

Roles and Responsibilities

Tour Coach

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
- Clear police vetting form
- Current Sport NZ Child Safeguarding Certificate.
- Have experience working with young people, preferably in a sport setting.
- Have prior experience leading teams in a Gymnastics Setting.
- Hold a GNZ Senior coach qualification
- Current World Gymnastics coach profile (World Gymnastics events)

Reporting line

The Tour Coach reports directly to the Tour Manager.

Duties

The Tour Coach is appointed when the team is selected (if not prior) and may also be appointed Head Coach

The Tour Coach will:

- Support the Tour Manager with the control and supervision of athletes representing NZ from the time of assembly until the tour group returns to NZ
- Fulfil the role requirements as set out by the event directives and/or FIG and/or the LOC
- Ensure that all Gymnastics NZ policy and / or regulations are upheld within the NZ delegation
- Ensure the wellbeing and support of athletes primarily in the competition and training venues.
- Provide gymnastics direction and planning for athletes.
- Adhere to the Conduct and Appendix 1 requirements as per Section 8 of the International Tours Manual



Pre Tour:

- Provide GNZ with all required documentation.
- Assist GNZ and the Tour Manager with rooming configuration of the selected team.
- Meet with GNZ Performance and Tours Manager, Tour Manager, Athlete Support, other Tour Coaches and any Chaperones online and review Tour Member Information doc and Incident Management Plan. Identify any areas of concern and make plans to address (e.g. dietary considerations).
- Meet with GNZ to finalise Team Hui agenda and prep tour officials to introduce themselves.
- Contribute to delegated areas of the Tour Hui.
- Provide assistance as required in fitness assessments for the tour.
- Liaise with the athletes' personal coaches and obtain the necessary information to ensure that the athlete is able to achieve his/her personal performance goal. This information could include a training programme, conditioning programme, mental and physical preparation for competition plus competition routines
- Provide training plan guidance as required to tour athletes and their personal coaches.

On Tour

- On arrival, assist the Tour Manager with 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 Tour Manager, Athlete Support and other Tour Coaches regarding event work plan and training schedules.
- As required by the tour member agreement, to support the Tour Manager with athlete discipline and immediately report to the Tour Manager, any serious breaches of discipline or misconduct by any member of the tour group.
- Ensure the wellbeing and support of athletes primarily in the competition and training venues.
- Confirm training / competition plans with tour athletes.
- In the case of an emergency, accident or incident, to follow the instruction of the Tour Manager.
- Where anti-doping control is required to assist the athletes involved and liaise with the Tour Manager regarding appropriate chaperone delegation.
- Be responsible for work plan requirements for submission of music and competition orders.
- Fulfil Local Organising Committee (LOC)/event organiser requirements during the event period e.g. team meetings, apparatus order
- Fulfil any responsibilities delegated by the Tour Manager and Head Coach (if one is appointed) to ensure a smooth tour delivery e.g. travel logistics, meal planning.



Post Tour

Within two weeks of his/her return to NZ the Tour Coach will submit to Gymnastics NZ:

- Provide GNZ Tours with any receipts for agreed expenses incurred on tour.
- Refund to GNZ any funds provided to him/her that are unspent
- Complete a tour survey within two weeks of return.

