

13 SECTION THIRTEEN – TRAVEL

1. GENERAL

All travel arrangements related to Gymnastics Nova Scotia (Regional, Provincial, National or International competitions, meetings and programs) will be made by the Chef-de-Mission through the Executive Director or by the Executive Director. Gymnastics Nova Scotia will provide all relevant forms and payment amounts for Atlantics, Easterns and Canadian Championships to clubs 4 weeks prior to Provincial Championships.

All potential athletes must provide through their club, all related forms (as sent out by GNS) and payment (post-dated cheques or electronic bank transfers) to Gymnastics Nova Scotia by the Friday of the week before the Provincial Championships. A fine of \$200 will be charged to the club for any forms or payment that are missing or incomplete by the deadline date. Should athlete forms or payment be incomplete as of the deadline date, all must be submitted to the Executive Director prior to the commencement of the first session of Provincial Championships or the gymnast will not be eligible for team selection.

An athlete must be turning 10 years old by December 31st of that competitive year in order to participate in Provincial team events.

2. DUTIES AND RESPONSIBILITIES

The selected delegation must travel to the event in accordance with the schedule established by the Chef-de-Mission for that event and abide by the rules in Appendix (F) - Specific Duties and Responsibilities of Provincial Delegation.

3. CODE OF ETHICS/CONDUCT

The delegation shall abide by the guidelines established in the Code of Ethics in Section 16 and Appendix (I.i).

4. TRANSPORTATION GUIDELINES

a) Travel by Vehicle

- The Team Manager will designate the driver(s) prior to the departure of the event. Designated drivers must carry the appropriate class driver's license to operate the vehicle being used during travel. In the event that a rental vehicle is used, per the rental contract, only persons named on the rental contract may operate the motor vehicle.
- All delegates must follow the regulations set out by the Department of Motor Vehicles of the province in which the delegation is traveling.
- The Team Manager will appoint a time and location for all delegates to meet to depart for the event and to arrive from the event.

b) Travel by Airline/Railway

- All delegates must arrive at the terminal ninety (90) minutes for domestic flights, two hours for international flights, before the scheduled departure time. A photo ID is also required for all departures. A passport is required for all international travel including the United States.
- The Team Manager will be in possession of all tickets.
- The delegation will check baggage in as an entire group.

5. PROVINCIAL TEAM STAFF

a) Chef-de-Mission

General

The Chef-de-Mission is the title given to the individual in the administrative role, responsible for taking the Nova Scotia Team to a major event. The event could be multi-sport or single sport.

The Chef-de-Mission or Delegation Head is the senior representative of Gymnastics Nova Scotia and is ultimately responsible for discipline, all major contacts and protocol. The Chef-de-Mission is a non-coaching, non-spotting, non-judging position for the duration of the designated trip.

Events

A Chef-de-Mission is required for:

- Atlantic Championships - one for MAG and WAG
- Eastern Championships - one for MAG, WAG and TG
- Canadian Championships - one for MAG, WAG and TG

In the event of a National or International event with less than twelve (12) athletes, a Chef-de-Mission will also act as the Team Manager.

International events with twelve (12) or more athletes will have a Chef-de-Mission.

Eligibility

- A registered member in good standing of Gymnastics Canada / Gymnastics Nova Scotia;
- A resident of Canada and Nova Scotia; and
- Extensive involvement with the appropriate program at the Gymnastics Nova Scotia level.

Selection Procedure

Recommendations must come from the appropriate Program Committee and brought forth to the Gymnastics Nova Scotia Board of Directors.

The Gymnastics Nova Scotia Board of Directors will make the decision. This decision will be finalized by:

- The final day of Provincial Championships for Atlantic, Eastern & Canadian Championships for all disciplines.

For all other major events, the decision must be made at least four months prior to the month of the event.

Qualifications/Duties

Refer to Appendix (F) for a detailed description of the qualifications and duties of the Chef- de-Mission.

b) Team Manager

General

The Team Manager is the person assigned the duty of managing the group on tour. The Team Manager is the administrative support mechanism for the team (coaches, judges, athletes). This individual facilitates all aspects of preparation to enhance the performance of the team. The Manager is often involved in some of the events, which the Chef-de-Mission attends and communication between the two is critical. The Manager is a non-coaching, non-spotting, non-judging position for the duration of the designated trip.

