

# Roles and Responsibilities

Medical Official



## 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 the necessary qualifications/experience needed to effectively and safely deliver medical support

## Reporting line

The Medical Official reports directly to the Tour Manager.

## Duties

The Medical Official is appointed when the team is selected (if not before).

The Medical Official will:

- Be viewed as a full member of the tour.
- Assist 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 medical support to athletes as required.
- Adhere to the Conduct and Appendix 1 requirements as per Section 8 of the International Tours Manual



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

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Pre Tour:

- Provide GNZ with all required documentation.
- Meet with GNZ Performance and Tours Manager, Tour Manager, Athlete Support, other Tour Coaches online and review the Tour Member Information doc and Incident Management Plan. Identify any areas of concern and make plans to address (e.g. dietary considerations).

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 the needs of athletes.
- Provide athlete medical support primarily in the training and competition venues.
- 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.
- 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 as required and liaising with the Tour Manager, Tour Coach and potentially the athlete chaperone regarding appropriate support.
- Fulfil any reasonable responsibilities delegated by the Tour Manager to ensure a smooth tour delivery e.g. travel logistics, meal planning.
- Be aware of the whereabouts of the athlete under their care at all times
- Not enter into discussion with an athlete on their performance but refer them to discuss such matters with the Tour Coach

Post Tour

Within two weeks of his/her return to NZ the Medical Official 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.

