



TEAM BC STAFF HANDBOOK

Updated February 2019

Important Note

This document is currently under review. Please consult the Gymnastics BC Technical Director with any questions regarding document accuracy or current status.

In the event that any policy contained in this document is contradicted by another policy of the Association, the latter shall prevail.

Clarification of Decision-Making Authority

In an effort to provide greater clarity and transparency around the decision-making process and level of authority related to the various rules, policies and procedures contained in this document, the following updates have been made.

Items will now be marked to indicate whether it is considered a rule, a policy or a procedure. They will also be marked with which body has authority over the decision-making process. Generally, rules will be under the authority of a Technical Committee or an appropriate staff member, policies will be under the authority of the Board of Directors and procedures will be under the authority of staff. Additionally, any relevant supporting documents will be referenced to provide clarity.

Where an item does not indicate authority, it is assumed to be informational or under the authority of staff.

Example:

2.1 Athlete Competition Attire for BC Competitions

Type: *Rule*

Decision by: *Committee*

Reference Document: *None*

Team BC

1.1 Definition of Team BC Events

Team BC events include any competition where GBC assists financially or coordinates team travel or identifies a team that will represent BC. It includes competitions such as:

- Canadian Championships
- Western Canadian Championships / Western Canada Cup
- Canada Winter Games
- Any other activity where GBC assists financially, coordinates team travel or identifies a team that will represent BC

1.2 Athletes and Coaches Eligibility

Information regarding athlete and coach eligibility is included in the Operations Manual specific for to discipline.

1.3 Team BC Travel

Travel to an activity is usually organized individually by the parents/club. For certain activities (Canada Winter Games, for example), team members are asked to travel as a group.

Individual Transport:

- Each team member is responsible for their own travel (flights or others). Athletes below the age of 19 may not travel alone. Clubs must make arrangements.
- Each team member is also responsible to organize travel from the airport to the hotel/university residences, and back at the end of the activity, unless prior arrangements have been made with GBC.

Group Transport, when available may include:

- Team members must travel together. This includes athletes, coaches, chef, managers and chaperones.
- Team travel (flights, bus or other) organized by GBC or 3rd party (Canada Winter Games). Depending on the activity, team members or their club may be invoiced for the cost of travel.
- Any individual requesting changes to their flight will be billed with any extra cost incurred because of the change. If they are unable to travel due to sickness or injury, they will be responsible for the fee charged by the airline (the fee will not be charged if GBC is not billed).

1.4 Funding for Athletes and Coaches

For some events, GBC provides funding for staff, coaches, judges and/or athletes. GBC can also determine the percentage of total cost that will be subsidized to athletes and coaches. It will be communicated to all clubs as soon as possible. Coaches or athletes who do not follow the guidelines set forth by GBC may lose their funding.

1.5 Expenses for Team BC Members Living Outside of the Lower Mainland

Athletes, coaches or mission staff living outside the lower mainland will be reimbursed their reasonable costs if they need to travel for identified Team BC training camps or for the competition. It is the responsibility of the athlete's club and coaches to contact GBC

and make arrangements. All expenses must be approved by GBC staff a minimum of 14 days before the activity.

1.6 Forms and Payment

All Team BC members (athletes, coaches, staff and judges) must properly fill out, sign and return mandatory forms. These may include the GBC Code of Conduct, host waiver forms, medical forms, etc. Any fees relating to the activity, when applicable, must be paid in full before departure.

1.6 Team BC Staff

The Team BC staff is a group of volunteers who help coordinate all aspects of team management during events. The table in the following pages describes the selection process for the Team BC staff as well as their responsibilities toward the Team before, during and after the activity.

The mission staff may include:

- Chef de Mission
- Managers
- Chaperones

1.7 Team BC Staff Eligibility and Application

Interested potential staff members must meet the following requirements:

- Minimum 19 years old
- Submit their application by the deadline
- Submit a Criminal Records Check (completed within 12 months) with their application
- Complete the Respect in Sport training program prior to travel with the team
- Submit the required forms, waivers, declaration of understanding for the Code of Conduct prior to departure

Staff members and coaches must work together to provide the best possible environment for all Team BC members. Coaches are also part of the Team BC staff. Their role and responsibilities are outlined in the next section.

1.8 Team BC Volunteer Job Descriptions

All individual must work in respect of Safe Sport principles and SafeSport Policies (pending)

