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## **SECTION 10 – TEAM BC**

### **10.1. Definition of Team BC Events**

Team BC events will 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
- Canadian Western Championships / Western Canada Cup
- Canada Games
- Any other meets where GBC assists financially or coordinate team travel or identifies a team which will represent BC

### **10.2. Eligibility and Requirements to be a Team BC Member**

According to their status, individuals must meet eligibility requirements to be named to Team BC.

- Athletes and coaches must be named by their Technical Committee.
- Athletes must meet the minimum score set out by the Technical committees at the trial competitions.
- All members of Team BC must fill out and return all requested waivers and medical forms by the set deadline.
- Athletes and coaches must pay the required fees by the set deadline.
- Athletes, coaches, managers and chaperones must attend all identified training camps or request an exemption (and provide reasons) 2 weeks prior to the camp.
- All members of Team BC must comply with all GBC rules of conduct, travel and cost sharing policies.
- Athletes and coaches must purchase the designated team uniform. Chef, managers and chaperones may borrow the tracksuit from GBC.

### **10.3. Team BC Travel Policy**

Group Transport

- Team members must travel together. This includes athletes, coaches, chef, managers and chaperones.
- Flights will be arranged by GBC.
- Personal travel points may not be used for trips coordinated by GBC.
- 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).

### **10.4. Individual Transport**

Trips where GBC provides partial funding (30% or more) can be booked with an agency of the members' preference, but must receive cost approval from GBC prior to booking flights

### **10.5. Funding for Athletes and Coaches**

GBC will determine at the beginning of the year the percentage of total cost that will be subsidized to athletes and coaches. It will be communicated to all clubs as soon as possible.

### **10.6. Expenses for Team BC Members Living Outside of the Lower Mainland**

Athletes, coaches or mission staff living outside the lower mainland will be reimbursed 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 beforehand.

### **10.7. Team BC Staff**

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 event.

The mission staff may include:

- Chef de Mission
- Managers
- Chaperones
- Coaches

All staff members must collaborate with the various duties and responsibilities.

**TEAM BC VOLUNTEER JOB DESCRIPTIONS**

<b>Volunteer Position</b>	<b>CHEF DE MISSION</b>	<b>TEAM MANAGER</b>	<b>TEAM CHAPERONE</b>	<b>TEAM COACH</b>
<b>Position Description</b>	The Chef shall be the head of Delegation and the official representative of Gymnastics BC for major events.	The Team Manager is responsible for the logistics of the entire provincial team and their activities.	The Team Chaperone is responsible for knowing where athletes are at any given time during the event.	The Team Coach has full responsibility of the athletes when they train and compete. He/she is also responsible for
<b>Selection Process</b>	<ul style="list-style-type: none"> <li>• Must submit application form to GBC by specified deadline</li> <li>• Must complete Criminal Records Check</li> <li>• Applicant must be 19 years or older</li> <li>• Position will be appointed by the Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Must submit application form to GBC by specified deadline</li> <li>• Must complete Criminal Records Check</li> <li>• Applicant must be 19 years or older</li> <li>• Position will be appointed by Technical Committees</li> </ul>	<ul style="list-style-type: none"> <li>• Must submit application form to GBC by specified deadline</li> <li>• Must complete Criminal Records Check</li> <li>• Applicants must be 19 years or older</li> <li>• Position will be appointed by Technical Committees</li> </ul>	<ul style="list-style-type: none"> <li>• Selection according to a point system.</li> </ul>
<b>General Duties</b>	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	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.  Responsible for Chef duties when Chef is not available	Responsible (with coaches) for direct supervision of assigned teams as well as knowledge of the teams who are not under their direct supervision.	Responsible for the direct supervision of assigned team members when the athletes are at the competition floor.  Responsible with the Chaperone for the direct supervision of assigned teams outside the gym
<b>Duties Prior to the Event</b>	<ul style="list-style-type: none"> <li>• Coordinate with team managers (men's and women's) to ensure team support</li> <li>• Review all arrangements for event to ensure no details have been overlooked</li> <li>• Be familiar with categories of the team</li> </ul>	<ul style="list-style-type: none"> <li>• Become familiar with team information &amp; be available to answer any questions</li> <li>• Assist in coordination of uniform fittings, collecting forms, cheques and communication with parents and athletes</li> <li>• Confirm all special requests</li> <li>• Communicate with parents</li> <li>• Create rooming list (coordinated with men's and women's teams)</li> <li>• Confirm all travel and accommodation arrangements have been made</li> </ul>	<ul style="list-style-type: none"> <li>• Review Medical Forms</li> <li>• Contact parents regarding any specific concerns with allergies, medications and dietary needs.</li> </ul> <p>The Manager must be advised of any specific medical concerns that team support staff should be aware of.</p>	<ul style="list-style-type: none"> <li>• Review the schedule and all information circulated by the host committee.</li> <li>• Contact individual coaches to know athlete's special needs (warm up, training, spotting, etc.)</li> <li>• Reply to any request form GBC staff or Mission staff regarding training or any other issue pertaining to the event.</li> </ul>

