



Team BC Handbook

April 2023

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1. Disclaimer

This document is to be read in conjunction with the following documents:

- Gymnastics BC Travel Policy
- Gymnastics BC Code of Conduct
- Gymnastics BC discipline-specific Operations Manual
- Gymnastics BC Screening Policy
- Gymnastics BC Social Media Policy

Should this document contradict any of the above documents, the above documents will take precedence over this one.

2. Purpose

Each member named to Team BC is part of something bigger than themselves and their club.

This handbook serves as an aid and guide for each member to understand their role, obligation, and to contribute to the team's common goals and objectives. Athletes play a central role in this and their safety is the team's first and foremost priority.

Each Team BC member is a representative of BC and of gymnastics in BC. Therefore, conduct as a member of Team BC shall come with obligations. These obligations include, but are not limited to: honesty, fair play, acting with integrity, courtesy, and respect towards others. All team members shall at all times reflect the obligations of representing Gymnastics BC.

3. Team BC Events

Team BC events include any competition where Gymnastics BC (GymBC) assists financially, coordinates team travel, and/or identifies a team that will represent BC. This includes, but is not limited to, the following competitions:

- Canadian Championships
- Western Canadian Championships
- Western Canada Cup

Team BC is not to be confused with the BC Games Society Team BC which is used only for Canada Games and is its own entity separate from GymBC.

When athletes and coaches are representing Team BC at Canada Winter Games, they must abide by the BC Games Society Team BC Policies and Procedures.

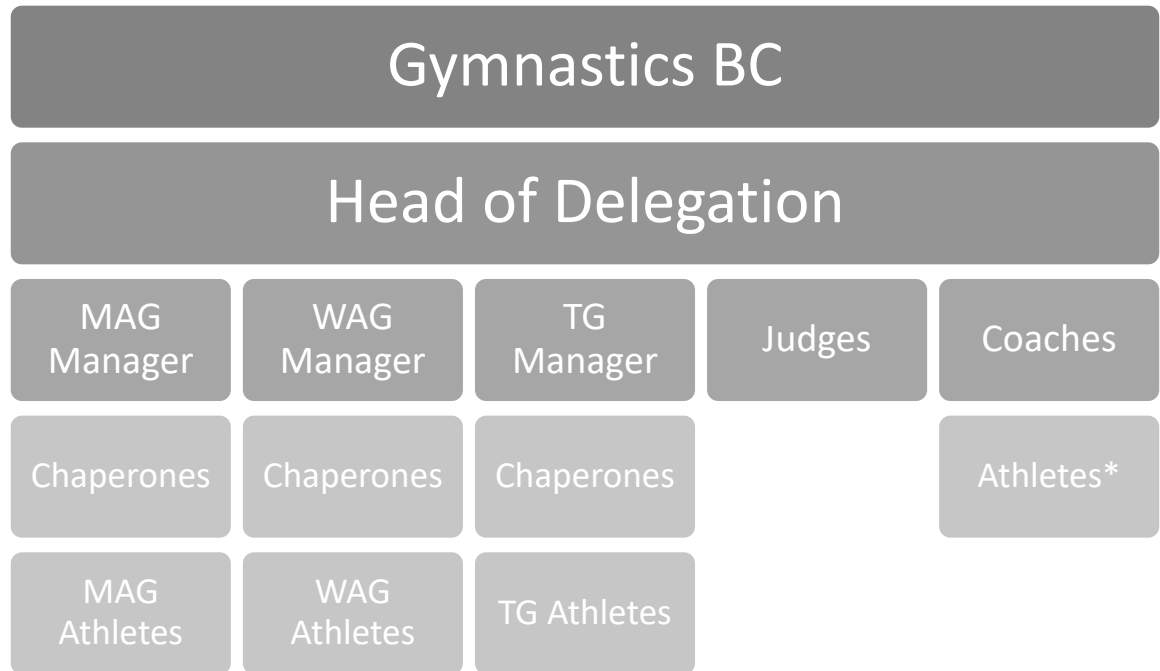
4. Team BC Delegation

The Team BC delegation is composed of individuals selected by GymBC in the following roles:

- Head of Delegation
 - Assigned by GymBC
- Manager
 - Assigned by discipline's technical committee following an application process
- Chaperones
 - Assigned by discipline's technical committee following an application process
- GymBC Staff
- Judges
 - Assigned by the discipline's judging chair or judge's committee
- Coaches
 - Assigned by the discipline's technical committee
- Athletes
 - Assigned by the discipline's technical committee

The term *Team BC Staff* may be used from time to time and is in reference to the Head of Delegation, the Manager(s), and the Chaperone(s).

The Team BC delegation is organized as follows:



**when on the field of play, coaches are in charge of athletes. From time to time, coaches may be given chaperoning duties as required.*

5. Team BC Travel

GymBC will organize the following for Westerns and Canadians for all team members:

- Accommodations
- Event registration
- Rental vehicles for chaperones, if required

Flights may, or may not, be organized by GymBC for all team members.

Meals may or may not be organized by GymBC. In all cases, GymBC will calculate and distribute per diems for those eligible. This will be done either beforehand or after the event.

For Westerns and Canadians, GymBC will organize the following—in addition to the above three points—for judges, managers, head of delegations, and chaperones:

- Flights
- Transport to and from airport/hotel (or will provide reimbursement of taxi/ride-share)

5.1 Transportation

GymBC may offer group or individual transport, or a combination of both.

It is highly encouraged that team members wear some item of Team BC gear while travelling to a Team BC event.

5.1.1 Group Transport

When GymBC organizes transport (flights, bus charter, or other) for all team members, the start and end of the event will be defined as the drop off at the designated home airport (start) and the pick-up from the designated home airport (end). For example, if YVR is the designated home airport, the event starts as soon as the athlete is dropped off at YVR for the flight out and ends as soon as the athlete is picked up from YVR following the flight back.

During group transport, all team members must travel together as determined by GymBC. This includes athletes, coaches, head of delegation, managers, and chaperones.

5.1.2 Individual Transport

If GymBC does not organize transport (flights, bus charter, or other) for all team members, the start and end of the event will be defined as the arrival to (start), and the departure from (end), the host hotel where Team BC is staying. In addition, when GymBC does not organize transport for team members, it is the responsibility of the clubs to get their athletes to the host hotel in a manner that follows Safe Sport protocols.

Funded team staff who book their own transportation (flights, bus charter, or other), will only be reimbursed up to a certain amount (to be determined on a year-by-year basis).

5.2 Expenses

For group transport, GymBC will invoice each individual club for the cost of transportation. Any individual requesting changes to their flight will be billed any extra cost incurred for that change. If they are unable to travel due to sickness or injury, they will be responsible for any fees charged by the airline.

For those living outside of the Lower Mainland, GymBC will reimburse all reasonable costs if they need to travel for identified Team BC training/preparation camps. It is the responsibility of the athlete's club/coach to contact GymBC and make the proper arrangements. All expenses must be approved by GymBC staff a minimum of 14 days prior to the activity.

All other expenses (accommodations, registration, etc.) will be invoiced to each individual club.

5.3 Meals

GymBC will strive to have breakfast included with the accommodations as this makes team travel much easier.

In general, lunch and dinner will be organized by the chaperones and managers for the athletes. Athletes will be responsible for paying for their own meals. Parents should ensure that their child has enough cash, or other method of payment, to cover all their meals for the duration of the trip. Parents should also ensure that they talk to their child about tipping as this may be included in the bill (for large groups), or otherwise expected at restaurants.

Head of delegation, managers, chaperones, team coaches, and judges will receive a per diem for meals that they are required to pay for. Per diems will be provided for travel days in addition to days at the event. This per diem will be calculated by GymBC and may be distributed either beforehand or after the event. Per diem amounts will be as per GymBC policy. For team coaches and judges, catered meals provided by the local organizing committee for the event will be taken into account when calculating per diems.

