



**GNL Team Travel Policy and Code of Conduct
(Revised: 2019_03_03)**

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The following travel policy will be applied to all competitions where participants are registered as Team NL athletes.

All NL CWG athletes, coaches & managers will be governed by this policy.

1.1 Definition of Team NL Events

Team NL events include any competition where GNL assists financially, coordinates team travel or identifies a team that will represent NL.

This includes:

- Canada Games
- Canadian National Championships
- Eastern Canadian Championships
- Atlantic Gymnastics Championships
- Any other meets identified where GNL assists financially, coordinates team travel or identifies a team that will represent NL

1.2 Team Travel

Depending on the event, GNL may offer group or individual travel or a combination of both. For the 2018-2019 Travel Season, Atlantics & Easterns' will be individual travel and CWG Test Events, CWG and 2019 Canadian Championships will be GNL Team Travel. The Operations Council, at the GNL AGM, will be responsible for selecting which meets are team travel.

As travel information is available it will be passed on to all clubs and parents will be informed.

Group Transport

- Transport (flights, bus or other) is organized by GNL **under one booking reference via office or travel agent**
- **Team groups will utilize emergency services provided by the Travel agency**
- Team members must travel together. This includes athletes, coaches, chef, managers and chaperones.
- Team members (or their club) will 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 GNL is not billed).

Individual Transport

- Transport (flights, bus or other) is organized by each individual / club. Each individual is responsible for the cost of transportation.
- Unless prior arrangements have been made with GNL, ground transportation between the airport and host accommodation is the responsibility of the individual / club.
- Athletes below the age of 19 may not travel alone. Clubs have to make arrangements.

Individual Expenses

- All provincial team athletes shall be responsible for their own expenses: registration, travel, ground transportation, meals and accommodations as arranged by GNL
- All provincial team athletes traveling together shall equally cost-share the cost of travel when the team is charged a group expense such as bus, ferry, air charter and ground transportation for example.

- All provincial team athletes shall equally cost-share the cost of group accommodations as arranged by GNL.
- For some events accommodations and meals are provided for and there is a set fee per participant.
- If an athlete is returned home from a competition due to gross misbehavior or illness, the parents of the athlete shall be solely responsible for any additional costs associated with this early return, including any property damages that have occurred. The parents of the athlete will be contacted with particulars of the circumstances before final arrangements are made
- Parents will be responsible for any additional expenses incurred by their child, such as in-room movies, long distance charges, etc. Whenever possible, such services will be “locked out” by the coach/manager upon arrival at the hotel.

1.3 Team NL Members

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

Athlete Eligibility & Requirements

Athletes must:

- Meet the rules as determined by each specific event’s Technical Regulations
- Meet the qualification guidelines outlined in the Programs Manual
- Meet the minimum score set out by the Technical Committees at applicable competitions
- Be named by their Technical Committee
- Complete and return all requested waivers and medical forms by the set deadline
- Pay the required fees by the set deadline
- Attend any identified training camps or request an exemption (and provide reasons) at least 2 weeks prior to the camp
- Comply with all GNL rules of conduct, this travel policy and cost sharing policies
- Purchase the designated team uniform
- Wear team NL uniform

1.4 Team NL Staff

Team NL staff are required to travel and stay with the team at all times. Full commitment to the team travel event is required for ease of scheduling and to ensure proper supervision of athletes.

Screening of all staff and volunteers with Team NL is an important part of providing a safe environment for our athletes. Any member of Team NL in a supervisory/coach position will be subject to the following screening protocols:

- Criminal Records Check (within two years prior to team travel)
- Vulnerable Sector Check
- Reference Checks
- Completion of National Respect in Sport online workshop

Rule of Two (Phase 1 Vision 2020)

The Rule of Two states that there will always be two screened and NCCP trained or certified coaches with an athlete, especially a minor athlete, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach and an athlete must take place within earshot and view of the second coach, with the exception of medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.