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<p><b>Duties at the Training Camp</b></p>		<ul style="list-style-type: none"> <li>• Meet with athletes to discuss traveling and Code of Conduct &amp; sign agreement form</li> <li>• Ensure team uniforms are distributed &amp; fitted properly</li> <li>• Discuss and review all arrangements regarding event</li> <li>• Discuss updated information</li> <li>• Discuss with coaches any special requests (schedule, training at event, meal plans)</li> <li>• Coordinate team-building activity (eg. Make banners, special certificates, etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Be present and get to know all the athletes under her supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote team cohesion and team work with all athletes and coaches</li> <li>• Collect competed routine tracking sheets from all coaches</li> <li>• Determine and analyze the content of each athlete's routine and check if the category's rules are respected</li> <li>• Be present at the staff meeting</li> <li>• Determine specific operational policies for the team with assistant and individual coaches (tracking of start values, scores, protests, etc.)</li> </ul>
<p><b>Duties During the Event</b></p>	<ul style="list-style-type: none"> <li>• Attend all relevant meetings &amp; ensure information is communicated effectively to all</li> <li>• Ensure results are faxed to GBC office daily</li> <li>• Ensure athletes needs are met by responsible parties</li> <li>• Ensure all delegates are adhering to GBC Rules of Conduct for BC Representatives</li> <li>• Coordinate activities of Team Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange pick up tickets and information with GBC and confirm tickets, hotel &amp; financial information</li> <li>• Bring all relevant information including copies of medical forms</li> <li>• Follow through with GBC Code of Conduct disciplinary action when necessary</li> <li>• Arrive at airport 30 minutes before team</li> <li>• Identify team drivers &amp; transportation when necessary</li> <li>• Hold team orientation meeting first night of event to review expectation and give up to date information</li> <li>• Post bulletin board to post all relevant information</li> <li>• Attend technical meetings</li> <li>• Attend athlete events outside of competition including opening and closing</li> </ul>	<ul style="list-style-type: none"> <li>• Assist team manager as required</li> <li>• Drive rental vehicles as required</li> <li>• Assist the coaches with supervising athletes when needed</li> <li>• Work with the team Manager and coaches to set up guidelines for athlete supervision (athletes must stay in groups of 3 when not under direct supervision)</li> <li>• 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)</li> </ul>	<ul style="list-style-type: none"> <li>• Be part of the meeting with the manager and chaperone to inform the athletes of schedule including competition, training, meals, transportation, curfew, etc.</li> <li>• Meet with the manager to set and confirm next day schedule</li> <li>• Promote a healthy team spirit and team cohesion</li> <li>• Before leaving for the venue, ensure that athletes have their tracksuit, bodysuit, music, grips, bibs, etc.</li> <li>• Bring any organizational concerns to the team manager or chef de mission</li> <li>• Bring all technical concerns to</li> </ul>

