

International Travel Policy

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Contents

1. Purpose	1
2. Scope	1
3. Definitions	1-2
4. Head of Delegation	2
4.1 Selection	3
4.2 Information Collection	3-4
4.3 Travel Documentation	4
4.4 Travel Kit	5
4.5 Communication	5-6
4.6 Departure Day	6
4.7 Destination Arrival	7-8
4.8 Onward Journey To Venue	8
4.9 Arrival At The Hotel	8-9
4.10 Accreditation	9
4.11 Head Of Delegation Meeting	9-10
4.12 First Team Meeting	10-11
4.13 Event Management	11-13
4.14 Event Management Summary	14
4.15 Checking Out	14
4.16 Departure Home	14-15
4.17 Event Conclusion	15

1. Purpose

The purpose of this policy is to provide a clear understanding that all necessary arrangements are made to ensure that everyone involved in representing Gymnastics Ireland at an international event travel in a safe and organised manner.

In the main, this policy outlines the steps to be taken by the Head of Delegation (HOD) of the Irish National Team appointed by Gymnastics Ireland. There are also key responsibilities for other delegation members and for parents of gymnasts.

The following rules, policies and documents support the International Travel Policy and must be adhered to.

- Gymnastics Ireland Rules & Regulations
<http://www.gymnasticsireland.com/structure-policy/general-rules-and-policy>
- Gymnastics Ireland Head of Delegation Travel Booklet
- Codes of Conduct for HOD, Gymnast, Coach, Adult Delegation Members
- Gymnastics Ireland Information Booklet for Parents and Gymnasts
- Gymnastics Ireland Fitness Assessment Form

2. Scope

This policy applies to all GYMNASTICS IRELAND members who are part of an approved International Delegation involved in arranging and participating in an International event.

(Clubs may adapt this policy to suit an International event they have entered in which the gymnasts are not representing Gymnastics Ireland).

3. Definitions

Accommodation/ Facilities	Includes the premises where the event/activities take place and the residential facility where the participants stay
Children's Officer for the Event	At International Events the Head of Delegation will be the Children's Officer, the HOD will have attended Irish Sports Council/SportNI Code of Ethics/Safeguarding training, has knowledge of the Code of Ethics & Good Practice for Youth Sport in GI and is responsible for the welfare of young participants.

CEO	Chief Executive Officer
FIG	Federation of International Gymnastics
Head of Delegation	The person, selected by Gymnastics Ireland, who has overall responsibility for taking gymnasts to an International event
GI	Gymnastics Ireland
International Event	An activity/event where selected gymnasts and coaches are representing/competing for GYMNASTICS IRELAND and which is being hosted in a foreign country (on occasions hosted in Ireland)
PTM	Performance Technical Manager (Gymnastics Ireland)
PWM	Policy Welfare Manager (Gymnastics Ireland)
“ Responsible Person”	Under the Irish Gymnastics Complaints & Disciplinary Rules and Procedures, a “Responsible Person” means the person in ultimate authority over a Member, team or delegation at an Event. At an international competition the Head of the Delegation shall be the Responsible Person
UEG	European Union of Gymnastics
WADA	World Anti-Doping Agency

4. Head of Delegation

For every international event Gymnastics Ireland attends, GI will select a Head of Delegation (HOD). The HOD will be the main contact for the event for GI, gymnasts, other delegation members and parents of gymnasts. The HOD will be responsible for ensuring this policy is adhered to.

Upon appointment Gymnastics Ireland will forward the International Travel Booklet and necessary documentation for completion to the HOD.

The duties of the HOD are listed in the International Booklet with the main duties being as follows:

- Advising the selected gymnasts and other members of the delegation of their selection
- The HOD is responsible for the co-ordination of travel arrangements, any other logistical arrangements once ratified in conjunction with the Gymnastics Ireland Office Manager
- Collating the required information and keeping the delegation informed as to the arrangements of the trip
- The HOD must ensure that parents/guardians of selected gymnast(s) who are U18 have been informed of all arrangements.

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- The welfare of the delegation for the duration of the event. In delegations where there are gymnasts who are over and under 18, it is the responsibility of the HOD to ensure that the principles of the Code of Ethics & Good Practice for Youth Sport are adhered to (particularly in relation to supervision, codes of conduct, room allocation, gender related issues).
 - HOD will ensure appropriate supervision levels at all times with a minimum of two responsible people supervising at all times (consider gender ratio where possible).
 - Ensuring compliance with all appropriate GI policies by all members of the delegation and with the event rules/ regulations as set out by GI and the event organisers/hosts

4.1 Selection

4.1.1 Following ratification of the Delegation Nomination Form, GI will inform the HOD of all selected gymnasts and other delegation members. As soon as they are informed, the HOD will then commence the completing of all necessary forms.