This rule serves to protect minor athletes in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed doors meetings, travel, and training environments amongst others. Organizations must create and implement, policies and procedures, in a sustainable, phased and measurable process, that limit the instances where these situations are possible.

Chart of Staff Positions (Eligibility & Requirements)

Position	Chef de Mission	Team Managers and/or Chaperones	Team Coach	Team Judge
Description	The Chef de Mission is the head of Delegation and official representative of Gymnastics NL	The team managers are responsible for the logistics of the provincial team and their activities.	The Team Coach is fully responsible of the athletes when they train and compete	GNL Representative Competition Official
Eligibility	<p>Minimum of nineteen (19) years old</p> <p>Screening as outlined above</p> <p>Submit the following documentation, fully completed and signed to GNL by the set deadline date:</p> <ul style="list-style-type: none"> - notice of intent to participate and Team NL staff agreement - participant waiver - medical history and consent 	<p>Minimum of nineteen (19) years old</p> <p>Submit the following documentation, fully completed and signed to GNL by the set deadline date:</p> <ul style="list-style-type: none"> - notice of intent to participate and Team NL staff agreement - participant waiver - medical history and consent 	<p>Member in good standing with their club and with GNL</p> <p>Minimum of nineteen (19) years old by the date of departure for the team travel event</p> <p>Must complete Criminal Records and Venerable Sector Check</p> <p>Must possess the minimum NCCP certification in the relevant discipline(s)</p> <p>Completed the *NCCP Making Ethical Decisions online evaluation</p> <p>Completed the *NCCP Making Head Way online workshop or provide proof of similar concussion awareness training</p> <p>Screening as outlined above</p> <p>Submit the following documentation, fully completed and signed to GNL by the set deadline date:</p> <ul style="list-style-type: none"> - notice of intent to participate and Team NL staff agreement - participant waiver - medical history and consent 	<p>Minimum of nineteen (19) years old</p> <p>Screening as per event policies</p> <p>Submit the following documentation, fully completed and signed to GNL by the set deadline date:</p> <ul style="list-style-type: none"> - notice of intent to participate and Team NL staff agreement - Participant waiver - medical history and consent

Selection Process	Executive Director of GNL or GNL staff person but at times may be another individual at the discretion of the Executive Director	If more than one manager is required, Applications in writing to GNL Executive Director.	Based on Regulations outlined in the Programs Manual Named through their respective clubs	Based on Regulations outlined in the Programs Manual. Final selection is made by the JDC
General Duties	Responsible for the provincial delegation decision making, discipline, member of the LLC and LDC, leadership, support to coaches and managers and act as liaison between event organizers and team members No chaperone or supervisory Duties in order to perform all other duties of the position	Responsible for a designated group of athletes for all non-competitive activities Together with other managers and the coaches, they will determine daily schedules for those athletes assigned to them. (Activities can include shopping, sightseeing, relaxation time and watching other NL athletes compete.) Team Managers must ensure that the athletes arrive for scheduled training and competition at designated times and to ensure the GNL Code of Conduct is adhered to Maybe asked to act on LLC & LDC	Expected to represent Team NL at all technical meetings and to communicate all information and decisions arising from the meeting to the remainder of the delegation. Fully responsible for athletes when they train or compete Provide support to the management team when team leaders require assistance in managing the teams activities and travel to and from the event or outside activities. Be present at team staff meeting to confirm and set the next days schedule Bring any organizational or technical concerns to team manager or Chef De Mission Complete protest forms if necessary	Judges attend these events as representative of GNL and do so in a qualified, objective and impartial manner. It is imperative that other delegation members respect the need for a professional detachment from the team while still being considered full team members. Judges will be available to provide assistance to the team coaches during training times.
Additional	Must comply with all GNL rules of conduct and this travel policy	Must comply with all GNL rules of conduct and this travel policy Team NL staff are roomed together in pairs	Must comply with all GNL rules of conduct and this travel policy Must wear the team NL uniform Team NL coaching staff are roomed together in pairs	Must comply with all GNL rules of conduct and this travel policy Team NL staff are roomed together in pairs

All Team NL staff members, as noted above, must collaborate with one another in the carrying out of various duties and responsibilities.