Volunteer Position	CHEF DE MISSION	TEAM MANAGER	TEAM CHAPERONE
Position Description	The Chef shall be the head of Delegation and the official representative of Gymnastics BC	The Team Managers are responsible for the logistics of the team they are managing.	The Chaperone is responsible for knowing where athletes are at any given time during the event.
Selection Process	<ul style="list-style-type: none"> Position will be appointed by the GBC Staff 	<ul style="list-style-type: none"> Position appointed by Technical Committees 	<ul style="list-style-type: none"> Position appointed by Technical Committees
General Duties	Responsible for the Provincial Delegation. The Chef has the authority to make decisions within the framework of GBC rules and regulations during event & traveling time frame.	<p>Responsible to work with Chaperone and coaches to supervise athletes. It is up to the Team Manager to ensure athletes are well taken care of during the entire time the team is traveling.</p> <p>Responsible for Chef duties when Chef is not available.</p>	Responsible (with coaches) for direct supervision of assigned teams as well as knowledge of the teams who are not under their direct supervision.
Duties Prior to the Event	<ul style="list-style-type: none"> Coordinate with team managers to ensure team support. Review all arrangements for the event to ensure no details have been overlooked. Be familiar with the athletes and coaches on the team. 	<ul style="list-style-type: none"> Become familiar with team information & be available to answer any questions Communicate with parents. Assist in coordination of uniform fittings Confirm all special requests. Work with GBC staff to confirm all travel and accommodation arrangements have been made. Mandatory meeting with support staff for orientation. 	<ul style="list-style-type: none"> Review Medical Forms. Contact parents regarding any specific concerns with allergies, medications and dietary needs. <p>The Manager must be advised of any specific medical concerns that team support staff should be aware of.</p>
Duties at the Training Camp		<ul style="list-style-type: none"> Meet with athletes to discuss travel and Code of Conduct. Ensure team uniforms are distributed & 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. Make banners, special certificates, etc.). 	<ul style="list-style-type: none"> Be present and get to know all the athletes under his/her supervision.

<p>Duties During the Event</p>	<ul style="list-style-type: none"> • Attend all relevant meetings and ensure information is communicated effectively to all. • Ensure athlete's needs are met by responsible parties. • Ensure decisions made by the staff and coaches are in the best interest of the athletes to ensure optimal performance (curfew, meal time, training times, etc.) • Ensure all delegates are adhering to SafeSport Requirements, GBC Code of Conduct for BC Representatives. • Coordinate activities of Managers. 	<ul style="list-style-type: none"> • Provide a safe, happy environment so athletes can enjoy themselves and the experience. • Hold team orientation meeting first night of event to review expectation. • Meet daily with staff and coaches to plan the next day, and set up guidelines for athletes supervision. • Ensure good communication between staff, athletes and coaches. • Assist staff and coaches and be available 24 hrs per day, if required. • Follow through with GBC Code of Conduct disciplinary action when necessary. • Arrive at airport 60 minutes before team and coordinate team departure. • Identify team drivers & transportation when necessary. • Attend technical meetings. • Attend athlete events outside of FOP including opening and closing ceremonies, athletes' socials, etc. • Assist in planning of recreational activities. • Ensure proper supervision of athletes at all times. Be aware of athletes location at all times. • Deal with emergencies which may arise. • Bring copies of all relevant forms. • Travel with athlete if a hospital visit is required and fill out an accident report. • Contact guardian or emergency contact of athlete should there be an incident. 	<ul style="list-style-type: none"> • Be responsible for athlete's safety. • Supervise the athletes, with coaches and be aware of athletes' locations at all times. • Report any inappropriate conduct to team manager as soon as possible. • Meets daily with other staff and coaches to plan the next day, and to set up guidelines for athletes supervision • Assist staff and coaches and be available 24 hrs per day, if required. • Drive rental vehicles as required. • Assist in planning of recreational activities • Allow athletes to enjoy themselves and their experience by being reasonable, enjoyable, and assisting in planning activities for free time (with team manager and team coaches).
<p>Duties After the Event</p>	<ul style="list-style-type: none"> • Complete the Staff Event Evaluation. • Follow up on any disciplinary action necessary. • Submit any outstanding bills and/or receipts. 	<ul style="list-style-type: none"> • Bring paper copies of the reports for the athlete, coaches and staff and plan time for everyone to fill Coaches and Athletes to fill the Event Evaluation. • Return completed forms to GBC. 	<ul style="list-style-type: none"> • Complete the report and return to the manager.



CHEF, MANAGERS AND CHAPERONES Event Evaluation Form

Name: _____ Date: _____

Event: _____

Team BC Responsibility: _____

1. Pre-Event Communication

2. Transportation

3. Host Accommodation and Meal

4. Medical – Specify injuries or concerns, medical coverage

5. Please list positive aspects of the competition / trip.

6. Discipline / Code of Conduct Issues with athletes, coaches or other Staff members.

7. Please list any problems or concerns

- Please keep this report confidential
- Please feel free to copy this to the Technical Committees

Return to Gymnastics BC within 14 days of the event.

Email: info@gymbc.org

Fax: 604-333-3499



TEAM AND PERSONAL COACHES Event Evaluation Form

Please fill out and return to the manager before returning home.

Name: _____ Event: _____

Category: _____ Date: _____

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 (times), overall rank (placing), and % of personal best performance (if applicable). Discuss objective results / facts and Subjective results / facts?

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.

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.

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

6. 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.

7. Where Team BC Staff members supportive and provided what you and the athletes needed to meet the objectives, as well as to provide a safe environment? If not, what would you recommend?
Be sure to indicate HOW you are going to move forward.

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

"If you do what you've always done, you'll get what you've always got"

Signature: _____

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ATHLETES Event Evaluation Form

Please fill out and return to the manager before returning home.

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, improve? You can talk about camps, location, schedule, content, and objectives, or any other topics you feel relevant. Be specific.

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

5. Were Team BC Staff members supportive and provided 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.

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- Please keep this report confidential
 Please feel free to copy this to the Technical Committees

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