

## **GfA International Event Participation Policy.**

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### **1. Purpose**

The purpose of this policy is to provide clubs with a clear understanding of the process involved in taking part in any FIG & EG International non-competitive events.

**The following rules, policies and documents support this policy and must be adhered to.**

- Gymnastics Ireland Rules & Regulations [Click Here](#)
- Gymnastics Ireland Travel Policy [Click Here](#)
- Gymnastics Ireland Head of Delegation Travel Booklet
- Code of Conduct for HOD, Gymnasts, Coach, Adult Delegation Members, and Parents,
- Gymnastics Ireland Information Booklet for Parents and Gymnasts.
- Gymnastics Ireland Delegation Nomination Form
- Gymnastics Ireland Complaints & Disciplinary Rules and Procedure [Click Here](#)

### **Other important Policies and Documentation:**

- FIG Gymnastics for All rules: [Click here.](#)
- European Gym for Life Challenge Rules: [Click link here](#)
- Eurogym Rules: [Click link here](#)

## 2. Definitions

GfA	Gymnastics for All
GFLC	Gym for Life Challenge
FIG	Federation of International Gymnastics
EG	European Gymnastics
CEO	Chief Executive Officer
PM	Participation Manager
HOD	Head of Delegation - the person, selected by Gymnastics Ireland, who has overall responsibility for taking-the Irish Delegation to an International GFA event.
AHOD	Assistant Head of Delegation - this person will support the HOD in the overall logistics and operations of the team.
DTL	Delegation Team Leaders - DTL will be part of the Delegation Management Team, they will be responsible for supporting teams, and ensuring communications between teams and the DMT.
DMT	Delegation Management Team will work collectively to ensure the smooth operations of the Delegation at International GFA Events.
TM	Team Manager - The person responsible for the team's working plan, logistics and the main point of contact for the DMT and HOD.
HC	Head Coach - The person responsible for the team's performance and anything related to the team's routines, costumes etc
LOC	Local Organisation Committee - Committee from the Host Country responsible for organising the GFA Event or Festival.
GI	Gymnastics Ireland
International Event	An activity/event where gymnasts and coaches are representing Gymnastics Ireland, and which is being hosted in a foreign country (on occasions hosted in Ireland)

### **3. Procedure:**

IMPORTANT - Please note:

1. All entries and communications for these FIG/EG events must go through the National Federation Gymnastics Ireland.
2. As part of the national GfA pathway, teams wishing to take part in any FIG or EG GfA International Event, must commit to taking part in GI's national display event; The Floor, in the same year. Team's entry to The Floor must be confirmed in writing with GI's Participation Manager.
3. -All teams must stay in hotel accommodation, booked through GI. Depending on the event, GI will either select the official FIG/EG hotel or similar hotel accommodation. GI will choose the most appropriate hotel based on the size of the group and the event.

**Step 1:** Provisional Expression of Interest (EOI) form will be issued from GI six weeks prior to the LOC Deadline. Club's must complete and submit to Gymnastics Ireland four weeks prior to the closing date LOC deadline.

- Assign a Team Manager - Main contact for GI.
- Read the Team Handbook
- Read GI GfA International Travel Policy & GfA International Event Participation
- Create team timelines.
- Team Costing Plan
- Start entries - GI Excel Form

**Step 2:** Delegation Nominative forms must be submitted to Gymnastics Ireland for approval four weeks prior to the LOC deadline.

**NOTE: no flight bookings should be made by a club before GI sign off on the Delegation Definitive form**

**Step 3:** Team Logistics - kit orders, social activities and other relevant information will be issued from GI.

**Step 4.** Delegation Definitive forms must be submitted to Gymnastics Ireland for approval four weeks prior to the LOC deadline.

**Step 5.** Club book flights and inform GI of travel arrangements. **Please note teams are not permitted to travel on the same day as the Opening/Closing Ceremony.**

**Step 6:** The Gymnastics Ireland Information Travel booklet for the approved team(s) will be issued by the Head of Delegation (HOD)

**Step: 7:** All teams must attend Delegation team training.

**Step 8:** Travel to event - Please refer to GI's GfA International Travel Policy.

**Step 9:** Post event analysis to be submitted to GI within 2 weeks of return by each Team Manager and Head Coach

#### **4. Rules:**

- 1. All entries and communications for these FIG/EG events must go through the National Federation Gymnastics Ireland.**
- 2. As part of the national GfA pathway, teams wishing to take part in any FIG or EG GfA International Event, must commit to taking part in GI's national display event; The Floor, in the same year. Team's entry to The Floor must be confirmed in writing with GI's Participation Manager.**
3. All event criteria for team/ display events must be adhered to. Please refer to the links on Page 1
4. The HOD will be nominated by GI, and teams travelling will be subject to all HOD rules and regulations.
5. Coaches travelling as part of the GI team must:
  - Be GI members
  - Have completed Garda Vetting (ROI) or AccessNI (NI) through GI
  - Have attended Sport Ireland/Sport NI Safeguarding Workshop Level
  - Have signed a GI code of conduct
  - Have a recognised coaching qualification with GI.
6. A head coach must be nominated on the team delegation form. They must:
  - Be approved by GI.
  - Be a GI Member
  - Hold a level 2 qualification or above to the appropriate level of skills.
  - Have completed Garda Vetting (ROI) or AccessNI (NI) through GI
  - Have attended Sport Ireland/Sport NI Safeguarding Workshop Level
  - Have signed a GI code of conduct.
7. A team manager/ team lead must also be nominated (this must not be the same as the head coach). They must:
  - Be approved by GI.
  - Be a GI member.
  - Have completed Garda Vetting (ROI) or AccessNI (NI) through GI
  - Have attended Sport Ireland/Sport NI Safeguarding Workshop Level

- Have signed a GI code of conduct.