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		<p>ceremonies, dances, etc</p> <ul style="list-style-type: none"> <li>• Be available 24 hrs per day, if required</li> <li>• Plan recreational activities with chaperones and coaches. Ensure all delegates are included</li> <li>• Ensure proper supervision of athletes at all times</li> <li>• Deal with emergencies which may arise</li> <li>• Travel with athlete if a hospital visit is required</li> <li>• Contact guardian or emergency contact of athlete should there be an incident</li> <li>• Ensure accident report is filled out. (injury or illness)</li> <li>• Be aware of athletes location at all times</li> <li>• Meet with chaperones and coaches to set guidelines for overall supervision of athletes while in competition venue, in dorms or off site</li> <li>• Assist chaperone &amp; coaches when necessary</li> <li>• Provide a safe, happy environment. Be reasonable and fair. Allow the athletes to enjoy themselves and their experience.</li> <li>• Coordinate team departure and confirm flight</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of athletes' locations at all times. Be prepared to answer questions regarding athletes whereabouts</li> <li>• Be responsible for athletes safety</li> <li>• Report any inappropriate conduct to team manager as soon as possible.</li> </ul>	<p>GBC staff</p> <ul style="list-style-type: none"> <li>• Assist chaperone with supervising athletes when needed</li> <li>• Coach the team during training and competition.</li> <li>• Assist with preparation of competition order</li> <li>• Fill out and sign protest form if necessary</li> <li>• Be in charge of general and timed warm-ups (for all athletes on the team)</li> <li>• Apply the specific operational policies for the team developed at the training camp</li> <li>• In case of injury, inform the mission staff as soon as possible.</li> </ul>
<p><b>Duties After the Event</b></p>	<ul style="list-style-type: none"> <li>• Complete event report</li> <li>• Follow up any Disciplinary action necessary</li> <li>• Submit any outstanding bills and/or receipts</li> </ul>	<ul style="list-style-type: none"> <li>• Bring copies of delegate evaluation forms</li> <li>• Collect report forms from coaches and submit to GBC (before returning home)</li> <li>• Complete event report</li> </ul>	<ul style="list-style-type: none"> <li>• Complete event report</li> </ul>	<ul style="list-style-type: none"> <li>• Complete event report and return it to GBC within 14 days.</li> </ul>

**TEAM BC COMPETITION EVALUATION FORM**  
**To be filled out by Managers and Team Coaches**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_

Team BC Responsibility: \_\_\_\_\_

**1. Pre- Event communication**


**2. Training Camp (consider format, location, timing, value, future suggestions)**


**3. Transportation, Hotel, Meals**


**4. Pre-Event Training (on-site)**


**5. Competition (identify day, athlete performance, and group)**


<b>6. Medical – Specify injuries or concerns, medical coverage</b>
<b>7. Judging – List protests, if you won, any concerns</b>
<b>8. Media – did you do any interviews or promotions</b>
<b>9. Please list positive aspects of the trip</b>
<b>10. Please list any problems or concerns</b>

- 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.

Fax: (604) 737-3153 or  
Mail to: Gymnastics BC,  
#310, 1367 West Broadway,  
Vancouver, B.C. V6H 4A9



## Team BC

# CODE OF CONDUCT FOR TEAM BC MEMBERS

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## Section 1: General Guidelines

### Introduction

Members of Team BC are expected to conduct themselves at all times in the spirit of fair play and in a responsible manner. While representing BC it is expected that all participants (athletes, coaches and managers) will fulfill their roles and responsibilities as outlined in this handbook. Individuals who fail to do so will be subject to discipline. Though several infractions have been listed in this document, please note that this list is not inclusive. Any infraction will be dealt with in an appropriate manner by all parties concerned.

### Definition

In the following rules and regulations, the term "delegate" refers to any athlete, coach, judge, chaperone, or other official traveling as part of the B.C. delegation to a competition.

### Standard of conduct

Key standards of conduct are outlined below.

#### Respect for Others

GBC is committed to providing an environment in which all individuals are treated with respect. Furthermore, GBC supports equal opportunities and prohibits discriminatory practices. Team members will refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist or sexist. Being a member of Team BC is an honor, and should be treated as such.

#### Unbecoming Conduct

Exhibiting behavior which is unbecoming of a Team BC member or which reflects negatively on the Province of British Columbia. All members of Team BC will represent British Columbia with dignity, personal integrity and within the spirit of fair play at all times.

All members of Team BC will show respect for the social and cultural values of their own team members, other Team BC athletes and personnel, officials, athletes, from other provinces and territories, and Host Society personnel (staff, volunteers, spectators, service personnel).

