

GfA International Travel Policy

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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 (GI) at Gymnastics for All (GfA) International non-competitive Events, 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 GI. There are also key responsibilities for other delegation members and for parents of gymnasts.

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
- Codes of Conduct for HOD, Gymnast, 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 Procedures [Click here](#)

Other important Policies and Documentation:

- FIG Gymnastics for All rules: [Click Here](#)
- European Gym For Life Challenge Rules: [Click Here](#)
- Eurogym Rules: [Click Here](#)

2. Scope

This policy applies to all Gymnastics Ireland members who are part of an approved Gymnastics for All (GFA) international delegation involved in any arrangements and participation in an international event. (It is recommended that clubs implement this policy when travelling to an international event on behalf of their club - clubs must receive permission to attend these events from GI).

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, and/or another appointed member of the Delegation team, will be the Children's Officer and is responsible for the welfare of all participants. They will have attended Sport Ireland/SportNI Code of Ethics/Safeguarding training, have knowledge of the Sport Ireland Safeguarding Guidance for Children and Young People in Sport in GI.
CEO	Chief Executive Officer
FIG	Federation of International Gymnastics
EG	European Gymnastics
GI	Gymnastics Ireland
LOC	Local Organisation Committee - Committee from the Host Country responsible for organising the GFA Event or Festival.
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
International Event	An activity/event where approved gymnasts and coaches are representing Gymnastics Ireland, and which is being hosted in a foreign country.
GFA Delegation Data Capture Form	The digital form completed by all selected gymnasts accepting their place on the Irish GFA Delegation which contains the personal, medical and club details of the gymnast along with declarations of parent/guardian and gymnast agreement to the Codes of Conduct
GFA SE	Gymnastics for All Support Executive (Gymnastics Ireland)
PM	Participation Manager (Gymnastics Ireland)
PWCM	Policy, Welfare & Compliance Manager (Gymnastics Ireland)
"Responsible Person"	Under the GI 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 HOD shall be the Responsible Person
WADA	World Anti-Doping Agency

4. Head of Delegation (HOD)

For every international event Gymnastics Ireland attend, GI will select a HOD. The HOD will be the main contact for the event for GI, gymnasts, other delegation members and Clubs. The HOD will be responsible for ensuring this policy is adhered to.

Upon appointment, GI will forward the HOD International Travel Booklet and necessary documentation for completion by the HOD.

The duties of the HOD are listed in the booklet, highlighted below is a summary:

- 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 Safeguarding & Good Practice for Youth Sport are adhered to (particularly in relation to supervision, codes of conduct, room allocation, gender related issues).
- Establishing the GFA Delegation Management Team, identifying and delegate roles and responsibilities and ensuring it is operating appropriately. The Delegation will consist of the following:
 - HOD - Head of Delegation
 - AHOD - Assistant Head of Delegation
 - DTL - Delegation Team Leaders - The number of DTL will be decided based on the size of the overall Delegation, all DTL will work in pairs.
- Establishing the Team communication system and ensuring it is always utilised appropriately, **noting that text/WhatsApp or other direct messaging with individuals under 18 is strictly prohibited.**
- Prior to travel, the HOD will be provided access to the dedicated HOD email address and will regularly check this inbox (including during the event) for updates and additions to the delegation travel and logistical documents. This email address should only be accessed by the HOD using the password provided by the GfASE. The password must not be provided to any other person for data protection purposes.
- The GfASE will ensure the HOD receives the International Travel Booklet. This booklet will contain a summary of the event details, timings, flight information, accommodation arrangements, event contacts, kit requirements, local area information and a list of the complete delegation/roles.
- The HOD will be provided with a mobile phone by GI for the duration of appointment and will be returned upon cessation of the role.
- The HOD and the DMT will provide team photos, performance updates, and information for GI social media according to the timetable and format which will be agreed prior to travel with the GI Digital Communications & Brand Manager.
- The HOD and the DMT will work with each TM/HC to always provide appropriate supervision levels with a minimum of two responsible people supervising (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 Provisional Delegation Expression on Interest Form, the GfASE will inform the HOD of all selected clubs and the number of members in the Delegation. The PM, GfASE and the HOD will select other members of the DMT. As soon as the DMT is selected, the HOD will commence the completing of the HOD Travel Booklet.