6. Forms & Screening

All members traveling as part of Team BC must fill out a medical form, plus any forms or screenings required by the local organizing committee and/or GymCan.

All other forms and screening that need to be completed for GymBC are outlined in the [GymBC Screening Policy](#).

7. Roles & Responsibilities of Team BC Members

All members of Team BC are to abide by the GymBC Code of Conduct at all times.

7.1 Head of Delegation

The head of delegation is fully funded by GymBC. This includes funding for accommodations, taxis/ride-shares, flights, rental vehicles, gas for rental vehicles, event fees (e.g., registration fees, banquet fees, etc.), event parking fees, and per diems for meals. This may include other unforeseen expenses which would be discussed with GymBC staff as they occur.

7.1.1 Role

The head of delegation is the official representative of GymBC. The head of delegation will oversee and manage the emergency action plan should such a situation arise.

7.1.2 Responsibilities

Responsible for the provincial delegation. The head of delegation has the authority to make decisions within the framework of GymBC rules and regulations during the event.

Prior to the event, the head of delegation will:

- Coordinate with the team managers to ensure they are supported.
- Review all arrangements for the event to ensure no details have been overlooked.
- Be familiar with the athletes and coaches on the team.

During the event, the head of delegation will:

- Attend all relevant meetings and ensure information is communicated effectively to all.
- Ensure athletes' needs are met by the responsible parties.
- Ensure the decisions made by the staff and coaches are in the best interest of the athletes.
- Ensure all delegates are adhering to SafeSport requirements and the GymBC Code of Conduct
- Coordinate the team managers.
- In the event of an injury, oversee and manage all communications between GymBC and, if applicable, the athlete's parent(s)/guardian(s).

Following the event, the head of delegation will:

- Provide a written report to the GymBC CEO.
- Follow up on any disciplinary action, as required.
- Submit any outstanding bills/receipts.

7.2 Managers

Managers are fully funded by GymBC

7.2.1 Role

Each discipline will have a team manager. The team managers shall oversee the logistics of the team they are managing.

7.2.2 Responsibilities

The team managers are responsible to work with the chaperones and coaches to supervise the team athletes. It will be up to the team managers to ensure athletes are well taken care of during the entire time the team is traveling.

Should the head of delegation not be available, the team managers will assume the duties of the head of delegation in their absence.

Prior to the event, the team managers will:

- Become familiar with team information and be available to answer any questions.
- Communicate with the parents.
- Lead a team meeting with the parents and athletes at the preparation camp.
- Assist in coordination of uniform fittings.
- Confirm all special requests.
- Work with GymBC staff to confirm all travel and accommodation arrangements have been made.
- Mandatory meeting with support staff for orientation.

At the team preparation camp, the team managers will:

- Meet with athletes to discuss travel and the go over the Code of Conduct.
- Ensure team uniforms are distributed and fitted properly.
- Discuss logistical aspects of the activity with coaches that is best suited for the athletes and level of competition (travel, schedule, meal time, social activity, etc.)
- Coordinate team-building activities (e.g., making banners, special certificates, etc.).

During the event, the team managers will:

- Provide a safe and positive environment for all team members.
- Hold team orientation meeting on the first night of the event to review expectations.
- Meet daily with staff and coaches to plan the next day and set up guidelines for athlete supervision.
- Ensure good communication between staff, athletes, and coaches.
- Assist staff and coaches, and be available 24 hours in the day, if required.
- Identify team drivers and transportation when necessary.
- Attend technical meetings, as required.

- Attend athlete events outside of the competition including opening and closing ceremonies, athletes' social, etc.
- Assist in planning of recreational activities.
- Ensure proper supervision of athletes at all times. Be aware of athletes' locations at all times.
- Deal with emergencies as they arise.
- Bring copies of all relevant forms.
- Fill out accident reports should an injury occur.
- Contact parent, guardian, or emergency contact of athlete should an incident occur.