#### Harassment

While there are differing degrees of harassment and abuse, both are serious offences in sport. Abuse is any action, physical or verbal which exploits or potentially harms or damages a person's physical, emotional or psychological health

Harassment or abuse can take many forms:

Physical – where a person is intentionally injured, impaired or made to do excessive exercise as a disciplinary measure;

Sexual – where a person is exposed or invited to participate in sexual contact, activity or behavior;

Emotional – where a person is subjected to ridicule, constant criticism, racial or gender discrimination or unrealistic pressure to perform

Neglect – where a person has not been provided an appropriate level of care and supervision.

If you feel that the abuse is of a sexual or physical nature, it must be reported to the police.

How to recognize abusive situations

There are many indicators, both physical and behavioral, to suggest possible abusive situations. Unexplained injuries, sexually explicit actions or language, or sudden changes in behavior are just a few examples.

As an athlete, coach or support staff, you should be aware of the environment in which you participate by:

- Be familiar with GBC's harassment policy and the screening process in place for staff and volunteers;
- Knowing how to voice your own concerns;
- Acting on your suspicions by obtaining facts
- Trying to resolve problems within your team before approaching other services; and
- Having the situation corrected, and, if necessary, removing the victim from the environment

Creating a safe sport and recreation environment is a collective effort and requires the awareness and actions of coaches, volunteers, sport and recreation organizations, local clubs and associations, schools, all levels of government and the participants.

At any time you are traveling with Team BC, if you or someone else finds themselves in an uncomfortable situation and is unsure about what to do, please contact a Coach, Manager, Support Staff member, Chef de Mission or other Team BC member.

### **Alcohol and Tobacco**

BC Law defines a minor as a person under the age of 19 years. No minor is permitted to consume alcohol, nor use any tobacco products, including snuff, at any time during the event, including travel to and from the event. This will apply, even when traveling to a Province where the drinking age is 18.

Adults shall not be under the influence of alcohol at any time while they are performing their official duties as a member of Team BC.

### **Illegal Drug Substance**

All Team BC members will be "drug free" except for medication prescribed by a physician which has been declared to the team manager; there will be zero tolerance for the use of illegal drug substances by any member of Team BC

### **Travel Policy**

All members of Team BC will travel with the team. They will stay in team residence/hotel. All members of the team will follow the Code of Conduct when traveling with the team.

As well as following the above outlined policies it is expected that all team members remember that they are representing not only Gymnastics BC but their province and will behave accordingly when in public venues (ie: will not leave their garbage in common areas such as the plane / airport / hotel lobby).

## **Section 2: Expectations of Team members**

### **Dress Code**

All Team BC members will wear the Team BC jacket while traveling and while doing any team function, including; in the cafeteria or restaurant, traveling between the dorm (hotel) and venue, and on the plane.

Team BC expects professional, respectable attire reflective of a sporting event. Underwear may not be visible and midriff must be covered. When in the dorm, traveling to the washrooms, shorts (or boxers) and T-shirt is required.

Women's artistic Provincial, National and HP Novice athletes must wear the Team BC uniform for team competitions. For finals they must wear the Team BC tracksuit and the bodysuit of their choice.

Women's High Performance Jr. and Sr. athletes must wear a National Team uniform or the Team BC uniform for day one. For day two, they must wear the Team BC or team Canada tracksuit and the bodysuit of their choice. Women must warm up in bodysuits; uniform tights or athletic shorts are optional.

- Men may warm up in singlet and athletic shorts; whites are optional.
- Club tracksuits are not allowed on the competition floor at any time.
- Trampoline and Tumbling athletes must wear their team bodysuits/singlets for all preliminary competition.

Athlete Requirements:

Ladies: Team Tracksuit, Team Long Sleeve Bodysuit, White footwear (except tumbling)

Men: Team tracksuit, team singlet, white competition pants, team shorts (DMT, Tumbling), white footwear

### **Curfew**

Will be as decided by the team coach in conjunction with the Chaperone / Team Manager. All athletes, coaches, and managers will stay in their assigned accommodation and all athletes will abide by curfew.

### **Disturbance or Disruption in Hotel Disturbing the peace after curfew:**

All members of Team BC will show respect for their own team members and other Team members, and athletes, coaches and managers of all provinces and territories. All

members of Team BC will show respect for regulations and standards set down by the Chef / Managers / Chaperones.

No male participants are allowed to enter the rooms of female participants and no female participants are allowed to enter the rooms of the males unless directly supervised by a support staff member. If the participants want to socialize they will do so in the lobby or quietly in the halls.