IMPORTANT - Please note:

- 1. All entries and communications for these FIG/EG events must go through the National Federation.**
- 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.**

4.2.2 The Team must appoint a Team Manager who will now be responsible for all the team logistics, including but not limited to flights, team kit, cultural & social activities, financing, and cost plans.

4.2.3 In accepting a plan on the Delegation, the team/club is agreeing to solely bear the cost of the trip.

Please refer to the GfA International Event Participation Policy for more details.

4.2 Information and Travel Documentation

4.2.1 The HOD will receive the following documents from GI and 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:

- Code of Conduct*
- HOD Booklet*
- Medical Information & Consent forms for the delegation members*
- Mobile Phone
- Passport copies and Passport size digital photo (for accreditation/identification) *
- Event Directives, Work Plan*
- Confirmation of accommodation and logistical payments & documents*
- Maps of the local area, arena, and accommodation/facilities
- FIG Licence copies*
- 3 copies of the Travel Insurance Certificate*
- International Travel Booklet*
- Travel and flight details/E-tickets*
- Visas and visa information letters*

- Communications/contacts from the event organisers * (*These will be sent to the HOD inbox however paper copies may need to be printed by the HOD prior to travel as hard copies may be required at the event. The HOD must check all documentation is received prior to travelling).

4.2.2 The HOD will also ensure they hold the above 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).

4.3 Travel Kit

4.3.1 In addition to the above items, the HOD will ensure the following items are taken with the delegation if required:

- International GfA official and casual Kit
- Any other equipment, costume, make-up, and accessories required for the specific performances.
- National Flag
- Host Gift.

4.4 Communication

4.4.1 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. This information will be shared with DMT members in order to facilitate delegation operations.

4.4.2 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. The HOD booklet will be updated on an ongoing basis which the HOD will access throughout the preparations for and attendance at the event. The HOD will inform the DMT and TM/HC periodically prior and during the event.

4.4.3 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 and members of the DMT will provide GI with any updates throughout the event.

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

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

4.4.6 The HOD will ensure they communicate with the Assistant Head of Delegation, the DMT and TM/HC via daily updates throughout the event.

4.4.7 In the event of any accident or incident, the HOD or, in the absence of the HOD, the AHOD deals with the issue effectively and completes the relevant forms. Where appropriate the HOD will advise GI immediately of the incident/accident.

4.4.8 At the end of each event, the HOD/AHOD/DMT/TM/Head Coach will ensure they complete and provide to GI the GfA International event report form.

4.5 Departure Day

4.5.1 The HOD will appoint a designated liaison, who will meet assigned delegation members at 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 HOD.

4.5.2 The appointed designated liaison will ensure gymnasts are given the opportunity to say goodbye to their family members at this meeting point, as family members will not be proceeding with the delegation to the departure gate or accompanying the team at any point during travelling.

GI recognises the important role that parents/guardians play in the lives of our young gymnasts, parental/guardian support is welcomed at 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, it is expected that they will refresh themselves of 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, GI will endeavour to ensure that every gymnast enjoys the occasion and is given every opportunity to participate to the best of their ability).

4.5.3 At the meeting point, the appointed designated liaison will take the team register and it is at this stage that they become officially responsible for the team. The appointed designated liaison is responsible for the team until arrival at the final destination, where the HOD will become officially responsible for the team.

4.5.4 Whilst taking the register, if any team member has not arrived, the appointed designated liaison will contact the missing delegate to establish an estimated time of arrival.

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

4.5.6 At registration, the appointed designated liaison will ensure 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 4.5.5 above will apply.

4.5.7 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 they are 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., parents cannot get a gymnast to the event; a passport is unable to be found etc). In such circumstances, the HOD must immediately advise the PM of the decision/arrangements.

4.5.8 The appointed designated liaison with the assistant of the TM/HC and other adult members of the team, will assist the delegation through check-in, ensuring all relevant documents are shown to the authorities when requested.

4.5.9 The appointed designated liaison 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.

4.6 Destination Arrival

4.6.1 Upon arrival at the destination, the appointed designated liaison will take a team register, ensuring that all members are present and ready to proceed through to passport control.

