

# Roles and Responsibilities

## Athlete Support

---

### Prerequisites

- Comply with Gymnastics NZ regulations and policies (including Membership Protection Policy)
- Hold a valid full Driver's Licence (where needed)
- Have submitted an Intention to Travel form
- Any medical professional must hold the appropriate current qualification/s
- Clear police vetting form
- Current Sport NZ Child Safeguarding Certificate.
- Have experience working with young people, preferably in a sport setting.

### Reporting line

The Athlete Support Official reports directly to the Tour Manager.

### Duties

The primary role of the Athlete Support Official is to support the wellbeing of the tour athletes.

Adhere to the Conduct and Appendix 1 requirements as per Section 8 of the International Tours Manual

The Athlete Support will:

#### Pre Tour:

- Meet with Tour Manager and review Tour Member Information doc and Incident Management Plan. Identify any areas of concern and make plans to address (e.g. dietary considerations).
- Speak to Athlete Wellbeing considerations at Team Hui for the Tour.

#### On Tour:

Athlete wellbeing outside of the competition and training setting:

- Treat all athletes fairly and equitably
- Ensure all athletes dietary needs are met.
- Ensure athlete supervision requirements are being met.
- Ensure athletes recovery needs are met (sleep, nutrition, medical).
- Provide social and emotional support to athletes as and when required.
- Assist Tour Manager in enforcing appropriate tour behaviour.

Tour Safeguarding:

- Ensure all tour safeguarding protocols are being met.
- Support athletes who may have any concerns or complaints while on tour.
- Assist Tour Manager in the event of a tour incident as per the incident management plan.



Communication:

- Be the primary contact for all athletes on tour.
- Send regular updates on activities / progress / logistics to parents while on tour via Team Reach app.
- Keep parents informed of any incidents involving the team or individual athletes.
- Be the direct liaison with any athlete chaperones on tour.

Post Tour:

Reporting

- Complete any incident reports in collaboration with the Tour Manager.
- Contribute to the Tour Managers Report including any recommendations.
- Complete the Tour Feedback Survey.



The contents contained herein represent the legal entity GymSports New Zealand Incorporated trading as Gymnastics New Zealand.