### **Alcohol**

Minors (under 19) found possessing any alcohol or tobacco or illegal substance will have these items confiscated, and will be subjected to further discipline.

Athletes who are of legal drinking age, and who have completed all of their competitive events, and who have received permission from the team manager to consume alcohol, may do so under the following conditions:

- They may not consume alcohol in the rooms of the official hotel or residence
- They may not consume alcohol in the presence of under age athletes
- They may not appear intoxicated in the presence of under age athletes

### **Injury during the event**

If an athlete is injured during the event, the coach is responsible for informing the Team Chaperone or Team manager.

## **Section 3: Discipline System – General**

To help Team BC members understand the code of conduct, the following Carding system will be implemented.

**Yellow Card** Members who have a minor infraction will receive a yellow card from the support staff. Three Yellow cards automatically equal 1 red card

**Red Card** Members who have major infractions will receive a red card from the support staff.  
Athletes can receive a red card for a first offense.

### **Types of Infractions**

Examples of minor infractions - "misconduct" which will not be tolerated

- Failing to follow the dress code
- Disturbances or disruption after quiet time at the residence
- Unbecoming conduct such as arguing, rudeness, or disrespect
- Use of tobacco products, including snuff, by minors
- Missing curfew by 30 minutes or less
- Leaving the group or being by yourself without permission
- Failure to stop a behavior when asked to.

- Not following through on a behavior that you were asked to do. (i.e. meet in the lobby in 10 minutes, put your team jacket on)
- Other similar infractions of minor severity

Examples of major infractions (“gross misconduct”) which will not be tolerated

- Curfew violations exceeding 30 minutes
- Repeated disturbances or disruptions after quiet time at the residence
- Leaving hotel room after curfew
- Repeated unbecoming conduct
- Damage to rooms or property
- Use of alcohol by a minor at any time
- Use of illegal drug substances
- Other similar infractions of major severity

### **Group or Team Infractions**

If a situation infraction has occurred where one or more members of a group violate the code, but it is not clear who is responsible, the entire group will receive a card. An example of this is when there is a mess that no one will own up to (Yellow) or damage to a room (red).

### **Carry over between Team BC Events**

Athletes who receive a Card at a competition, will continue to have that card at the next event. For example: An athlete receives 2 yellow cards at Westerns. They begin their trip to the Canadian Championships with two yellow cards. Their first minor infraction at the Canadian Championships will earn them a third yellow card and elevate them to a red card. Discipline proceedings will follow immediately.

### **Range of Discipline**

Minor infractions

- Verbal/written apology
- Loss of privileges/early curfew
- Written reprimand
- Contact parents
- Repeated infractions become Major infractions (see “Carding” explanation)

Major Infractions

- Automatic loss of banquet privileges
- Returned to BC at parent’s expense (this can, and will be applied for the first major infraction)
- Verbal / written apology
- Loss of accreditation
- Removal from residence
- Removal from competition
- Loss of funding, present or future
- Loss of privilege to travel or participate with Team BC for a specified time frame (max. 1 year recommended)
- Removal of athlete from official competition results

### **Specific examples of Discipline ranges:**

Disciplinary ranges – are suggestions only and the disciplinary committees are not limited to these suggestions. These examples are not necessarily in order of severity.

#### **Breach of Curfew**

- Suspension from activities and privileges
- Removal from a portion of or remainder of the competition
- Return of the offender to British Columbia at their own expense

#### **Dress Code**

- Suspension from certain activities and privileges
- Verbal or written reprimand
- Formal verbal apology to the Chef
- Formal written apology to the Chef
- Sanction from future events

#### **Unbecoming Conduct**

- Verbal or written reprimand
- Formal verbal apology to appropriate parties
- Formal written apology to appropriate parties
- Suspension from activities and privileges
- Suspension from competition
- Suspension from future competitions
- Return of the offender to British Columbia at their own expense

#### **Disturbance after Curfew**

- Early curfew
- Verbal or written reprimand
- Request for formal verbal apology to appropriate parties
- Request for formal written apology to appropriate parties
- Re-allocation of room assignments – charged to the athlete
- Suspension from team activities
- Return of the offender to British Columbia at their own expense