4.6.2 At passport control, the appointed designated liaison will ensure all gymnasts are given assistance and will deal with any issues that may arise through this.

4.6.3 Once successfully through passport control, the appointed designated liaison will oversee the collection of all luggage. Should any luggage be missing, the appointed designated liaison will liaise with airport staff who will have procedures in place to deal with this situation. They will also inform the HOD. Before onward travel the appointed designated liaison will ensure all delegation members are accounted for.

4.6.4 In the event that any delegation member is not present at registration, the appointed designated liaison will again liaise with airport staff to resolve. The HOD will be immediately informed and will ensure that any issues such as these are recorded on the appropriate forms and that GI are informed of them immediately, they can do so.

4.6.5 Whilst the HOD/appointed designated liaison is resolving such issues, the Assistant HOD (or TM/HC) will be responsible for keeping the group assembled in an appropriate place.

4.6.6 Either the HOD or another member of DMT will meet the team in the arrival's hall and will be responsible for the team getting to the accommodation. If possible, the team will receive their credentials at the airport.

4.7 Onward Journey to Venue

4.7.1 The HOD will establish where the onward transportation to the venue is located and ensure all delegation members are aware of all travel details and are on board. In the event of a missing delegation member, the HOD will refer to 4.6.4 and 4.6.5 above to resolve.

4.7.2 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 GI to advise them of the situation and to take further advice should this be necessary.

4.8 Arrival at The Hotel

4.8.1 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 specific needs of any individual.

4.8.2 The HOD will check the delegation into the hotel, ensure 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.

4.8.3 The HOD will gather all relevant local and hotel information, i.e., mealtimes 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.

4.9 Accreditation

4.9.1 The HOD will be responsible for ensuring accreditation is carried out and that all relevant documentation is received and copied by the event organisers.

4.9.2 The HOD will collect the accreditation on behalf of the team and distribute it at either the airport or at the first team meeting (see 4.11 below).

4.9.3 Should any problems occur regarding accreditation, the HOD will ensure they resolve them with the event organisers and GI.

4.9.4 Accreditation/ID MUST NOT be swapped, duplicated, or arranged for any person not officially on the GI selection document. The HOD will take this matter seriously and advise GI should this occur. This will ensure a fine with FIG and EG.

4.9.5 The HOD will ensure they are aware of and follow the GfA Event and LOC rules on accreditation and ensure the delegation knows that any misuse, fraud, or violations can result in penalties and fines!

4.10 HOD Orientation Meeting

4.10.1 Before attending the Orientation meeting for the 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 4.11 below).

4.10.2 The HOD must ensure they attend the HOD Orientation Meeting - failure to do so will result in a fine to the NGB!

4.10.3 During the meeting, the HOD will ensure they note any changes to the work plan; warm up details; equipment details; performance details; change of venues; cancellations of performances; change/cancellation of workshop, etc.

4.11 Team Communication to Gymnastics Ireland and During the Event.

4.11.1 Prior to the event, and in agreement with the Communications and Brand Manager a communications strategy will be established. This could include:

- Dropbox for photos and videos, that the HOD/AHOD/DMT/TM/HC have access to.
- A member of the DMT will be appointed responsibility for daily team updates to GI.

4.11.2 Prior to the event a system of communication for the team will be established via WhatsApp. Delegation members will be advised of this system prior to travel. Note: This is in addition to the official email's clubs will receive from GI.

4.11.3 Once the team arrives at the hotel the HOD will call a Team Meeting, the HOD will ensure the following is carried out (see list of meeting pointers included in the GI International Travel Booklet):

- Implementation of the communications system previously established for event logistics to the whole delegation. Explain how the daily communication will be delivered, performance times, warm-up times, social activities, meal plans/preps and any bus times.
- Upon check in, provide a room list to the DTM, TM, HC, and gymnasts.
- Advise all delegation members of all the hotel, local and emergency information gathered in 4.8.3 above.
- Remind the team of Codes of Conduct and any information relevant to the specific country's regulations/etiquette.
- Inform the delegation of emergency procedures and remind TM/HC and Coaches to ensure daily schedules are communicated and followed, including any official meetings.