Events

In the event that a Chef-de-Mission is not named, a Team Manager is required for:

- Atlantic & Easterns Championships - one for the Artistic team and one for the T&T Team;
- Canadian Championships - one for the Artistic team and one for the T&T Team;

A team manager is required for:

- Canada Games - one for Men and one for Women and one for Trampoline.

In the event of a National or International event with less than twelve (12) athletes, a Team Manager is selected from the traveling group of coaches and judges and will also act as the Chef-de-Mission.

International events with twelve (12) or more athletes, a Team Manager for Men and Women will be selected.

Selection Procedure

Recommendations must come from the appropriate Program Committee and brought forth to the Gymnastics Nova Scotia Board of Directors.

The Gymnastics Nova Scotia Board of Directors will make the decision. This decision must be finalized by:

- The final day of Provincial Championships for Atlantic & Eastern Championships (Artistic & T&T); and
- The final day of Provincial Championships for Canadian Artistic, Trampoline & Tumbling Championships.

For all other major events, the decision must be made at least four months prior to the month of the event.

Qualifications/Duties

Refer to Appendix (F) for a detailed description of the qualifications and duties of the Team Manager.

c) Team Chaperone

The Chaperones are the people assigned to the duty of assisting in the management of the team during the event. The main role of the chaperone is to aid the coaches and the manager with the supervision of the athletes.

Events

Chaperones are required for all major events.

For Atlantic Championships and Eastern Championships, non-funded parent chaperones will be appointed to assist with athlete supervision when numbers warrant.

National or International events with less than twelve (12) athletes will have the assistant coach acting as the team chaperone.

In an International event with twelve (12) or more athletes, a chaperone for men and one for women will be selected.

Eligibility

- A registered member in good standing with Gymnastics Nova Scotia / Gymnastics Canada;
- A resident of Canada and Province of Nova Scotia;
- At least 19 years of age;
- Involvement in the appropriate provincial program with some technical knowledge.

Selection Procedure

The decision for the fulfillment of the position of team chaperone lies with the GNS Board of Directors.

Potential chaperones must:

- submit a resume and appropriate documentation (in accordance with GNS policy governing team delegates) to GNS prior to team selection.
- must attend a meeting with team officials following the selection meet to discuss planning and expectations.
- be recommended (from the submitted applications) by the program committee and approved by GNS.

Qualifications/Duties

Refer to Appendix (F) for a detailed description of the qualifications/duties.

APPENDIX F

PROVINCIAL DELEGATION – SPECIFIC DUTIES AND RESPONSIBILITIES

i) Chef-de-Mission

The Chef-de-Mission is a non-coaching, non-spotting, non-judging position for the duration of the trip. The Chef- de-Mission should have the following Qualifications:

- Outgoing personality and good humor.
- Care and concern for the Nova Scotia delegation and an understanding of the on-floor needs and goals and an understanding of his/her role in helping to achieve them.
- Flexible personality to deal with all individuals.
- Patience, decisiveness and integrity.
- General appropriate appearance and dress.
- Understanding and behavior according to protocol.
- Involvement and experience with Gymnastics Nova Scotia who understands the needs and goals of the Provincial Team Programs and is committed to make them happen and carries the credibility of the team members.
- Experience of traveling to national events.
- Depth of understanding and exposure to gymnastic development.
- Understanding of the current Gymnastic Nova Scotia plan and strategies.
- Ability to represent Gymnastic Nova Scotia at meetings.
- Understanding of current political trends.
- Communicate effectively with representatives from other provinces and other Gymnastics Canada officials.
- Handle media when interviews are required.
- Ability to establish rapport with other provinces by appropriate person contacts.
- Ability to negotiate proposals and act as host if required
- Valid Driver's License.