4.1.2 The HOD will then ensure all delegation members (parents/guardians) receive an information letter covering the logistics, Code of Conduct, Delegation Member details/consent form, gymnasts bio form and gymnast anti-doping form.

4.2 Information Collection

4.2.1 The HOD will establish from GI the deadline dates for receiving all the required documents/information. As a guide rule, the HOD will ensure GI is in receipt of all the following information/documents at least 6 weeks prior to departure:

- **Code of Conduct**
- **Delegation Member Details form**
- **Gymnast bio form**
- **Anti-Doping form**
- **Passport copies**
- **Passport size digital photo (for accreditation)**

4.2.2 The HOD is responsible for ensuring all required information is received,

completed correctly, and then forwarded to GI by the deadline date.

4.2.3 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. They will ensure 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)
- FIG Licences
- GI 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/requested, (e.g. in the event of an incident or accident or to provide evidence on behalf of a team member):

- Delegation members details including medical and emergency contacts
- Proof of regular medication (including evidence of approved individual Therapeutic Use Exemptions (if needed) as from FIG (located on your ADAMS account)
- All delegation members passport copies
- All relevant GI policies (Code of Ethics & Good Practice for Youth Sport, Complaints & Disciplinary Rules and Procedures)
- Signed Delegation Member Codes of Conduct
- Other International Travel 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:

- International Kit & Competition Kit
- Music (if required for floor routines)
- Tariff sheets & competition entry forms
- Any other equipment required for the specific discipline
- Evidence of Insurance
- National Flag
- National Anthem
- Gift

4.5 Communication

4.5.1 The HOD will use the Checklist provided in the GI International Travel 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 GI 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.

4.5.3 The HOD will be the main contact between the delegation and GI. So that GI is fully informed as to progress and able to advise parents, the HOD will provide GI with any updates throughout the event.

4.5.4 A Gymnastics Ireland 24 hour contact telephone number will be available for emergency situations.

4.5.5 Prior or during to the event, the HOD may appoint an appropriate individual as the Assistant Head of Delegation. This individual will carry out duties delegated by the HOD. The duties can include helping out with any of the HOD duties outlined in the HOD Code of Conduct/Responsibilities.

The HOD may appoint managers as appropriately during any event.

4.5.6 The HOD will ensure they communicate with the Assistant Head of Delegation via daily updates throughout the event.

4.5.7 In the event of any accident or incident, the HOD or, in the absence of the HOD, the Assistant Head of Delegation deals with the an issue effectively and completes the relevant forms. Where appropriately the HOD will advise GI immediately of the incident/accident

4.5.8 At the end of each event, the HOD/Head Coach & Head Judge will ensure they complete and provide to GI the competition report form.

4.6 Departure Day

4.6.1 The HOD will advise all delegation members of a designated meeting point at the departure location. The delegation **MUST** meet at this point at least 2½ hours prior to the departure time unless a different time has been agreed by the Head of Delegation.

4.6.2 The HOD will ensure that gymnasts are given the opportunity to say their goodbyes to their family members at this meeting point, as family members will not be proceeding with the delegation to the departure gate.

Gymnastics Ireland recognises the important role that parents/guardians play in the lives of our young gymnasts, Parental/guardian support is welcomed at Gymnastics Events.

If a parent/guardian wishes to travel in a personal capacity to an Event in the role of a spectator where their son/daughter is representing Gymnastics Ireland, we will ask parents/guardians to consider and sign the Parents Code of Conduct so ensuring that everyone understands their role and responsibility at the Event.

(Representing Gymnastics Ireland is a proud occasion for young people and when participating at Events, Gymnastics Ireland will endeavour to ensure that every gymnasts enjoys the occasion and given every opportunity to participate to the best of their ability).

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 Whilst taking the register, if any team member has not arrived, the HOD will make contact with the missing delegate to establish an estimated time of arrival.

4.6.5 In the event the delegate member will not arrive in time for the check-in, the HOD will advise them that they must make their own arrangements to arrive at the event venue/hotel (it will be the parents' responsibility in the case of a late gymnast and they must sign over the gymnast upon arrival).

4.6.6 At registration, the HOD will ensure that 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 by the HOD in time for check-in. If this is not possible, then 4.6.4 above will apply.

4.6.7 The HOD will use their discretion to deal with any further issues/problems. They will ultimately be responsible for making the decision (and advising the affected person/s) as to whether a delegate member is able to attend the event or not. The HOD will take all necessary steps to ensure delegate members 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).

4.6.8 The HOD will assist the delegation through check-in, ensuring all relevant documents are shown to the authorities when requested.

