

Roles and Responsibilities

Tour Manager / Head of Delegation

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.

Reporting line

The Tour Manager reports directly to the GNZ Performance and Tours Manager.

Duties

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
- 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 of the International Tours Manual



NZCT
NZ COMMUNITY TRUST

 **SPORT**
NEW ZEALAND

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

Pre Tour:

- Provide GNZ with all required documentation.
- Confirm with GNZ Travel Provider any final travel logistics not already confirmed prior to tour departure (e.g. flights, accommodation, local transport)
- Confirm rooming configuration of the selected team.
- Meet with Athlete Support, 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.
- Lead delegated areas of the Tour Hui.
- Provide newsletter and entries support to GNZ Tours Staff to ensure all communication / entries are accurate.
- Review the managers pack provided by GNZ to ensure all necessary documentation and information for the tour are correct.

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 athlete support and tour coaches and other officials 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, to follow the Tour Incident Management Plan.
- 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



Post Tour

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

- A completed tour report (including Athlete Support officials report)
- If necessary, a separate confidential report to the Head of Gymnastics on any personnel or behavioural issues
- Any receipts for agreed expenses incurred on tour.
- Any funds provided to him/her that are unspent