*These two modules are completed through The Locker in the e-learning tab:

1.5 Rules of Conduct for Newfoundland & Labrador Provincial Team Members & Staff

Introduction:

It is a requirement that the parent and coach bear 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 Gymnastics Newfoundland & Labrador (GNL).

Team competitions can be both challenging and rewarding. The goal of GNL is to build as much team cohesion as possible in a short time.

General Team Travel Guidelines

- **Athletes will sit as a team, eat as a team and observe the competition as a team.**
- Athletes will stay in the host accommodations with members of the team.
 - Athletes are generally housed 4 per room with the exception of adult athletes that are housed 2 per room.
 - Every effort will be made to group athletes of the same age or competitive category.
- Prior to competing, the athletes will remain as part of the team and will refrain from participating in extracurricular activities (dinners, shopping or tourism etc) with their family.
- Following competition, parents can check with the Team Manager to see if arrangements for extracurricular activities with their child can be made.
 - Parents may not take their child from the competition site/residence without first discussing it with the Team Manager.**
- **Parents are not to spend time in athlete's hotel rooms**
 - It is feasible for parents to meet with their child in the lobby of the hotel or dormitory.
 - Parents are to make those arrangements with the Team Manager so they know where your child is at all times.
 - Parents are to let the Team Manager know how to contact them so they can be reached if a child requests it.
 - Mission Staff are very busy managing the teams - we would like to minimize the requests if possible.
 - An athlete may stay with their parents where permission is granted under special circumstances, however, for the goals of each trip, it is highly recommended that all athletes stay with the team
- GNL will collect 80% of travel costs up to three weeks before the travel date.
 - Clubs will be notified before provincials on the amount to collect and parents will have to ensure payment is made.
 - Clubs will notify GNL of any unpaid travel fees at this time and GNL will inform the athlete(s) that they will not be permitted to travel.
 - The remaining 20% will be due 14 days following being invoiced. Athletes that do not travel due to injury will only be responsible for non recoverable expenses
- All athletes, coaches, judges, parents and all other Team NL Staff must follow the GNL Code of Conduct.

- Failure to abide by the Code of Conduct may result in the athlete, coach, judges and all other Team NL Staff being expelled from the team and returned home at their own expense.
- The Chef de Mission will have no supervisory duties so they can perform all the duties of the position.

Team Member (Athletes) Code of Conduct

- GNL is committed to providing an environment in which all individuals are treated with dignity and respect.
 - All team members will show respect for their team members and support staff as well as officials, athletes from other provinces and territories and the host of the competition and the staff & volunteers.
- Athletes are to recognize that they represent the Province of Newfoundland & Labrador as well as Gymnastics Newfoundland & Labrador (GNL) and are to conduct themselves at all times in a manner which will not reflect negatively on GNL or the Province
- Athletes are not to be disruptive to those around them.
- Athletes will be respectful of all patrons and staff of the competition venue, accommodations site, restaurants, while traveling and during events/excursions
- Athletes shall be respectful of all Team NL staff and members and shall be respectful of their authority and shall abide by their decisions.
- Smoking is not permitted.
- The consumption of alcohol and or cannabis is NOT permitted at any time while traveling with Team NL
- The use, consumption, and/or possession of drugs are forbidden unless prescribed by a medical doctor and with the knowledge and consent of the coach.
- In competitions where drug testing is to take place (CWG, National or International events), drugs are extended to include Sudafed, and many other over-the-counter medications, which may result in a positive drug test.
 - It is your responsibility to know the boundaries or inform the coach of any medications to be taken.
- Athletes are to remain within the competition complex, hotel/dormitory, or restaurant.
 - The coach and manager must always be aware, and approve of, your location at all times.
- The authority and decisions of the Chef/Manager/Coach is final and the athlete agrees to abide by this at all times.
- When not competing themselves, the athletes shall remain within the competition site in support of their teammates, unless otherwise authorized
- Athletes shall remain within their own hotel room/dormitory after curfew and in bed after lights-out.
- Curfew times are as follows
 - Under 13 years of age: 9:00 in room/9:15 lights out/9:30 all quiet
 - 13+ years of age: 9:30 in room/9:45 lights out/ 10:00 all quiet.