#### **Any Repeat offence**

- Suspension from certain team activities and privileges
- Removal of accreditation or banquet ticket or social activities
- Removal from a portion of or remainder of competition
- Return of offender home at their own expense

#### **Use of Alcohol/Tobacco by a minor**

- Removal of accreditation
- Removal from a portion of or remainder of the competition
- Return of the offender home at their own expense

**Section 4: Discipline System - Procedural**

**Relevance of Cards for athletes**

1 yellow card	1 <sup>st</sup> warning – athlete will meet with team coach and support staff
2 <sup>nd</sup> yellow card	2 <sup>nd</sup> warning – parents will be contacted Athlete will meet with team coach and support staff Some privileges may be revoked
3 <sup>rd</sup> yellow card	3 <sup>rd</sup> offence – Parents contacted again Athlete may not attend banquet Social functions may be restricted Status is automatically raised to a Red card (see below)
1 <sup>st</sup> Red card	Major infraction: Discipline procedure will take effect. Parents will be contacted Likely removal from the competition Likely sent home at parent's expense Review of eligibility and funding from GBC for a time period to be determined (max.1 year recommended)
2 <sup>nd</sup> Red Card	Major infraction: Automatic removal from the competition Automatically sent home at parents expense Review of eligibility and funding from GBC for a time period to be determined (max. 1 year recommended)

**Definitions**

**Local Carding Committee (LCC)** – Team Manager and 1 additional team BC member appointed by the manager for minor infractions (Yellow cards).

**Local Discipline Committee (LDC)** – Team manager, 1 additional team member appointed by the manager, and head of the delegation, for major infractions (Red Card)

**Appeal Committee (AC)** – Executive Director of Gymnastics BC may be contacted to strike an appeal committee.

**Gymnastics BC discipline committee (GBC-DC)** – will be defined according to GBC's policy and procedures

**Hearing** – a meeting with the athlete in question and the appropriate committee.  
Chef or Head of the Delegation may be used interchangeably

For the purpose of the discipline procedures, the word coach can replace athlete if the discipline is directed at a coach's behavior.

**Scope of Discipline**

Infractions or disciplines with immediate consequences will be dealt with by the LDC.

For infractions with long term implications such as future funding or future team eligibility, the LDC will make recommendations that will be followed up by the GBC-DC.

### **Issuing Cards**

Any adult Team BC member can request that the Team manager consider issuing a card. If the Team manager feels the complaint is valid, the LCC or LDC will meet with the athlete and hear his/her side (hearing). The LCC or LDC will excuse the athlete. The LCC or LDC will determine if a card will be given and the consequences. If a card is to be given, the Team manager will meet with the athlete, and the team (or personal) coach, to explain that the card has been given.

The Team manager will follow up with related requirements, such as notifying the head of the delegation, contacting the parents, or booking flights home.

The head of the delegation will be notified of all Cards that are issued.

### **Principles**

All infractions whether minor or major, have a procedure in place to be followed. This allows for consistency in the handling of all disciplinary matters.

All participants have the right to a fair hearing. All disciplinary matters will be handled in a fair and consistent manner. In both types of infractions, the individual in question will have an opportunity to respond to the allegations.

The individual in questions will:

- Be given notice of the hearing and shall have an opportunity to address the committee
- The individual in question may be accompanied by an Advocate / coach or other adviser
- The hearing shall be held in private with the discipline committee and the individual
- The committee may request that witnesses to the incident be present at the hearing to provide evidence or act as a witness
- Time sensitive issues (which affect participation in competition), will be addressed at the Chef's discretion
- Written decisions will be given to the individual and copied to GBC

### **Appeals**

For time sensitive issues, appeals must be requested within 2 hours of the decision. (or a reasonable time frame, depending on the situation)

- Appeals for minor infractions (Yellow cards) will be handled by the LDC
- Appeals for major infractions (Red Cards) will be handled by the AC.
- Appeals for long team consequences will be handled according to the Gymnastics BC appeal procedures.

Costs associated with the appeal, legal or otherwise, may be charge to the appellant, if the appeal is not successful.

### Removing Cards

Following the Canadian Championships or the end of the discipline period, whichever is later, athletes or coaches may apply to have cards removed.