4.6.9 The HOD will ensure the team proceed through check-in, departure and the journey in an orderly, responsible manner. They will be reminded of the GI Code of Conduct they signed upon selection/start of the year outlining their responsibilities to represent GI 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 through this.

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 any issues such as these are recorded on the appropriate forms and that GI are informed of them immediately they are able to do so.

4.7.6 Whilst the HOD is resolving such issues, the Assistant HOD (or Team Leader (s)) 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 is 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 (ie. 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 GI 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, gender and particular needs of any individual.

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 local and hotel information, i.e. meal times at the hotel and venue, bus timetables, hotel and local maps and hotel emergency procedures. They will also ensure they are aware of their general whereabouts and distance to the event venue.

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 GI 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 (see list of meeting pointers included in the GI International Travel Booklet):

- The HOD (&/or an assistant HOD if selected) will retain the list of room allocations and room numbers of the whole team.
- 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
- 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

4.12.2 The HOD will also instruct all delegation members of the following:

Their obligation to GI regarding their compliance with all GI policies including Code of Ethics & Good Practice for Youth Sport, Complaints & Disciplinary Rules and Procedures, Code of Conduct.

4.12.3 Particular emphasis should be given to young gymnasts regarding:

- Opportunities for young people to contact Parents/Guardians when away at appropriate times
- Being the point of contact for any enquiries from gymnasts.
- Gymnasts Code of Conduct

The Head of Delegation will ensure all children/young adults are familiarised with accommodation/facilities.

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.

4.12.4 Adult Delegation member's individual duties as follows:

COACHING TEAM: The coaches are 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.

JUDGING TEAM: The judges must ensure they are aware of their draw and know where and when they need to be in meetings and in competition

MEDICAL STAFF: They must ensure they are aware of their allocated areas in the hotels and venue. They must also 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 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 GI 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 involving a member or members of the Delegation 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. Following an incident the "Incident Form" located in the International Travel Booklet should be completed.

If the incident requires immediate disciplinary action, the HOD under the GI Complaints & Disciplinary Rules and Procedures carries out the role of a "Responsible Person" who can apply a verbal/written warning or an "immediate sanction". For further details please refer to "Warnings or Immediate Sanctions" under the GI Complaints and Disciplinary Rules & Procedures.

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

4.13.2c 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. Ensure proper levels of supervision and gender balance when travelling for medical attention. 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 GI 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 by a member of the delegation against another member (s) of the delegation, the HOD should follow the process under the GI Complaints & Disciplinary Rules and Procedures and 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).

Under the Complaints & Disciplinary Rules & Procedures the HOD as a “Responsible Person” will offer the informal complaints procedure initially.

Refer to GI Complaints & Disciplinary Rules and Procedures.

The HOD may involve the second in command in these discussions/resolution

4.13.4b If the complaint is substantiated the HOD will then inform the accused of any possible disciplinary action that will be taken against them as per the GI Complaints and Disciplinary Rules and Procedures.

4.13.4c The HOD will ensure they or the second in command records all complaints on the incident form and that GI is advised if the complaint is of a serious nature.

4.13.5 APPEALS (as per U.E.G or F.I.G. procedures)

4.13.5a During the competition, in the event a coach wishes to lodge an appeal on behalf of a gymnast they must 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.

4.13.5c 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 Upon request from the HOD to the Administration Manager, GI will provide an emergency fund (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 detail log outlining 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 GI along with the detail log and receipts

4.13.7 Anti-Doping

The HOD and all Delegation members must be aware of the Irish Anti-Doping Rules 2009 and FIG Anti-Doping Rules.

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. The HOD will remind the gymnasts that any medication taken in the previous two weeks must be declared on the Doping Control form at the time of the test. In the event a gymnast/s is chosen for a random test, the HOD will ensure the following is carried out:

4.13.7a The gymnast should have details of any medications being taken or noted on the medical form held by the HOD with proof of regular medication and a copy of the approved FIG Therapeutic Use Exemption (TUE) if applicable.

(Any TUE must be requested on line through the ADAMS system prior to travelling by contacting Gymnastics Ireland Anti Doping Officer - Dermot@gymnasticsireland.com)

4.13.7b The HOD will organise an appropriate adult team member to travel with the gymnast (& with the Doping Control Officer/Chaperone) to the testing venue, ensuring all medical information regarding the gymnast is taken with them

4.13.7c 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

4.14 Event Management Summary

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 GI'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 GI. The HOD can (and should) contact GI 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 (such as the Assistant Head of Delegation where appointed) 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 organise room checks to ensure that gymnasts have packed their personal belongings and 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 pickup 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 second in command provides them with all reports, incident/accident logs and any other relevant/important documentation collected during the event

4.17.2 A full report with any necessary documentation must be provided to GI PTM on return.



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