Note: Please be aware that each team needs 1 member of the team, who has safeguarding Level 2. This person will act as the Children's officer (as per GI safeguarding Policy) for the team while at the GFA international event. This person must **not** be performing, we recommend that either the Team Manager or Head Coach is assigned this role.

8. All gymnasts/participants travelling as part of the GI team must:
  - Be GI members
  - Sign a code of conduct.
9. Chaperones/additional adults travelling as part of the GI team (i.e. on the delegation nomination form) must:
  - Be GI members
  - Have completed Garda Vetting or AccessNI (NI) through GI
  - Have attended Sport Ireland /Sport NI Safeguarding Workshop
  - Sign a GI code of conduct.
10. On receipt of the completed Delegation Nomination Form, consideration will be given to ensuring that there is adequate gender-based ratios of adults to young people (male & female).
11. Parents travelling to the event in a private capacity must sign and adhere to the GI Parents Code of Conduct and complete a self-declaration form. Both forms must be submitted by the club, along with all other documentation.
12. The Team travelling will be required to wear a recognised approved Gymnastics Ireland kit.
13. Team Manager is responsible for organising social activities. All social activities must be checked for the safety of the event prior and must be part of the event and not arranged externally and have prior approval from HOD.
14. The team is responsible for covering all costs associated with GfA international Events. For international events that are not funded, gymnast/parents/guardians must complete the Financial Agreement and must have complied with the terms of any prior Financial Agreement and repaid all monies owed by gymnast to GI (unless otherwise agreed by GI). Completed form returned by the club must be received by GI by the stated deadline.

## 5: Family Members.

Gymnastics Ireland understands that many of our coaches are working parents, and where possible we want to accommodate young children accompanying their parents to international events. The following must be adhered to prior, and during travel.

- Gymnastics Ireland must approve travel of the said minor. • The minor must be a GI member.
- Provisions must be put in place to ensure that the minor is cared for at all times, full responsibility lies on the parents. These provisions must be approved by GI prior to travel.
- The parents must ensure that they are able to continue to fulfil the duties and responsibility assigned to them with regards to the team in their care.
- While Gymnastics Ireland has travel insurance, it is the responsibility of the parents, and not GI should the minor get lost, sick, or injured during the travel.

**While GI will support the parents, where possible, the parent of the travelling minor will take full responsibility for the health, safety, and wellbeing of their child.**

## 6. Insurance.

Gymnastics Ireland has an overseas travel insurance policy. Only officially named GI delegation members are covered by this policy. Including minor family members as mentioned above. A copy of this policy will be provided to the Head of Delegation. Gymnastics Ireland recommends all gymnasts take out additional personal health cover insurance, further information can be obtained from Gymnastics Ireland.

A European Health card is also recommended which can be downloaded and applied for through this Link <http://www.gov.ie/services/apply-for-european-health-insurance-card/>

## 7. Clubs Responsibility.

1. Clubs will be responsible for booking their own flights, and all relevant information must be forwarded to GI, once booked (step 5). Please note step 1-4 must be completed before any flights are booked for delegation members.
2. All teams **must** stay in hotel accommodation, booked through GI. Depending on the event, GI will either select the official FIG/EG hotel or similar hotel accommodation. GI will choose the most appropriate hotel based on the size of the group, GI Safeguarding Policy, and the event.

## **8. Financial Agreements & Process.**

1. Financial Agreements (FA) will be drawn up for the following GfA International Events and circumstances:

- World Gymnaestrada
- World Gym for Life Challenge
- EUROGYM
- European Gym for Life Challenge

2. The following costs may be included on the FA:

- **Entry fee for GI National GfA participation event The Floor.**
- **Accreditation Fees** (set by EG/FIG/Local Organising Committee of the event) and non-refundable once committed to the organisers).
- **Flights**
- **Accommodation Costs** (taken from official accommodation costings on the event Directives and set by LOC; or accommodation sourced and booked by GI outside of the LOC arrangements)
- **Transportation Fee** (set by LOC unless otherwise included in official accommodation package or alternatively the share of any transport costs arranged outside of the LOC package)
- **Kit** (any extra kit required or otherwise not already bought by the delegation member selected)
- **Social Activities** outside the activities provided by the LOC.

3. Many international events incur substantial costs to enter and attend and all have strict deadlines that must be adhered to by GI in order for the delegation members to attend.

### **For International Events requiring a Financial Agreement, the following process will apply:**

- GI will publish the FA alongside the GfA International Event's Participation Policy and the Events Team Handbook.
- The FA must be signed by the gymnast/parent/guardian and submitted by the GI deadline date.
- Clubs will be invoiced for 10% of the participation card which must be received by GI 2 weeks prior to the LOC deadline date for the event.
- The remaining 90% for the participation will be invoiced to clubs from GI 2 weeks prior to the LOC deadline.
- Depending upon the organiser's payment deadline, clubs may be invoiced 50% of the remaining total of the FA (or 100% of the trip costs). Remittance must be

received by GI 2 weeks prior to the deadline date for costs to be paid by GI to the LOC (or date set by GI in line with dates of financial commitments due to be paid by GI)

- Non-adherence to payment schedules may result in the delegation member being removed for the GfA International Event unless a specific agreement has been made in writing with the PM.
- In all instances, full payment of the FA must have been received by GI in order for the delegation member to be approved to travel.

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