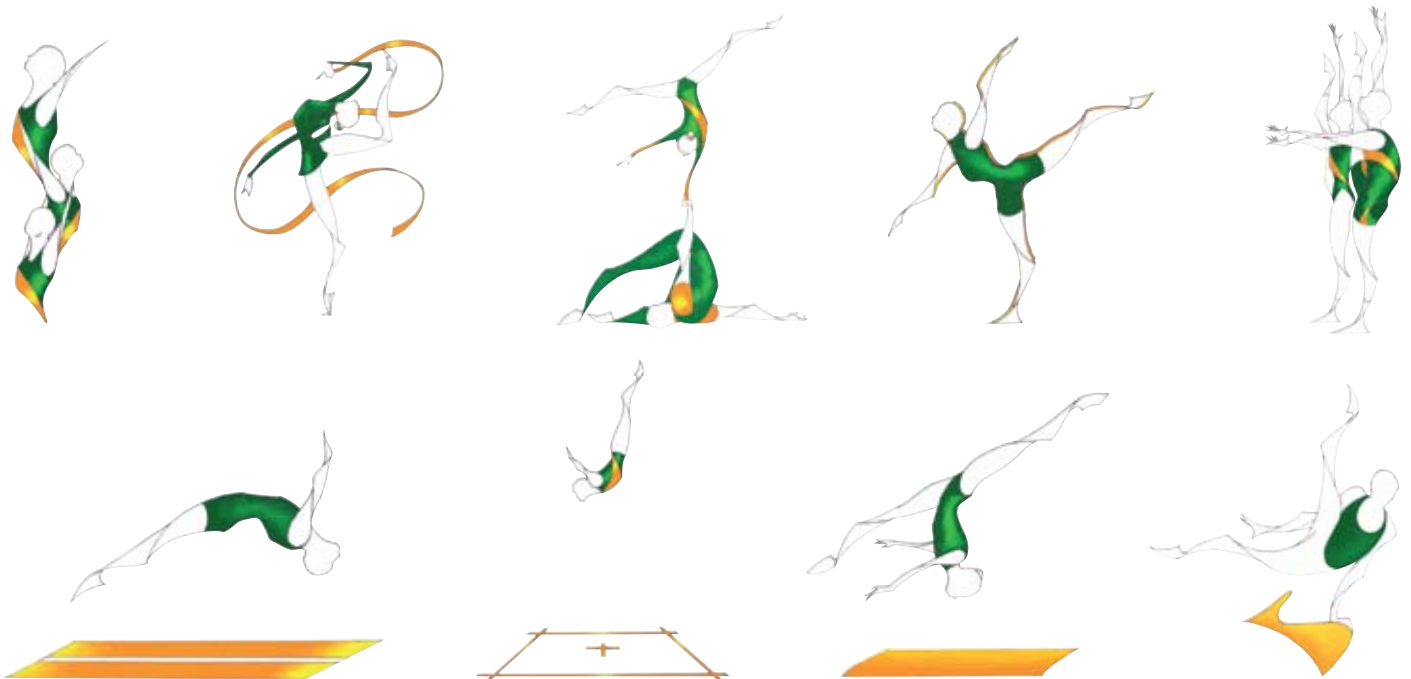




IRISH GYMNASTICS LTD

HEAD OF DELEGATION INTERNATIONAL TRAVEL POLICY VERSION 1 – OCTOBER 2010



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1. PURPOSE

The purpose of this policy is to provide a clear procedure for taking those representing Irish Gymnastics away to International (or national residential) events so that all necessary arrangements are made and all steps are taken to ensure the trip is as organised, safe and successful as possible for everyone involved.

In the main, this policy outlines the steps to be taken by the designated Head of Delegation of the Irish National Squad. There are also key responsibilities for other delegation members and for parents of gymnasts.

2. SCOPE

This policy applies to all IRISH GYMNASTICS members involved in arranging and participating in International events, in particular, as part of a delegation representing IRISH GYMNASTICS at International Level (including national events requiring residential stay).

Clubs may adapt this policy to suit an International/national event they have entered in which the gymnasts are not representing the Irish National Squad.