Cards maybe removed by 2 of the following: Team Manager / Chief De Mission, Technical Chair or Senior GBC staff member.

## Section 5: Information for Support Team

### Relevance of Cards for Coaches:

Minor infraction (Yellow Card)

- Changing team decisions without consulting Team manager (curfew or meal times)
- Failing to train or supervise all athletes on your assigned team
- Putting club athletes ahead of team responsibilities
- Wearing club tracksuits on the competition floor
- Rude or disrespectful treatment of others

Major infraction (Red Card)

- Failing to supervise athletes when assigned to do so.
- Appearing intoxicated in the presence of athletes

For Coaches/Chaperones/Managers

- Written reprimand
- Loss of privileges/accreditation
- Loss of privilege to travel or participate with Team BC for a specified time frame
- Loss of funding, present or future (max. 1 year recommended)

### Coaches

- Will follow the Code of Conduct.
- Will assist in chaperoning duties of the athletes as directed by the Team Manager / Chef.
- Will attend all awards ceremonies and banquets and, will attend all team meetings and team activities and carry out duties of their job descriptions.
- Coaches will submit a written report

### Managers/Chaperones

- Will follow the Code of Conduct
- Must attend team meetings and Team activities
- May not leave the "group" without first checking with the Team Manager or Chef.

## Section 6: Information for Parents

### Information for Parents:

It is a requirement of these Rules and Regulations that the parent and coach bears the responsibility for preparing athletes in such a way as to leave no doubt whatsoever of

precisely what conduct is expected of them when participating in any program, event or competition sponsored or sanctioned by GBC.

Please know the Code of Conduct. Please review and explain it to your child.

Team Travel can be both challenging and rewarding. Our goal is to build as much team cohesion as possible in a short time. It is very feasible to manage several teams of athletes. It becomes very difficult, if not impossible, to manage 50 individuals. With that in mind, we are asking you to support us in managing your child as a member of Team BC.

We do not want to restrict you from accessing your child. However, we are asking you to limit visiting with your child during Team BC trips.

### **Please observe the following requirements**

- Parents are asked to attend the team meeting at the beginning of the training camp for a Code of Conduct orientation with the Team Manager.
- Athletes will sit as a team, eat as a team, travel as a team and observe the competition as a team.
- Athletes will stay in the host hotel with members of their team. Athletes are generally housed 3 males per room or 4 females per room. Whenever possible, athletes are grouped with other athletes from their team in their room. With some of the younger athletes, an adult, or older athletes will be sharing a room with them.
- Prior to competing, the athletes will remain as part of the team and are not able to participate in extra curricular activities (dinners, shopping or tourism) with their family. Following competitions please check with the team manager to see if arrangements for extra curricular activities can be made. You may not take your child from the competition site/residence without first discussing it with the Chaperone / Manager.
- Parents are not to spend time in athlete's hotel rooms and are asked to contact the team manager before coming to the room. It is feasible to meet with your child in the lobby of the hotel or dormitory. Please make those arrangements with the team manager so they know where your child is at all times.
- Please let the team manager know how to contact you so you can be reached if your child requests it. Team managers will be accessible by cellular phone. Please remember that they will be very busy managing the teams and we would like to minimize the requests if possible.
- If you would like to help out, please volunteer to help supervise a team for a period of time. The team manager will let you know if you can be of assistance.
- Breaches of the Code of Conduct by parents, or as a result of parents will result in sanctioning against the athlete following the procedure as set out in the Code of Conduct.

### **Please consider the following information to help make the trip more enjoyable for your child**

Your child will be entering a new environment and will have to adapt to some changes. They will experience different coaches, meals, and sleeping environment. Since it is not possible for us to replicate each child's home environment, we need to help the children to adapt.

#### **Athlete pre-requisites**

In order for athletes to be prepared for this type of trip, they should have experienced some activities where they have been away from their family overnight (a sleep over with friends). If this is the first time the athlete has ever been away from their parents, they are not likely ready to participate and enjoy the event. Please help athletes to come prepared.

#### **Nutrition**

We generally eat three meals per day at family style restaurants or cafeteria style, if meals are provided. We encourage athletes to pack healthy snack food or bring money to purchase additional snacks if they are accustomed to eating more frequently.