Athletes must remain in their rooms until 8:00am unless otherwise directed by a coach or manager. The only exception to this rule will be the night of the event banquet - Lights out will be 15 minutes upon return from the banquet.

NO EXCEPTIONS
- Athletes shall have available and wear the GNL team suit for all official walk-ons, medal presentations, and all travel for GNL team events – modified team travel included
 - Yellow cards will be issued immediately to those that do not comply
- Athletes shall at all times demonstrate appropriate respect for meet officials, coaches, managers, Chef de Mission, judges and other competitors.
- Athletes shall be respectful of teammates with whom they are sharing a room.
- Any complaints by other hotel/dormitory patrons concerning a member of our team will be dealt with immediately.
- The use of foul language and or offensive behavior will not be tolerated

- The door to an athlete's room will remain open at all times if there are any visitors. Visitors are defined as any person NOT delegated to the room: ie other team NL athletes or team athletes from another province
- Be respectful of property.
Athletes/parents are responsible for any willful damage and or theft of property from the hotel, competition venue, and transportation facilities.
- Failure to adhere to these guidelines may result in disciplinary action including, but not limited to, a reprimand, restriction of privileges, removal from the competition, being sent home from the competition at your own expense and/or suspension from the GNL team and/or GNL, in addition to any sanctions or penalties imposed by law or other agents

Team Staff (Coaches) Code of Conduct

- GNL is committed to providing an environment in which all individuals are treated with dignity and respect.
All team staff will show respect for team members and other team staff as well as officials, athletes from other provinces and territories and the host of the competition and the staff & volunteers.
- Team Staff are to recognize that they represent the Province of Newfoundland & Labrador and Gymnastics Newfoundland & Labrador (GNL) and are to conduct themselves at all times in a manner which will not reflect negatively on GNL or be disruptive to those around them.
- Coaches must have completed the National Respect in Sport Program to be considered a team coach
- Coaches will follow the Coaches CODE of CONDUCT at all times.
- Coaches will be fully responsible for the athletes while on the competition floor
GNL will make every effort to ensure sufficient managers are available to supervise the athletes during competition days
Coaches' supervisory duties, when possible, will be restricted to travel days and team activities/outings.
- Smoking in the presence of team members is not permitted.
- Coaches shall not consume alcohol or cannabis at any time while they are performing their official duties as a member of Team NL.
- The use, consumption and /or possession of drugs are forbidden unless prescribed by a medical doctor.
- The use of foul language and or offensive behavior will not be tolerated
- Coaches shall have available and wear the GNL team suit for official walk-ons, medal presentation and when traveling for GNL team events - Modified Team Travel included.
- The authority and decisions of the Chef de Mission or Manager (in the absence of the Chef de Mission) is final and the coach agrees to abide by this at all times.
- Coaches will know and ensure that athletes follow the GNL Travel Policy/code of conduct and will report any infractions to the Chef/Manager in a timely manner.
- Failure to abide by these guidelines may result in disciplinary action including, but not limited to, reprimand, being sent home at your own expense and/or suspension from GNL in addition to any sanctions or penalties imposed by law or other agents.

1.6 Discipline System

General

To help Team NL members understand the Code of Conduct, the following Carding disciplinary system will be implemented. All cards will be issued by the Local Carding Committee (LCC) or the Local Disciplinary Committee (LDC)

Yellow Card

Team NL members who have a minor infraction will receive a yellow card from the Team NL staff. Three Yellow cards automatically equal 1 red card

Red Card

Members who have major infractions will receive a red card from the LCC or LDC. A red card can be issued for a first offense.