3. DEFINITIONS

ACCOMMODATION/ FACILITIES	Includes the premises where the event/activities take place and the residential facility where the participants stay
INTERNATIONAL EVENT	An activity/event where selected gymnasts and coaches are representing/competing for IRISH GYMNASTICS and which is being hosted in a foreign country
CEO	Chief Executive Officer (Irish Gymnastics Ltd.)
FIG	International Federation of Gymnastics
HOD (Head of Delegation)	The person, selected by Irish Gymnastics, who has overall responsibility for taking gymnasts to an International event.
IG	Irish Gymnastics Ltd.
LEADER	The person/coach responsible for making the trip arrangements for the Club/Squad residential activity/event
TC	Technical Committee (of IG)
UEG	European Union of Gymnastics
WADA	World Anti-Doping Agency
WELFARE OFFICER	The designated person who has received training, has knowledge of the IRISH GYMNASTICS Child Protection Policy and is responsible for the welfare of the children/young adults

4. PROCEDURE

For every international event the Irish Gymnastics National Squad attends, IG will select a Head of Delegation (HOD). The HOD will be the main contact for the event for IG, gymnasts, other delegation members and parents of gymnasts. The HOD will be responsible for ensuring this policy is adhered to. Their main responsibilities are:

- Advising the selected gymnasts and other members of the delegation of their selection
- Collating the required information and keeping the delegation informed as to the arrangements of the trip
- The welfare of the delegation for the duration of the event
- Ensuring compliance with all appropriate IG policies by all members of the delegation and with the event rules/regulations as set out by IG and the event organisers/hosts

The HOD will ensure the following is carried out for every event:

4.1 SELECTION

- 4.1.1 IG will inform the HOD of all selected gymnasts and other delegation members. As soon as they are informed, the HOD will then complete the HOD Booklet with all the delegation members' names and event details/dates etc.
- 4.1.2 The HOD will then confirm with IG that the information is correct and, upon confirmation, will ensure all delegation members receive the completed Selection Notice; the Delegation Member Contract; the Initial Communication to Delegation Members letter and the Logistics Form.

4.2 INFORMATION COLLECTION

- 4.2.1 IG will inform the HOD of the deadline dates for receiving all information required in the HOD Booklet. As a guide, the HOD will ensure IG is in receipt of all the following information/documents at least 6 weeks prior to departure and definitely by the deadline date:
- Selection Acceptance Form
 - Anti-Doping Form
 - Travel Mandate/Medical Form/Parental/Guardian Consent Form
 - Team Member Form (adult delegation members only)
 - Travel Kit Request Form
 - Gymnast Bio Form
 - Passport copies
 - Passport size digital photo (for accreditation)
- 4.2.2 If any delegation member does not return any part of the required information within the deadline, the HOD will be responsible for informing them that they are not able to attend the competition.

4.3 TRAVEL DOCUMENTATION

- 4.3.1 The HOD will be responsible for the collection and safe retention of all travel documentation, ensuring it is presented to the appropriate parties at the necessary times. This includes the following:
- Passports (adult delegation members are responsible for carrying their own passports)
 - IG Overseas Insurance Cover information/documentation
 - Appropriate travel visas (if required)
 - All travel tickets
 - All maps/directions/event and accommodation information/confirmation
- 4.3.2 The HOD will also ensure they hold the following and refer to them or present them when required to do so (e.g. in the event of an incident/accident or to provide evidence on behalf of a team member):
- First Aid Kit
 - Medical and emergency contact forms for all delegation members
 - Proof of regular medication (i.e. prescriptions to meet WADA requirements)
 - All delegation members passport copies
 - All relevant IG policies (Child Protection Policy, Safe Sport Away etc)
 - Signed Delegation Member Contracts
 - Other HOD Booklet templates (time sheets etc)

4.4 TRAVEL KIT

- 4.4.1 In addition to the above items, the HOD will ensure that the following items are taken with the delegation:
- Travel Kit & Competition Kit
 - Music (if required for floor routines)
 - Emergency Fund
 - Tariff sheets & competition entry forms
 - Any other equipment required for the specific discipline