Following the event, the team managers will:

- Bring paper copies of the reports for the athlete, coaches, and staff.
- Plan time for everyone to fill out the event evaluation.
- Return completed reports to GymBC.

7.3 Chaperones

Chaperones are fully funded by GymBC.

7.3.1 Role

Chaperones are the main contact for the athletes and supervise all athletes on the team.

7.3.2 Responsibilities

Chaperones are responsible for knowing where athletes are at any given time during the event. Along with the coaches, they are responsible for the direct supervision of assigned teams/groups as well as knowledge of the teams who are not under their direct supervision.

Prior to the event, chaperones will:

- Review medical forms.
- Contact parents regarding any specific concerns with allergies, medications, and dietary needs.
- Advise the team manager of any specific medical concerns that team support staff should be aware of.

During the preparation camp, chaperones will:

- Be present and get to know all the athletes under their supervision.

During the event, chaperones will:

- Be responsible for the athletes' safety and well-being outside of the field of play.
- Supervise the athletes, along with the coaches, and be aware of athletes' locations at all times.
- Perform room checks nightly, following the Rule of Two where two adults perform the checks together with one being of the same gender as the athletes
- Report any inappropriate conduct to team manager as soon as possible.
- Meet daily with other staff and coaches to plan the next day, and to set up guidelines for athletes' supervision.
- Assist staff and coaches, as needed.
- Be available 24 hours in a day, if required.
- Drive rental vehicles, as required.
- Assist in planning of recreational activities.
- Allow athletes to have a positive experience by being reasonable, enjoyable, and assisting in planning activities for free time (in collaboration with the team manager and coaches).

Following the event, chaperones will:

- Complete the report and return to the team manager.

7.4 Team Coaches

7.4.1 Role

The team coaches are to provide the technical expertise for their assigned team. Coaches will also assist the chaperones outside of the field of play. The team coaches have the full responsibility of the athletes when they train and compete.

7.4.2 Responsibilities

Team coaches are to ensure the proper preparation of their assigned team's athletes to compete at the event. Coaches are responsible for the safety of their athletes during trainings and competitions.

Coaches are responsible for the direct supervision of assigned team members when the athletes are on the field of play. In addition, coaches are responsible, along with the chaperones, for the direct supervision of assigned teams outside of the field of play.

Prior to the event, coaches will:

- Review the schedule and all information circulated by the host committee

- Contact individual coaches to know athlete's special requirements (warm up, training, spotting, etc.)
- Reply to any request from GymBC staff regarding training or any other issue pertaining to the event

During the preparation camp, coaches will:

- Attend the camp in person, unless otherwise excused by GymBC or the head of delegation
- Set the starting order of the team (artistic only)
- Promote team cohesion and teamwork with all athletes and coaches
- Collect completed routine tracking/difficulty sheets from all coaches, as required
- Determine and analyze the content of each athlete's routine and check if the category's rules are respected
- Be present at the staff meeting, as required
- Determine specific operational policies for the team with assistant (if assigned) and individual coaches (tracking of start values, scores, protests, etc.)

During the event, coaches will:

- Be part of the meeting with the manager and chaperone to inform the athletes of the schedule/agenda for each day, including competitions, trainings, meals, transportation, curfew, etc.
- Meet with the manager to set and confirm the next day's schedule
- Attend the opening and closing ceremonies, unless exempted by the head of delegation
- Promote a healthy team spirit and team cohesion
- Before leaving for the venue, making sure that all athletes have their tracksuit, bodysuit, music, grips, bibs, etc.
- Bring any organizational concerns to the team manager or head of delegation
- Bring all technical concerns to GymBC staff
- Assist chaperones with supervising athletes when needed
- Coach the team during training and competition
- Determine the competition order, in collaboration with other coaches, as required

- Attend the event technical meeting and be cognizant of the event rules and schedule
- Fill out and sign protest form, if necessary
- Be in charge of general and timed warm-ups for all athletes on the team
- Apply the specific operational policies for the team, as developed at the preparation camp
- In case of injury, inform GymBC staff as soon as possible