#### **Club Responsibilities**

Clubs are expected to provide athletes (and their families) with information on topics such as; time changes, hydration, meals and snacks, behavior, spending money, curfews and sleeping conditions.

## Code of Conduct – Declaration of Understanding for Athletes

Athletes or coaches will not be allowed to travel with the team if they do not have all forms signed and returned to Gymnastics BC or the Team manager. Forms (and payment, if applicable) must be received a minimum of 7 days prior to departure.

Please make sure that you have read and understood the Code of Conduct. Here are the most important rules that all athletes must remember.

- Team BC is an environment where no alcohol or drugs will be tolerated. Any violator will be sent home immediately, at their family's expense.
- At no time is it permitted for an athlete to go in the room of an athlete of the other sex.
- All athletes must request permission from their chaperone / manager to leave the group, gym or residences. In other words, the chaperone / manager must know at all time where you are.
- Athletes may not be alone at any time. Always have a buddy with you. Your buddy must be from BC (not an athlete from another province). Depending on your age, your manager / chaperone may approve that you leave the group by yourself.

Athletes must respect curfew time below (time when they must be in their room) or as set by manager.

Category	If you compete the next day	If you don't compete the next day
WAG: Novice / MAG: Argo	8:30 pm	9:30 pm
WAG: Junior MAG: Tyro, Novice, Level 5	9:00 pm	10:00 pm
WAG: Senior, Open MAG: Junior, Senior, Level 6	10:00 pm	11:00 pm

In case of violation to any rules, disciplinary measures will be taken. The severity of the violation will determine the disciplinary measure being taken (Warning, Yellow Card, Red Card, with possibility to be sent home immediately, at the family's expense).

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**Athlete declaration:**

I, \_\_\_\_\_ (name), declare that I have read and understood, and agree to be bound by, the Rules of Conduct for BC Team Representatives.

Athlete's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Parent or Guardian declaration:**

I, \_\_\_\_\_ (parent name), parent/guardian of \_\_\_\_\_ (athlete name), declare that I have read and understood the Rules of Conduct for B.C. Team Representatives and agree to insure that any financial obligations incurred as a result of my son/daughter violating the said Rules and Regulations shall be paid. I further declare that I have discussed the Rules and Regulations with my son/daughter and am confident he/she understands them, and agrees to abide by them. I understand that any misconduct by a parent, or caused by the parent, will result in disciplinary actions applied to the athlete.

Parent / Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN FORM GYMNASTICS BC: fax (604) 333-3499**

## **Code of Conduct – Declaration of Understanding for Coaches and Judges**

Athletes or coaches will not be allowed to travel with the team if they do not have all forms signed and returned to Gymnastics BC by the set deadline. Forms (and payment, if applicable) must be received a minimum of 7 days prior to departure.

As a coach, the rules below must be observed.

- The supervision of the athletes is a joint responsibility shared by the coaches and manager / chaperones. Coaches must cooperate with Team BC Staff to ensure that all athletes follow the rules of the Code of Conduct. Coaches may be asked to supervise athletes during the day or at night; it is part of their duty as funded coaches.
- Coaches must meet with the Manager to discuss any changes to the next day's schedule (medical appointments, extra training time, etc.).
- Team BC is an environment where drugs or display of drunkenness will not be tolerated. Coaches and Judges that are of age (in the province where the competition is being held) are allowed to drink in moderation.
- Coaches and Judges must act responsively and respect the athletes' right to get a good night sleep. Noise and disturbance in hotel rooms or corridors will not be tolerated.
- Team BC Coaches and Judges must demonstrate a high sport ethic and collaborate with each other.

In case of violation to any rules, disciplinary measures will be taken. The severity of the violation will determine the disciplinary measure being taken (Warning, Yellow Card, Red Card, with possibility to be sent home immediately, at own expense).

### **Coach / Judge Declaration:**

I, \_\_\_\_\_ (coaches / judges name) declare that I have read and understood, and agree to be bound by the Rules of Conduct for Team BC representatives. I agree to work with the Manager and Chaperone to make this competition a safe and successful trip for all Team BC athletes.

I further declare that I have assisted my athletes in understanding the Rules of conduct and will require them to abide by these regulations.

**Coach's / Judge's Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**PLEASE RETURN FORM TO GYMNASTICS BC:**  
Fax (604) 333-3499