4.11.4 The HOD will also instruct all delegation members of 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.

4.11.5 Particular emphasis should be given to young gymnasts regarding:

- Appropriate times for young people to contact parents/guardians.
- Ensuring gymnasts know who to contact should they have any enquiries.
- Awareness and understanding of their Code of Conduct
- Familiarisation with accommodation/facilities
- Gymnasts advised that information regarding bus timetables, travel arrangement, meal prep/times/tickets, performance times, social activities, workshops, and medical

team will be held by their coaches and communicated through the method agreed at the team meeting. Advise them of when and where further meetings will be held.

4.11.6 Alongside the normal duties expected of each role, adult delegation member's additional individual responsibilities are as follows:

TEAM MANAGER:

- Ensure the daily working plan of the team, in agreement with HOD, is established, implemented and reviewed daily.
- Ensure an efficient communication system with HOD/DMT/HC/Coaches/Parents and Gymnasts.
- Regularly update the Dropbox with videos/photos and team updates
- Ensure the daily updates are provided to gymnasts regarding the daily working plan, throughout each day with all information regarding warm-ups, venues, performance times, workshops, social events, seating arrangements and any other relevant details.
- Ensure appropriate social activities/workshops are pre-approved by HOD and pre-booked for the team, and the team attends.
- Meal preparations/timings
- Other duties as directed/requested by the HOD/DMT.

HEAD COACH:

- Head Coach is responsible for ensuring each team performances logistics are organised including but not exclusive to: Choreography, adaptations to routines, costume, hair/make-up, accessories, attending performances on time and in accordance with GFA/LOC rules.
- Ensure they regularly communicate with the HOD/DMT and update with information from Coaches/team meetings etc.
- Regularly update the Dropbox with videos/photos and team updates
- Provide a Head Coach report at the end of the event to the PM via the digital form (using the link provided by the GfASE)

COACHES/CHAPERONES/ADDITIONAL TEAM SUPPORT STAFF:

- All Coaches/Chaperones/ Additional Support Staff will work with TM/HC to ensure the gymnasts safety and well-being is always catered for during the GFA event.
- At any point during the event Coaches/Chaperones/Additional Support Staff may be asked to carry out other duties by HOD/AHOD/DMT/TM/HC.
- Ensure an efficient communication system with HOD/DMT/HC/Coaches/Parents and Gymnasts.
- Regularly update the Dropbox with videos/photos and team updates
- Provide a Coach report at the end of the event to the PM via the digital form (using the link provided by the GfASE)

4.12 EVENT MANAGEMENT

4.12.1 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 meetings when appropriate with the adult delegation members to ensure compliance and to offer support with any issues/situations that may have arisen.

4.12.2 CULTURAL & SOCIAL ACTIVITIES AND WORKSHOPS

The LOC provides Cultural and social activities for the participants, cultural activities (e.g., theatre, music, arts, etc.), and social activities adapted to young people (e.g., music and gym parties) as well as social parties ("get together" parties during the event, especially after the opening and closing ceremonies) will be exclusively for accredited participants.

This aspect of the GFA Events is very important for the participant to be involved in and is encouraged to be part of the daily working plan for each team. Appropriate supervision is accepted at each activity, and all activities must be pre-approved by the HOD.

WORKSHOPS

The LOC will organise and host several workshops, all workshops will be reviewed by GI and the HOD prior to the event, a revised list will be issued to TM who, working with the team will confirm the workshop according to the LOC timelines. Some of these workshops will be included in the cost of the Participants card, if they are not covered in the cost, it is at the discretion and cost of the team.

CULTURAL & SOCIAL ACTIVITIES

a. Social Activities will be organised and hosted by the LOC, all social activities will be reviewed and approved by GI and the HOD prior to the Event. The revised list will be issued to TM, who working with the team will submit an attendance request to the HOD. Once the HOD has approved Social Activities, the TM can proceed to booking approved social activities. Once confirmation of booking is received the TM will update the team's working plan. The cost for additional Social Activities is not included in the Participants card; it is at the discretion and cost of the team.

b. The LOC provides an "Amusement area" for socialising opportunities between the participants during the entire event. The amusement area must be always supervised and will announce to the participants prior to the event. Soft drinks and snacks may be sold at the amusement area and is a non-alcohol event!