Types of Individual 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 hotel/dormitory
- 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

Including:

- Curfew violations exceeding 30 minutes
- Repeated disturbances or disruptions after quiet time at the hotel/residence
- Leaving hotel room after curfew
- Repeated unbecoming conduct
- Damage to rooms or property
- Use of alcohol or cannabis by a minor at any time
- Use of illegal drug substances
- Giving accreditation to another individual
- Failure to supervise athletes under your direct care
- 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 NL 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 Eastern's. They begin their trip to the Canadian Championships, following Easterns with two yellow cards. Their first minor infraction at the Canadian Championships will result in the issuance of a third yellow card and elevate them to a red card. Discipline proceedings will follow immediately.

Range of Discipline

Minor infractions

Minor infractions are **incidents** of failing to achieve expected standards of conduct that generally do not result in harm to others or to the Association. Examples of minor infractions can include, but are not limited to, an incident of

- a) Disrespectful, offensive, abusive, racist, or sexist comments or behavior
- b) Disrespectful conduct such as outbursts of anger
- c) Conduct contrary to the values of GNL
- d) Being late for, or absent from, GNL events and activities at which attendance is expected or required
- e) Non-compliance with the GNL's policies, procedures, rules, or regulations

f) Minor violations of the Association's *Code of Conduct and Ethics*

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

Major Infractions Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, or to the Association. Examples of major infractions include, but are not limited to

- a) Repeated minor infractions
- b) Any incident of hazing
- c) Incidents of physical or sexual abuse
- d) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
- e) Pranks, jokes, or other activities that endanger the safety of others
- f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- g) Conduct that intentionally damages GNL's image, credibility, or reputation
- h) Disregard for GNL's bylaws, policies, rules, and regulations
- i) Major or repeated violations of GNL's *Code of Conduct and Ethic*
- j) Intentionally damaging Association property or the property at which the activity takes place or improperly handling of the Association's monies
- k) Abusive use of alcohol, any use or possession of alcohol or cannabis by minors, or use or possession of illegal drugs
- l) Any possession or use of performance enhancing substances or methods
- m) Theft of money and/or property of others
- n) Cheating during a competition

Specific examples of discipline ranges:

Breach of Curfew

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

Dress Code

- Suspension from certain activities and privileges
- Verbal or written reprimand
- Formal verbal apology to the Chef/ Manager
- Formal written apology to the Chef/ Manager
- 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 NL 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 and or return the offender to NL 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/Cannibis by a team member

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

Discipline System - Procedural

Relevance of Cards for athletes

1 yellow card

1st warning – Athlete will meet with Chef De Mission, team coach and LCC/LDC Delegated Manager

2nd yellow card

2nd warning

Parents will be contacted

Athlete will meet with Chef De Mission, team coach and LCC/LDC

Delegated Manager team

Some privileges may be revoked

3rd yellow card

3rd offence

Parents contacted again

Athlete may not attend banquet

Social functions may be restricted

Status is automatically raised to a Red card (see below)

1st Red card

Major infraction: **Possible** discipline procedure will take effect.

Parents will be contacted

Removal from the competition

Loss of Accreditation

Likely sent home at parent's expense

Review of membership eligibility with GNL for a time period to be determined (max.1 year recommended)

2nd Red Card Major infraction: **Automatic** removal from the competition

Automatically sent home at parents expense

Review of membership eligibility with GNL for a time period to be determined (max. 1 year recommended)

Definitions

Local Carding Committee (LCC)

Delegated Team NL Manager, athletes coach and 1 additional Team NL member appointed by the Chef de Mission for minor infractions (Yellow cards).

Local Discipline Committee (LDC)

Chef de Mission, delegated Team NL manager, athletes coach and 1 additional Team NL member appointed by the Chef de Mission for major infractions (Red Card). Parents will be contacted.

Appeal Committee (AC)

Executive Director of Gymnastics NL may be contacted to strike an Appeal Committee.

Hearing – a meeting with the athlete/coach 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 GNL Board of Directors.

