to their own communication device.
- 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 Basecamp 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.