Duties:

- 1) Ensures that sufficient and appropriate gifts are purchased.
- 2) Maintains close liaison with Team manager at all times.
- 3) Is responsible for initial contacts with Host Committee upon arrival.
- 4) Ensures that at the site each member's accreditation is verified.
- 5) At the site of the competition, liaise with officials of the Host Committee as well as with similar members of other teams.
- 6) Attend all meetings, receptions, etc., as the official Head of the Nova Scotia Delegation.
- 7) Present and receive gifts on behalf of Gymnastics Nova Scotia.
- 8) Assumes responsibility for the conduct, presentation of and the rapport of the total traveling Nova Scotia Delegation.
- 9) Athletes leaving the group must provide the Chef with written authorization from their parents prior to the event. A copy of the written authorization is kept with the Chef at all times. The named delegation representative (manager, coach) who releases the athlete to the authorized individual **MUST** be the same representative to accept the athlete back into the delegation upon return. This duty cannot be passed to another individual. The athlete must know by sight the person to whom they are being transferred. The athlete will not be transferred to anyone not authorized on the form and/or not known to them personally.
- 10) Assists the team to meet its stated objectives for that tour.
- 11) Handles all protocol on behalf of the team.
- 12) Handles all disciplinary actions as required.
- 13) Ensures all previously agreed to relationships, negotiations and duties are conducted in a manner acceptable to Gymnastics Nova Scotia.
- 14) The Chef de Mission will table a full report to the Gymnastics Nova Scotia Board of Directors. Where appropriate the Association office will provide copy(s) to the Program Committee Chairperson. The report must be submitted within fourteen (14) days after the conclusion of the event. See Appendix H.5.

ii) Team Manager

The manager must know and be sensitive to the performance requirements and demands being placed on each individual in order to respond in a suitable fashion to the demands of the moment. Timing is everything. The Manager is there to enhance and facilitate the team to perform to the best of its ability. The manager position is a non-coaching, non-spotting, non-judging position for the duration of the trip.

The Team manager should have the following qualifications:

- Outgoing personality, enthusiasm and energy.
- Dedication to the Nova Scotia Team.
- Patience, decisiveness, integrity and flexibility.
- Be tough skinned.
- Sense of initiative and creativity.
- A good sense of humour.
- Pleasant manner when dealing with people
- Capable of handling stressful situations.
- Show tact and efficiency of organization.
- Put team members ahead of self.
- Previous or current position in the sport that carries with it the gymnastic authority and knowledge required to do the job.
- Ideal experiences as a teacher, parent or professional administrator.
- The ability to understand and get along with both male and female members on the team.
- Previous experience in traveling and/or managing teams is a bonus.
- Previous national exposure as a coach, judge, or athlete will be helpful.
- Excellent administrative abilities
- Good written and verbal skills
- Ability to handle and solve problems.
- Ability to perform tasks when under pressure.
- Ability to communicate:
 - among team members;
 - between Nova Scotia Team and organizers,
 - with service groups (hotels, restaurants, etc.),
 - between Nova Scotia Team and other Nova Scotia observers
 - with Chef de Mission.
- Ability to organize social functions when they are appropriate or required.
- Ability to create an enthusiastic Nova Scotia environment and esprit de corps.
- Have the foresight to anticipate team needs.
- Ability to verify and coordinate all travel arrangements so they are most appropriate to the team's needs.
- Ability to represent Gymnastics Nova Scotia at some meetings and communicate results to rest of contingent. This necessitates some understanding of technical details. The Manager will have to know what to report back, the importance of it, and the effect of the decision being made.
- Ability to really understand the pressure of the situation and the needs relating the various ages, sexes and multitude of situations.
- Ability to plan many tasks and follow through.
- Ability to complete reports and evaluations as requires after the event.

Duties Prior to Departure:

- 1) Upon receipt of the names of all participants (including phone numbers and addresses), assist the Gymnastics Nova Scotia office in ensuring that all participants have valid passports, visas, entry certificates, health certificates (make sure these forms are filled out correctly). NOTE: Once through customs and security (going and returning), it is recommended that the Manager carry all passports and airline tickets.
- 2) Ensure, through Gymnastics Nova Scotia, that final arrangements have been made for transportation, reservations, ticketing and forwarding of tickets.
- 3) Ensure the travel itineraries and contact person's name and address have been prepared and forwarded to the appropriate person by the date requested.
- 4) Perform liaison duties with the head coaches, judges, etc., in administrative matters, to assist in preparing members of the whole team for the trip and the competition.