4.5 COMMUNICATION

- 4.5.1 The HOD will use the Checklist provided in the HOD booklet to gather all the required items and information necessary to either take to the event or to facilitate the travel. They will ensure this is all provided to the relevant organisations by the deadline date.
- 4.5.2 IG will ensure they keep the HOD fully informed with every aspect of the trip, including the travel arrangements, event and accommodation details as soon as they are aware.
- 4.5.2 The HOD will be the main contact between the delegation and IG. So that IG is fully informed as to progress and able to advise parents, the HOD will provide IG with a daily update throughout the event.
- 4.5.3 Prior to the event, the HOD will appoint a Team Leader. The Team Leader will be responsible for ensuring all Time Sheets are completed at the end of each evening and provided to the HOD at every breakfast meeting.
- 4.5.4 The HOD will ensure they communicate with the Team Leader via daily updates throughout the event.
- 4.5.5 In the event of any accident or incident, the HOD will ensure the Team Leader deals with it effectively and completes the relevant forms. The HOD will advise IG immediately they are made aware of the details of the incident/accident. (See 4.13 below for further guidance)
- 4.5.6 At the end of each event, the HOD will ensure they complete and provide to IG the competition report form

4.6 DEPARTURE DAY

- 4.6.1 The HOD will advise the team of a designated meeting point at the departure location. The delegation **MUST** meet at this point at least 2_ hours prior to the departure time
- 4.6.2 At the meeting point the HOD will give the gymnasts an opportunity to say goodbye to their family as family members will not be proceeding with the delegation to the departure gate. The HOD will ensure parents are advised of the collection point after the return journey
- 4.6.3 At the meeting point, the HOD will take the team register and it is at this stage that the HOD becomes officially responsible for the team
- 4.6.4 If the registration process identifies that a team member has not arrived, the HOD will attempt to contact the missing delegate to establish an estimated time of arrival. In the event they are deemed unable to arrive in time for check-in, the HOD will advise them to make their own arrangements to arrive at the event venue/hotel (it will be the parents responsibility to ensure the arrival of gymnasts to the event and to sign them over upon arrival)
- 4.6.5 During registration, the HOD will check all delegation members have their passport. In the event they do not, again if this affects a gymnast it will be the parents responsibility to ensure a passport is received in time for check-in. If this is not possible, then 4.6.4 above will apply
- 4.6.6 The HOD will use their discretion to deal with any further issues. They will ultimately be responsible for making the decision and advising the affected person/s if they are able to attend the event or not. The HOD will take all possible steps to ensure issues are resolved to enable them to attend, however, it must be recognised that there may be occasions whereby this may be impossible (i.e. parent cannot get a gymnast to the event; a passport is unable to be found etc)
- 4.6.7 Once ready to proceed to check-in, the HOD will assist the delegation, ensuring all relevant documents are shown to the authorities as and when requested
- 4.6.8 The HOD will ensure the team proceed through check-in, departure and onward journey in an orderly, responsible manner, reminding them of the Delegation Member Contract they signed upon selection outlining their responsibilities to represent IG in a professional way

4.7 DESTINATION ARRIVAL

- 4.7.1 Upon arrival at the destination, the HOD will take a team register, ensuring that all members are present and ready to proceed through to passport control
- 4.7.2. At passport control, the HOD will ensure all gymnasts are given assistance and will deal with any issues that may arise at this point
- 4.7.3 Once successfully through passport control, the HOD will oversee the collection of all luggage. Should any luggage be missing, the HOD will liaise with airport staff who will have procedures in place to deal with this situation
- 4.7.4 Before departing from the airport to make the onward journey to the event, the HOD will take a further team register ensuring all delegation members are present and have all their personal luggage/items with them
- 4.7.5 In the event that any delegation member is not present at registration, or any issues arise regarding lost items (bags, wallets, clothing etc), the HOD will again liaise with airport staff to resolve. The HOD will ensure that all issues are recorded on the appropriate forms and that IG are informed of them immediately they are able to do so
- 4.7.6. Whilst the HOD is resolving such issues, the Team Leader will be responsible for keeping the group assembled in an appropriate place