Following the event, coaches will:

- Fill out and submit the coaches report form before the deadline given
- Ensure that their athletes complete the athlete report form before returning home

7.5 Individual/Personal Coaches

Individual and/or personal coaches:

- Must be the primary or secondary/assistant coach of a named team athlete
- Must advocate for all of Team BC and act in the best interest of the team performance, even if they are not team coaches
- Must report to the GymBC staff and team coaches immediately for any health issues that would prevent their athlete from performing to the standards expected of the athlete
- May be asked to assist the team managers and chaperones with the supervision of the athletes, as required
- Must contribute to the preparation plan in the following areas:
 - Expected routine content and D-score/SV (on all apparatus) and projected changes (if any)
 - Health related information and general status
 - Current state of physical and mental preparation
 - Any other athlete-specific information (e.g., spotting, mats needed, board needs, etc.)

7.6 Athletes

7.6.1 Role

To represent Team BC and show exemplary sportsmanship.

7.6.2 Responsibilities

- Represent Team BC in a respectable manner at all times
- Support and cheer on other members of Team BC
- Arrive at each event ready to participate
- Make any visitor requests to team managers before the visit is expected
- Always communicate to their assigned chaperone as to their whereabouts
- Communicate any problems or concerns to the coaches, chaperones, and team managers
- Check in with their chaperone regularly
- Never leave the hotel alone or without permission of the chaperones

8. Incident Action Plan

The function of the Incident Action Plan is designed to guide the team to respond quickly to a variety of different situations. This includes, but is not limited to:

- Sports-related injuries and medical conditions that are serious or life-threatening.
- Natural or human caused disasters.
- Missing persons.

In all cases, the head of delegation must be notified immediately. In exceptional circumstances, it may be necessary for a Team BC staff member to contact 911 before anyone else is contacted. The head of delegation will then coordinate all necessary communication out to the affected individual(s)'s emergency contact.

In exceptional circumstances, an athlete may be sent home early. This will be coordinated by the head of delegation in consultation with the parent/guardian, team manager, and coach.

All media related inquiries are to be sent to the head of delegation, or to the Gymnastics BC CEO.

The head of delegation is to report all incidents to the Gymnastics BC CEO and Safety Officer, and fill out the [Gymnastics BC incident/injury report](#).

The head of delegation must ensure that necessary reports are collected from the appropriate individuals. This can include the event's incident report, the medical practitioner's report (e.g., doctor's report), etc.

In the case that there is no head of delegation assigned to the team, the team's respective manager will take on the duties listed above for the head of delegation for their discipline.

9. Uniforms

All Team BC staff are encouraged to wear Team BC gear as much as possible. Athletes are required to wear at minimum one piece of Team BC gear when outside of their hotel room.

- Athletes and coaches are required to purchase the Team BC uniform when selected to a Team BC event. No funding will be provided for the Team BC uniform.
- Judges to be supplied with one to two Team BC t-shirts.
- Chaperones and managers to be supplied with two or more Team BC t-shirts. They may purchase additional items at their own expense.
- The head of delegation to be supplied with two or more Team BC t-shirts and a Team BC jacket.
- Judges, chaperones, managers, and the head of delegation may purchase any of the other Team BC items that are available.

10. Family & Friends Procedures

GymBC recognizes and values the tremendous support family and friends provide to our athletes. GymBC wants to ensure that families and friends are provided with all the information they require in order to be prepared and connected to the team while at an event.

All athletes representing BC at a Team BC event have been selected to compete for their province and must ensure that all of their actions outside of the team environment support the attainment of their peak performance. All team staff members have been appointed to represent their province and to ensure that the team environment supports the athletes to attain peak performance.

10.1 Definition of Family & Friends

Parent(s), guardian(s), spouse, partner, or other (as designated by the athlete), of any Team BC member selected to a Team BC event.

10.2 Rules & Limitations of Family & Friends

Family and friends of athletes and staff are encouraged to book accommodations at a different location/hotel from where the team is staying. This is to reduce distractions for the athlete and is in consideration of the entire team.