- 5) Prepare any necessary budgets and be able to account (with receipts) for any expenditures that are made prior to departure (e.g. telephone calls) and while on the tour (e.g. medicine).
- 6) Find and collect all the necessary documents such as clothing measurement forms, ID cards, biography forms, information questionnaires, athlete handbooks.
- 7) Reply promptly to all letters and requests, etc., as the mail is a slow form of communication.
- 8) Ensure that each team member has the required uniforms.
- 9) Advise all members of the team to declare all photographic and other valuable equipment at Customs before departing Canada and relay all pertinent addresses and itineraries to parents of gymnasts.
- 10) Ensure that all baggage is properly identified.
- 11) Where applicable, be at the embarkation point prior to all individual team members.
- 12) Ensure that a team photo is taken either prior to departure or upon arrival, i.e. check with Publicity Director.

Duties During the Tour:

- 1) Attend all appropriate meetings and communicate pertinent information to all team members.
- 2) Arrange all training, transportation, etc., in cooperation with the coaches and all other officials. Ensure that the Team stays together during travel and is the only individual (in consultation with the Chef) to grant permission for delegates to leave the group.
- 3) The team manager can plan small trips (i.e. mall visits & meals) with the coach while the delegation is away but the Chef must be kept informed.
- 4) Team outings (other than mall visits & meals) will be prearranged (with the Chef) prior to any Provincial Team Trip in order to ensure:
 - that parents can be notified in advance of the teams' departure to the competition
 - that GNS is informed of all team events and they are sanctioned prior to team travel
- 4) Acts as a liaison for the gymnastic team with the Chef of the total delegation.
- 5) Assists the Chef de Mission with any matters as he/she requests.
- 6) Carry the name, address, phone number, emergency contact phone number, passport number, extra passport picture, GCG number, hospitalization number, SIN and room number of everyone in the group.
- 7) Ensure that all members of the group are well informed of all items -- meal times, receptions, departure times, training hours, wake up times, check out procedures, etc., by arranging daily meetings.
- 8) Be prepared to deal with any local situation - food, water, electricity, language, etc., that may arise to facilitate everything for the team.
- 9) Delegate one member of the group to obtain video action photos while on tour.
- 10) Be prepared to miss any function or part of event while other preparations or arrangements for the team are required.
- 11) Make whatever arrangements are needed for a final team banquet or dinner party.
- 12) Communicate results and other details to the Gymnastics Nova Scotia office as required.
- 12) Extend gifts to the appropriate contacts.

Duties after the Tour:

- 1) Provide any available publicity to the Gymnastics Nova Scotia office.
- 2) Recommend letters of thanks and appreciation.
- 3) The Team manager will submit a full report with all appropriate attachments to the Gymnastics Nova Scotia office. This report (without attachments) will be circulated to the Gymnastics Nova Scotia Board of Directors and the Technical Committees by the Executive Director.
- 4) The report should include a financial statement and competition results (or webpage link to results).
- 5) The report must be submitted within fourteen (14) days following the event.

iii) Team Chaperone

The Chaperone should have the following qualifications:

- Outgoing, enthusiasm and energy.
- Patience and flexibility
- Sense of initiative.
- Diplomatic and cooperative.

- Ability to work under the direction of others.
- Work with both male and female athletes.
- Knowledge of the Technical rules of the program and event.
- Full knowledge of the rules of conduct for the athletes.

Experience and exposure to the event as a coach, judge or athlete will be of great asset.

Duties:

- 1) Reports to the Team Coach.
- 2) Assist the Coach and Manager during the event.
- 3) Ensure that curfew times are adhered to by the athletes.
- 4) Ensure that athletes follow the event schedule and are located at the competition site at the appointed time.
- 5) Accompany the athletes to and from the competition and/or accommodation site in absence of or as requested by the coach(es).
- 6) Accompany the athletes during off-competition excursions.
- 7) Supervise the athletes in the absence of or as requested by the Coach or Manager.
- 8) Ensure that the athletes respect the rules of conduct and follow specific protocol during all aspects of the event.
- 9) Be prepared to perform duties as requested by the Team Coach.

iv) Athletes' Responsibilities

The following are the expectations and responsibilities of all registered athletes of Gymnastics Nova Scotia:

- 1) Be aware of, understand and follow Gymnastics Nova Scotia's Code of Ethics and Conduct.
- 2) Be aware of, understand and follow the rules set out in the Technical Handbooks for competition, demonstrations, and /or training.
- 3) Be prepared to participate in required training camps.
- 4) Meet prescribed departure dates, training schedules and team meetings.
- 5) Must obtain a Government ID (Nova Scotia) to carry with them during travel as a team.
- 6) Meet prescribed guidelines of personal appearance of hair and clothing and meet the uniform requirements as determined by the Gymnastics Nova Scotia Coach or Manager.
- 7) Adhere to the dress code when traveling. Refer to section thirteen - Travel Policy in the policy manual.
- 8) Must travel with the coach and the rest of the team.
- 9) In order for an athlete to leave the delegation for any reason during the trip, a special request from the parent/guardian must be submitted in writing to the chef or team manager beforehand. The request will be considered by the Chef and Team manager together.
- 10) Must stay in assigned rooms, adhere to the curfew rules set out in the Code of Ethics and Conduct and keep the rooms neat.
- 11) Travel in a minimum of pairs at all times. Always notify the Coach when leaving his/her presence.
- 12) Report any illness or injury to the Head Coach.
- 13) To respect the advice and rules of the Coach, Assistant Coach, Team Manager and/or Chaperone.
- 14) Show respect and courtesy towards other athletes and coaches.
- 15) Respect the integrity and judgment of the officials.
- 16) Display good sportsmanship, modesty in victory and graciousness in defeat.

v) Coaches' Responsibilities

- 1) Be aware of, understand and follow the Gymnastics Nova Scotia's Code of Ethics and Conduct.
- 2) As the Head Coach, ensure that all members of your club/organization or of the delegates of the team are aware of, follow and understand Gymnastics Nova Scotia's Code of Ethics and Conduct.
- 3) Be responsible for the personal conduct of your athletes regarding attitude, integrity and adherence to the rules. Ensure your athletes are supervised at all times.
- 4) Specifically instruct and review the specific responsibilities for athletes with your athletes so they are aware of the requirements placed upon them.
- 5) Know your Technical Rules.
- 6) Attend coaches meetings to familiarize yourself with the rules of each competition and abide by the rules.

- 7) Promote ethical relationships among coaches and with judges before, during and after competitions and other report related events.
- 8) Strive to exemplify high moral character, behavior and leadership and therefore develop these qualities in your athletes.
- 9) In competition:
 - Warm up fairly. Do not use equipment before warm up has begun. Adhere to the warm up schedule. Divide time allotted with other team coaches based on the number of athletes. Refrain from asking other coaches for more than the allotted warm up time or special privileges due to personal problems.
 - Encourage good sportsmanship among your team while refraining from yells or cheers that may prove distracting to others.
 - Do not use hand or word signals to your athlete while he/she is competing.
 - Do not obstruct the view of the judges.
- 10) Display modesty in victory and graciousness in defeat.
- 11) Follow protest procedures (refer to the appropriate Technical Handbook on procedure for submitting a protest.)
- 12) Show respect and courtesy to other coaches and athletes.
- 13) Respect the integrity and judgment of the officials.

In addition to these responsibilities as coaches in the clubs/organizations registered with Gymnastics Nova Scotia, a coach may be appointed a Head Coach or Assistant Coach of a delegation.

Head Coach:

- 1) Responsible for the performance, training habits, health and personal care habits of the athletes. Meet with the team to review the goals, expectations, rules and the Code of Ethics and Conduct.
- 2) Responsible for the personal conduct of the athletes. Ensure supervision at all times and keep in contact with the chaperone regarding attitude, integrity and adherence to the rules.
- 3) Instruct athletes as to various requirements placed upon them regarding time schedules for meals, curfews, travel, warm-up, competition and team meetings.
- 4) Attend coaches' meetings and relay all pertinent information to athletes and Assistant Coaches.
- 5) In consultation with the team manager, the coach can plan small trips while the delegation is away (i.e. mall visits & meals) but the Chef must be kept informed.
- 6) Team outings (other than mall visits and meals) will be prearranged with the Chef prior to any Provincial Team Trip in order to ensure:
 - that parents can be notified in advance of the teams' departure to the competition
 - that GNS is informed of all team events and they are sanctioned prior to team travel
- 7) Complete and submit a written report to Gymnastics Nova Scotia following the event including results, aspects of travel, behavior, training, competition, personal comments, problems and recommendations.