4.8 ONWARD JOURNEY TO VENUE

- 4.8.1 The HOD will establish where the onward transportation to the venue is located and ensure all delegation members are on board
- 4.8.2 As soon as the delegation are on board and prior to departure to the venue, the HOD will take a further team register. In the event of a missing delegation member, the HOD will refer to 4.7.5 above to resolve
- 4.8.3 In the event there is a problem with the onward transportation (i.e. it has not arrived or is not suitable for travel), the HOD will use their initiative to resolve, i.e. contact event organisers to make alternative arrangements, or find another method of transport to the venue. The HOD will contact IG to advise them of the situation and to take further advice should this be necessary

4.9 ARRIVAL AT THE HOTEL

- 4.9.1 Prior to arrival at the hotel, the HOD will have prepared a room list ensuring that rooms are appropriately allocated according to the age, sex and particular needs of those sharing them
- 4.9.2 The HOD will check the delegation in to the hotel, ensuring the room list is applied, and establish from the reception an appropriate meeting place. The HOD will then advise the delegation of the venue and time of the first team meeting
- 4.9.3 The HOD will gather all relevant and important local and hotel information, i.e:
- Meal times at the hotel and at the venue
 - Bus timetables and routes/stops to venue/hotel
 - Local taxi numbers
 - Hotel and local maps
 - Hotel emergency/fire procedures
 - Emergency numbers – e.g doctors

4.10 ACCREDITATION

- 4.10.1 The HOD will be responsible for ensuring accreditation is carried out and that all relevant documentation is received and copied by the event organisers
- 4.10.2 If possible the HOD should collect the accreditation on behalf of the team and distribute it at the first team meeting (see 4.12 below)
- 4.10.3 In the event the competition organisers expect individuals to organise and collect their own accreditation/ID, the HOD will assist the team to carry this out
- 4.10.4 Should any problems occur regarding accreditation, the HOD will ensure they resolve them with the event organisers
- 4.10.5 Accreditation/ID MUST NOT be swapped, duplicated or arranged for any person not officially on the IG selection document. The HOD will take this matter seriously and advise IG should this occur
- 4.10.6 The HOD will ensure they are aware of and follow the competition rules on accreditation. Any misuse, fraud or violations can result in penalties and fines!

4.11 HOD MEETING

- 4.11.1 Before attending the meeting for all Heads of Delegations, the HOD will establish if any team members have any requests or questions and will ensure these are raised and answered at the meeting and fed back to the delegation at the first team meeting (see 4.12 below)
- 4.11.2 During the meeting, the HOD will ensure they note any changes to the work plan; warm up details; equipment details; appeals procedures and competition rules

4.12 FIRST TEAM MEETING

- 4.12.1 During the meeting, the HOD will ensure the following is carried out:
- A copy of all room allocations and room numbers provided to all adult members and the room keys handed out to adult members and senior gymnasts
 - All delegation members advised of all the hotel, local and emergency information gathered in 4.9.3 above
 - All delegation members advised of the full competition and training plan and given their accreditation/ID passes
 - All delegation members advised of the other delegations taking part in the event
 - All adult delegation members apprised of the whereabouts and access to emergency contact numbers and relevant forms
 - Judges and coaches meetings times given to all coaches and judges

- All gymnasts advised of IG's strict rules and regulations and the consequences of violating them. Particular emphasis should be given to:
 - curfews (all in rooms by 9pm)
 - behaviour and attire/uniform
 - zero tolerance on alcohol (including the closing banquet)
 - visiting other delegations rooms
 - room tidiness (spot checks will be carried out throughout the event)
 - checking with leaders before going anywhere (no wandering off)
 - no chewing gum or junk foods etc in the competition arena
 - noise levels in the hotel/competition arena
 - be kept tidy and that this applies also to senior gymnasts)
- Gymnasts advised that information regarding bus timetables, training plans, competition times and medical team will be held by their coaches
- Any meal tickets/entry tickets provided to the delegation and that all delegation members are apprised of meal sitting times and the procedure for getting their meals at the venue
- All delegation members advised of further meeting times/venues