All decisions in relation to workshops or social activities, made by GI and the HOD are final and will be in accordance with GI safeguarding policies and insurance coverage. All members of the Delegation will respect the decisions made and adhere to them.

4.12.3 INCIDENTS

a. In the event of any incidents involving a member/s 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” - (link provided in the HOD email inbox) and located in the HOD 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.

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

4.12.4 ACCIDENTS

a. In the event of any accidents (however minor) the HOD will ensure they are documented using the correct forms (link to form located in the HOD email inbox).

b. Should the accident be serious in nature, the HOD will make sure an adult team member goes with the individual to receive medical attention, ensuring proper levels of supervision and gender balance.

The adult team member must take the following with them:

- The individuals’ passport
- Medical card and medical details
- GI Travel Insurance Certificate
- Telephone to keep regular contact with the HOD

c. 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.

4.12.5 COMPLAINTS

a. In the event of any complaints raised by a member of the delegation against other 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 and 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 the discussions/resolution.

b. 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.

c. The HOD will ensure they or the second in command record all complaints on the incident form and that GI is advised if the complaint is of a serious nature (link to form in the HOD International Travel Booklet).

4.12.6 EMERGENCY FUND & EVENT EXPENSES EMERGENCY FUND

a. In the event of an emergency expenditure being required, e.g., the need to pay for alternative travel arrangements, the HOD will request approval for this from the PM. Upon approval from the PM, the GI Operations and Administration Manager will provide an emergency fund (to be used in the event of an emergency). This agreed amount will be transferred to the HOD (if appropriate) or the expense paid for by an agreed method. The HOD will use their discretion as to the absolute need to use this fund.

b. Once an agreed expense has been made, the HOD will ensure the receipt is attached to the statement and/or the expenses claim system. c. The HOD will ensure any excess remaining not spent is returned to GI.

EVENT EXPENSES

a. Any expenses provided in advance/agreed by the PTM to be claimed by the delegate as an event expense must be accounted for using the GI International Event Expense Form.

b. Wherever possible, a receipt must be obtained and included with the expense claim.

c. Should the amount of advanced expenses received be greater than the actual amount spent, the claimant will ensure this excess amount is returned to GI.

4.12.7 ANTI-DOPING

The HOD and all delegation members must be aware of the current WADA Anti-Doping Rules 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:

a. 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 online through the ADAMS system prior to travelling by contacting Gymnastics Ireland.

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

c. The test may take a long time to complete, and the adult team member and gymnast must be prepared for this.

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

e. All gymnasts must ensure their whereabouts are completed if they are on the Sport Ireland Whereabouts list (Carded gymnasts).

4.13 Event Management Summary

4.13.1 The HOD with the assistance of the DMT and working in conjunction with the TM, must ensure that the event runs as smoothly as possible. This will only happen if the organisation and information collation happen 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.

4.13.2 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 should contact GI if they feel the situation requires further advice and guidance prior to making a decision.

4.13.3 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/Team Manager/Coach 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.

4.14 Checking Out

4.14.1 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.

4.14.2 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.

4.14.3 Before leaving the venue/hotel, the HOD/DMT/TM 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.

4.15 Departure Home

4.15.1 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.

4.15.2 The HOD will follow the procedure outlined in 4.5 above by appointing a Designated Liaison, who will take responsibility for the team travelling, by ensuring that all team members proceed through check-in, passport control and luggage collection at the home destination. The appointed designated liaison will remain in contact with the HOD throughout the journey.

4.15.3 Upon arrival at the home destination, the appointed designated liaison will ensure a final register is taken and that gymnasts are handed back to parents at the pick-up point (established in 4.5.1 above). They will also make sure that all passports, any medication, and personal belongings are handed to the gymnasts/parents. The appointed liaison will update the HOD once all team members are dismissed.

4.15.4 The HOD will be the last representative of the Delegation to leave the Host country, they will ensure all duties are carried out, and any issues will be resolved to the best of their abilities.

4.16 Event Conclusion

4.16.1 The HOD, DMT, TM and coaches will ensure that any reports, incident/accident logs and any other relevant/important documentation collected during the event are sent to the PM (links to online report forms located in the HOD International Travel Booklet)