Assistant Coach

- 1) Shall assist the head Coach in any manner as requested by that person.
- 2) If the assistant Coach is acting as the Team manager as well, refer to the responsibilities of the TeamManager.

vi) Officials' Responsibilities

The Role of the Judge:

The role of the Judge is as an evaluator of the routines performed within the confines of the technical rules. You should also consider yourself as an ambassador of the province and the sport at all times.

Philosophy

The ultimate goal of a Judge is to be seen as an objective Judge; one who is not affected by personal likes, one who does not cater to prejudices, one who does not allow personal aspirations to affect their relations to and with coaches, athletes and other officials. Strictly speaking, you are an evaluator of a routine, but you are more than that. At each competition, you are the culmination of the athlete's training to that point, and so, you represent more than a means to evaluation. Your score is reflective of not only the athlete's skill, it also reflects the athlete's training, and to some extent, the relationship between the athlete and coach. All in all, your judging should be taken very seriously.

Effect and Approach

As a judge, you are the highest technical authority present. You know all the rules and can interpret any rule at any time and in any situation. This is how you are seen. There is considerable respect for you as an official that at times in some degrees, particularly from the athletes, may be accompanied by fear and/or nervousness.

Respect itself is not a tangible element. It is an attitude. Part of the Coaches' role is to give their athletes a proper degree of respect for the officials. Whatever mechanism the coach uses to do this, your role is not to attenuate this process. With "first time" competitors, and particularly, younger athletes, the measure of respect may be purely salutatory; they have been told how to behave towards you. Your role is to enhance this respect. How do you do this? The short form mandates that "you have to give it to get it". Irregardless of the quantity or quality of the athlete's training and routine performances, you should have great measure of respect for the athletes. Any commitment, whether large or small, is by definition a consignment to sacrifice. This, of itself, demands respect.

The physical manifestation of your respect, particularly towards the athlete is through your approach to judging. You deserve and will demand the respect of your peers and you will conduct yourself with the dignity your position demands. You may approach your duties in a variety of manners dependent on your own personality, but you must at all times convey the impression that you are relaxed, confident and approachable.

Throughout your judging career, you will be asked a multitude of questions by athletes, coaches, other judges and parents. Some will be quite involved and some will seem patently ridiculous; whatever the case, you should make every effort to answer any question regarding the judging process as honestly as possible. You are not only an evaluator, but an instructor and an educator. This process is an ongoing one and its evolution is interesting and rewarding. Sincerity and a friendly approach to all participants, particularly the athletes, will go a long way to alleviating any fear or nervousness. It is not wrong to be on the side of the athlete. In fact, it is to be commended; you are there ostensibly for the athletes and so, the approach to judging that you develop can have a strong positive effect on the athletes, and their careers in the sport.

The Expectations.

- 1) Must be registered with Gymnastics Nova Scotia and the Gymnastics Canada.
- 2) Be aware of, understand and follow the Gymnastics Nova Scotia Code of Ethics and Conduct.
- 3) Should be well qualified in the sport, understand techniques and know the rules of judging thoroughly.
- 4) Through reasonable and prudent means, including clinics, should keep judging knowledge current.
- 5) Be expected to be up to date on the international rules, rule interpretations and current provincial modifications.
- 6) Must attend all required clinics.
- 7) Must attend a Judging Clinic when available and necessary to maintain certification
- 8) Must be prepared for each judging assignment.
- 9) Be a cooperative working member of the assigned judging panel.
- 10) Aim towards a goal of perpetual objectivity to:
 - be completely unbiased.
 - not allow anything to influence or give the appearance of affecting judgment in rendering fair and impartial scores.
 - behave professionally.
 - not attempt to explain other official's judgments or decisions to either coach, team or affiliate.
 - give the best effort in every meet judged.
 - treat athletes, coaches and other judges, volunteers and spectators with respect and encourage reciprocal treatment.
- 11) Possess a complete understanding of protest procedures and actions regarding questions from coaches concerning scores. Refer to the appropriate Technical Handbook on protest procedures.
- 12) Wear proper uniform during competition.
- 13) Maintain records and submit your record book to the Judging Chairperson at the end of the competitive season.
- 14) Be aware of, understand and follow any specific regulations outlined in the Program Handbook for judges.