4.12.2 The HOD will also advise the adult delegation members of the following:

- Their obligation to IG regarding their compliance with all IG procedures (child protection, sport away policy, codes of conduct etc)
- Their individual duties as follows:
 - COACHING TEAM: Responsible for obtaining (and advising gymnasts) of all information regarding warm-ups, venues, training times, performance times, seating arrangements and any other relevant details concerning the gymnasts and the event
 - JUDGING TEAM: Responsible for being aware of their draw and know where and when they need to be in meetings and in competition
 - MEDICAL STAFF: Aware of their allocated areas in the hotels and venue. They must also make sure that another adult team member is present if they are treating any gymnast under the age of 18 in any private room/area

4.13 EVENT & CRISIS MANAGEMENT

4.13.1 DAILY MANAGEMENT

Throughout the event, the HOD will ensure all delegation members are adhering to their duties and representing themselves and IG with the utmost professionalism. They will hold daily breakfast meetings with the adult delegation members to ensure compliance and to offer support with any issues/situations that may have arisen

4.13.2 INCIDENTS

4.13.2a In the event of any incidents the HOD will ensure they are dealt with in a calm and efficient manner. They will intervene immediately in hostile situations and use discretion on the correct action to take

4.13.2b The guidelines for how to deal with incidents are as follows:

Minor Disciplinary Offences (e.g. untidy rooms, non-uniform, lateness, rudeness)

- The offender will be verbally warned about their behaviour/incident and reminded of the corrective action they need to take
- Should the offender persist and further breach the rules the HOD will complete an incident form, which the offender must sign. This will be forwarded to IG and the parents
- HOD to decide penalty/disciplinary action to take

Major Disciplinary Offences (e.g. violence, alcohol, incidents involving authorities)

- HOD will fill out the incident form and forward to IG for further action
- HOD will contact parents to advise them of the offence
- IG to advise HOD of the action to take

4.13.2c The HOD will ensure ANY incidents (however minor) are documented on the correct forms regardless of the need to immediately inform IG and/or parents

4.13.2d Under no circumstances will the HOD behave in an aggressive, intimidating, unfriendly, argumentative, unpleasant or foolish manner in their intervention of any incident

4.13.3 ACCIDENTS

- 4.13.3a In the event of any accidents (however minor) the HOD will ensure they are documented using the correct forms
- 4.13.3b Should the accident be serious in nature, the HOD will make sure an adult team member goes with the individual to receive medical attention. (Male to travel with male and female to travel with female). They will ensure the adult team member has the following:
- The individuals' passport
 - Medical card
 - Insurance details
 - Telephone to keep regular contact with the HOD
- 4.13.3c The HOD will then make sure all other members of the delegation are reassured and kept calm and that IG and the parents/next of kin are informed and updated with the situation

4.13.4 COMPLAINTS

- 4.13.4a In the event of any complaints raised against the delegation, the HOD will attempt to resolve the complaint to the best of their ability using their discretion and ensuring all facts are gathered and acted upon (including information given from the accused). The HOD will involve the Team Leader in these discussions/resolution
- 4.13.4b Should the facts be substantiated then the HOD will apologise to the complainant for the incident and advise them of the corrective action they will be taking. The HOD will then inform the accused of the action that will be taken against them
- 4.13.4c The HOD will ensure the Team Leader records all complaints on the incident form and that IG is advised if the complaint is of a serious nature

4.13.5 APPEALS

- 4.13.5a During the competition, in the event a coach wishes to lodge an appeal on behalf of a gymnast they must first ensure the HOD is advised as to the details of the appeal, including the reason, scores involved and gymnasts involved
- 4.13.5b The HOD will make the appeal on behalf of the delegation ensuring the event organisers procedures for making appeals is complied with
- 4.13.5b The HOD will advise the coach of the outcome of the appeal and it is accepted that the event organisers decision will be final

