



## **Gymnastics Ontario**

### **Technical Rules and Regulations**

## **Section H:**

# **Team Manager Policies and Guidelines**

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## **Team Manager Policies and Guidelines**

### **The Team Manager**

- i) facilitates all assigned administrative needs of the team prior to, during and after the competition/tour, as requested by the G.O. Program Coordinator.
- ii) is responsible for the team members' safety.
- iii) is responsible for ensuring that the team members' conduct is in compliance with the Gymnastics Ontario's Rules of Conduct and Code of Ethics.
- iv) ensures that a productive and positive competitive and social experience is had by all team members.
- v) acts as a role model for all Team Ontario delegation members.
- vi) promotes and fosters team spirit/morale.

#### **Qualifications:**

- i) outstanding leadership abilities
- ii) ability to work as a team member
- iii) excellent written and verbal communication skills
- iv) excellent organizational and administrative skills
- v) sound knowledge of Gymnastics Ontario Rules of Conduct and Code of Ethics
- vi) capable to administer fair disciplinary actions when necessary
- vii) available to complete all areas of responsibility.

### **Responsibilities**

#### **Prior to Departure:**

- i) ensure that all areas of responsibility, for all members of the delegation, are well-defined prior to the competition/tour and managed effectively during the event
- ii) attend all applicable meetings, training camps and/or selection competitions prior to the competition/tour
- iii) confirm the travel plans of all members of team and confirm where and when team members will meet (including date, time and specific location of the team's departure) and accommodation arrangements as assigned by the Gymnastics Ontario Program Coordinator
- iv) if a rental vehicle is to be used during the tour, then the manager must submit a photocopy of his/her driver's license to the G.O. office (cash advance may be needed to pay for van rental)
- v) confirm shipment methods for necessary equipment (i.e. RG hoops)
- vi) help the Gymnastics Ontario Program Coordinator with administrative duties, as requested.

### **Travel**

- i) advise all team members of any pertinent information regarding Customs regulations (i.e. laws pertaining to the province/country team is traveling to, declaration of all photographic equipment at Customs before departing from Canada)

- ii) carry a letter of permission from the parent/guardian of all minors in your care if traveling outside of Canada
- iii) ensure that all team members wear their Gymnastics Ontario team jacket while traveling to and from the tour destination (unless otherwise stated)
- iv) arrive at the departure location well in advance of the specified time
- v) ensure that all baggage is properly identified
- vi) if traveling by air, verify the names, flight numbers, date, etc. are accurate on all airline tickets
  - i) if traveling by air, check in as a group, distribute boarding passes to all team members and then once through customs, collect and keep all passports, birth certificates and airline tickets
  - ii) ensure that the team travels together at all times.

## **On-Site**

### **Safety:**

- i) know the whereabouts of all team members at all times
- ii) carry all applicable medical consent forms, blank accident report forms, rooming list and all other pertinent information at all times
- iii) outline all pertinent rules, curfews and subsequent meeting times at initial meeting
- iv) be prepared to deal with any on-site problems/crisis and be knowledgeable regarding emergency procedures (i.e. outside of Canada you may need to investigate the local water and take appropriate measures should the water be deemed unacceptable)
- v) be prepared to be on call twenty-four (24) hours a day and to put your managerial responsibilities ahead of scheduled functions, activities, etc.

### **General:**

- i) ensure that all team members are familiar with and comprehend the Gymnastics Ontario Rules of Conduct and Code of Ethics
- ii) ensure that all coaches and athletes are aware of the list of banned substances and that a current list of banned substances is available for quick reference
- iii) ensure all athletes' adhere to the set curfews
- iv) attend all on-site meetings during the event and convey all pertinent information to all members of the delegation
- v) arrive at all planned meetings well in advance of specified time
- vi) ensure that all members of the group are well-informed regarding meal times, competition schedule, receptions, departure times, training hours, wake-up times, check-out procedures, etc.
- vii) ensure athletes' attendance at all required functions, including team meetings
- viii) ensure that the dress code is observed during all scheduled activities ( i.e. during travel, March-In, training sessions, competition, Opening Ceremonies, Awards Ceremony, Banquet, ...)
- ix) be prepared to reallocate rooms and to alter the existing rooming list on-site if there is any concern regarding the safety of any team members
- x) act as mediator for all concerns and/or disputes which involve delegation members

- xi) provide direction and take appropriate action on disciplinary actions after consultation with G.O. Program Coordinator, if required
- xii) check to see if there will be an official exchange of gifts or other presentations and buy gifts, as per the Gymnastics Ontario Program Coordinator's request
- xiii) arrange, if possible, for the team to have some recreational activities (educational development and cultural exposure should be considered when making plans for sightseeing)
- xiv) obtain copies of official results to submit to the G.O. office and distribute to coaches and/or others only if additional copies are available (GO will copy team members on their return).

**Training and Competition:**

- i) arrange appropriate training opportunities, coordinate transportation to and from the competition venue, team outings, etc. for all team members, order boxed lunches if needed, etc. in cooperation with, and after consulting with the coaches and all other officials
- ii) if applicable, ensure that all athletes have received their competition number and that the numbers are attached in the appropriate manner
- iii) ensure that the coaches and athletes are aware of the order of competition, both apparatus rotational order and athlete competitive order (in some cases, the coach may be responsible for submitting the competitive order within the team; in other cases, this may be done by a draw)
- iv) check march-in, march-out and awards procedures
- v) if applicable, be sure that athletes' music has been handed in to the correct person (all music should be correctly labeled with the athlete's name, competitive number, etc.)
- vi) find out the protest procedure before the start of the competition
- vii) if competition and/or training is during meal times, arrange for boxed lunches for all athletes and coaches.

**In the Event of an Accident/Injury/Illness:**

Be prepared to follow steps listed below if a team member becomes injured or ill while in your care:

- i) seek immediate medical attention
- ii) arrange to have all other team members supervised by another manager or by another G.O. manager of G.O. team coach
- iii) give all the pertinent information to the person you have asked to supervise the rest of the delegation
- iv) if possible and if time permits, contact parents or emergency contact person before treatment is initiated but if this is not possible, proceed with treatment
- v) contact the athlete's personal coach if in attendance, and have the coach present, if possible, during treatment
- vi) ensure that all relevant medical information, authorization for treatment, and health card go to the hospital with the athlete (always carry medical release forms with you)
- vii) ask the hospital to contact the athlete's personal physician
- viii) authorize only minimal treatment to stabilize the athlete if corrective

- surgery is not immediately needed (the athlete's parents/guardians/emergency contact and/or personal physician should be contacted first)
- ix) an accident/illness report must be filled out for each and every occurrence.

### **Post Event**

Submit a completed Event/Competition Trip Report (Forms Section) within fifteen (15) working days of returning from the event.

Additional information for managers is available in the Gymnastics Ontario Managers Manual – available from the discipline specific Program Manager.