The established team training program and schedule will take priority on a daily basis, and will not be compromised for attendance at activities such as media requests, team sponsor requests, personal coach requests (not on the team), and/or family and friend's requests.

Permission to leave the team environment will not be given during times when mandatory commitments such as team meetings are taking place.

It is recognized that on occasions, athletes may make a request for dispensation to meet family and friends. A request for dispensation will be assessed in the first instance by the coach responsible for the performance of the athlete at the competition, who would then consider this with the athlete before referring the request to the chaperone and the team manager.

Athletes will not be permitted to engage in social activities such as meals out from the team environment and sightseeing prior to their competitive events, unless dispensation has been granted.

No athlete will be given dispensation the day prior to them competing, while they are competing, or on the morning of them competing. Where possible, opportunities will be considered following the conclusion of the athlete's competitive program at the event.

Provided all guidelines are respected, time with family and friends for athletes having completed their competitive program may be arranged following the conclusion of all competition sessions that they are required to attend, and provided no mandatory team commitments will be interfered with.

Athletes given dispensation to visit with family and friends are still required to adhere by the GymBC Code of Conduct.

A. Athletes Requiring Additional Care

Should a team athlete require additional care that goes above and beyond the scope of the managers' and the chaperones' duties, a caregiver must be provided, at the expense of the athlete, for the entire duration that the athlete is there. GymBC will work closely with parents, coaches, and athletes in such a scenario and provide the necessary exemptions and support as needed.

B. Event Evaluation Forms

B.1. Staff

An online form will be distributed to you directly following the conclusion of the event with the following areas to report on.

- Pre-event communication
- Transportation
- Host accommodations and meals
- Medical—specify injuries or concerns; medical coverage
- Please list positive aspects of the competition/trip
- Discipline (Code of Conduct) issues with athletes ,coaches, or other staff members
- Please list any problems or concerns

B.2. Coaches

An online form will be distributed to you directly following the conclusion of the event. The following questions will be asked.

B.2.1. Competition Goals/Targets

What were the team targets? Did we meet the set team targets? Did we meet the set individual targets? Include performance, overall rank, and percent of personal best performance (if applicable). Discuss objective results/facts and subjective results/facts.

B.2.2. Team Strategy—Competition

What part of our strategy worked particularly well to allow the team/individual athletes to meet their targets? What needs improvement? Be specific.

B.2.3. Team/Individual Preparation Activities

Did the training camp allow the team to prepare the athletes adequately? Prepare individual athletes adequately? Discuss camp, location, schedule, content, and objectives. Be specific.

What should we improve for the next training camp? What strengths and weaknesses have we discovered?

What have you learned? (Focus on what we learned, not on what we will do next.)
What advice would you give someone starting out now? What strengths and weaknesses have you discovered?

Do you feel that the athletes had everything they needed to perform at their best? If not, what would you recommend? Be sure to indicate how you are going to move forward.

Were Team BC staff members supportive? Did they provide what you and the athletes needed to meet the objectives, as well as provide a safe environment? If not, what would you recommend? Be sure to indicate how you are going to move forward.

Do you have any other recommendations regarding competition, schedule, warm-up, staff, etc.?

B.3. Athletes

Name: _____ Event: _____
Category: _____ Date: _____

1. What were your goals for this competition?

2. Did you reach your individual goals? With your team, did you reach the team goals? Be specific.

3. What has helped you the most in your preparation to have the best possible performance this week? What would you change or improve? You can about camps, location, schedule, content, and objectives, or any other topics you feel relevant. Be specific.

4. What have you learned about yourself this week? What advice would you give yourself or someone else if the season was starting now?

5. Were Team BC staff members supportive? Did they provide what you needed to meet your objectives, as well as provide a safe environment? If not, what would you recommend? Give examples.

6. Do you have any recommendations regarding competition, schedule, warm-up, staff, etc.?

Signature: _____

Please return this form to your chaperone.