4.13.6 EMERGENCY FUND

- 4.13.6a IG will ensure the HOD carries an amount of money to be used in the event of an emergency, e.g. the need to pay for alternative travel arrangements. The HOD will use their discretion as to the absolute need to use this fund
- 4.13.6b In the event the HOD feels it necessary to use this fund they will complete a log detailing the reason and the amount and ensure a receipt is attached
- 4.13.6c The HOD will ensure the Emergency Fund (or what is remaining) is returned to the TC upon their return to IG along with the log and any receipts

4.13.7 DRUG TESTING

- It is expected that ANY gymnast from ANY delegation could be called for a random drug test at ANY point during the event. The HOD will therefore ensure the delegation have been briefed as to the normal drug testing procedure so that they are prepared to deal with it should the need arise. In the event a gymnast/s is chosen for a random drugs test, the HOD will ensure the following is carried out:
- 4.13.7a The HOD will establish if the gymnast has taken any medication in the previous 6 weeks. This information should be detailed on the gymnasts' medical form and proof of regular medication evidence attached (i.e prescriptions/doctors note etc)
- 4.13.7b The HOD will organise an appropriate adult team member to travel with the gymnast to the drug testing venue, ensuring all medical information regarding the gymnast is taken with them
- 4.13.7c The adult team member will support the gymnast through the procedure ensuring they understand and comply with the instructions they are given. The test may take a long time to complete and the adult team member and gymnast must be prepared for this

4.13.7d The adult team member will ensure that travel arrangements have been made to return to the competition venue after the test has been completed

4.13.7e In the event of a positive result, the adult team member will immediately contact the HOD to advise them. The HOD will ensure that IG is immediately aware of this situation and will deal with it according to IG's further advice

4.14 EVENT MANAGEMENT SUMMARY

In summation, the HOD must ensure that the event runs as smoothly as possible. This will only happen if the organisation and information collation happens prior to the trip; that checklists are used (and checked!) to ensure that everything is thought of and taken with the delegation; and that IG's policies, procedures and guidance is followed throughout the event.

It is accepted that no trip will be without issues/problems and whilst the HOD is ultimately responsible for making decisions and judgements, they can do so with full support from IG. The HOD can (and should) contact IG if they feel the situation requires further advice and guidance prior to making a decision.

On any occasion that the HOD leaves the delegation (or takes a designated break from their duties), they must ensure another adult team member assumes the HOD role until they resume their duties. All members of the delegation must be aware of who is covering the HOD role and be advised upon their return.

4.15 CHECKING OUT

- 4.15.1 On the day of check-out, the HOD will ensure adult team members assist gymnasts with packing their personal belongings and perform a room check on every room to ensure no items are left behind and that all rooms are left in an acceptable condition
- 4.15.2 The HOD will ensure all keys are handed in to the hotel reception and if there are any issues regarding rooms etc that these are resolved to the best of their ability
- 4.15.3 Before leaving the venue/hotel, the HOD will ensure the transport arrangements to the departure point are in place and will take a team register. If there are any team members not present, the HOD will ensure they are located prior to the team departure

4.16 DEPARTURE HOME

- 4.16.1 Upon arrival at the departure point, the HOD will take a further register to ensure all team members are accounted for. Adult team members will assist in making sure gymnasts luggage is collected from the transport and all personal belongings are with them
- 4.16.2 The HOD will follow the procedure outlined in 4.7 above in order to process all team members through check-in, passport control and luggage collection at the home destination
- 4.16.3 Upon arrival at the home destination, the HOD will ensure a final register is taken and that gymnasts are handed back to parents at the pick up point (established in 4.6.2 above). They will also make sure that all passports, any medication and personal belongings are handed to the gymnasts/parents

4.17 EVENT CONCLUSION

- 4.17.1 The HOD will ensure that the Team Leader provides them with all reports, incident/accident logs and any other relevant/important documentation collected during the event
- 4.17.2 The reports will be provided to IG within 3 days of the return date
- 4.17.3 Finally, the HOD will arrange a meeting with the CEO to personally apprise them of the event and to agree any media reports/material



www.irishgymnastics.ie

+353 1 6251125
info@irishgymnastics.ie

Irish Gymnastics Ltd,
Sport HQ, 13 Joyce Way
Park West, Dublin 12
Ireland