Issuing Cards

Any adult Team NL member can request that a LCC/LDC 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 Chef de Mission, contacting the parents, or booking flights home.

Chef de Mission, where applicable, 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 question 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, where applicable.
- Written decisions will be given to the individual and copied to GNL

Appeals

Who can appeal?

GNL will only hear appeals from persons whom a decision has been levied against. In the case of a minor, the appellant can be either the parent or club representative.

For time sensitive issues, appeals must be requested within **2 hours** of the decision. For all others, **30 days** of notification of a decision.

- 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 term consequences will be handled according to the Gymnastics NL appeal procedures.

Costs associated with the appeal, legal or otherwise, may be charged 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 in writing to have cards removed.

Cards may be removed by 2 of the following: Chef De Mission /Team Manager /, Technical Chair or GNL Executive Director.

Information for Support Team/Coaches

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 (**CWG Only**)
- 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. (**Travel Days/Excursions/CWG**)
- 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 NL for a specified time frame
- Loss of funding, present or future (max. 1 year recommended)

Should, for any reason, there be a disciplinary action to be levied against the Chef de Mission/Team Lead who is also a GNL staff person, the GNL Disciplinary Policy will overrule the Travel Policy.

Managers/Chaperones

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

1.7 Information for Parents

Welcome to Team NL. Based on your child’s performance this year, they have been invited to join the provincial team for travel to out of province competitions. Please remember that this is just an invitation. You as the parent will make the final decision. You know your child best and can gauge if they are ready to travel without you.

Please review the Travel Policy Document to ensure that you fully understand the rules and restrictions for team travel.

It is a requirement that the parent and coach bear 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 Gymnastics Newfoundland & Labrador (GNL).

Please review and explain this handbook with your child to ensure that they are aware of their role and responsibilities.

Team competitions can be both challenging and rewarding. The goal of GNL 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 75 or more individuals. With that in mind, GNL is

asking you to support us in managing your child as a member of Team NL. We do not want to restrict you from accessing your child. However, we are asking you to limit visiting with your child during Team NL competitions.

Participation on the GNL travel team is by invitation and is not mandatory. As the parent, you know your child best and will be the one to determine if he/she are prepared to travel within the guidelines set out in the Code of Contact.

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 adapt.

Athletes 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 (eg. 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

Generally three meals are eaten per day at a family style restaurant or cafeteria.

GNL encourages and recommends 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 all information pertinent to the event they will be attending.

Topics such as, departure / arrival times, schedule time changes, etc. are all the responsibility of the club to communicate.

The Club is the athlete's agent.

Parents are asked to observe the following requirements:

- Parents are invited to attend the team meeting prior to Team NL travel for a Code of Conduct orientation with the Team Chef/ Team Manager.
- **If traveling to the competition, please book at a hotel other than where the team is staying**
- **Please support team management by not calling or texting your child between 8:30 p.m. – 9:00 a.m.**
- **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.**
Any parent acting in a manner unbecoming to the spirit of sport will first be given a warning.
If the behavior continues the parent will be asked to leave the competition venue.
If the parent does not comply, their child will face disciplinary action.

Appendix 1: Code of Conduct – Declaration of Understanding for Athlete

Code of Conduct - Declaration of Understanding for Athlete

Athletes will not be allowed to travel with the team if they do not have all forms signed and returned to Gymnastics NL or the Team Manager/Coach.

Forms must be received with the team selection competition registration.

Please make sure that you have read and understood the GNL Team Travel Document and Athlete Code of Conduct.

Here are the most important rules that all athletes must remember:

- Team NL 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 times where you are.
- Athletes may not be alone at any time. Always have a buddy with you. Your buddy must be from NL (not an athlete from another province). Depending on your age, your coach/manager may approve that you leave the group by yourself.
- Athletes must respect curfew time as outlined in this document.
- 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).

Athlete declaration:

I, _____, declare that I have read and understood, and agree to be bound
(athletes name)

by, the GNL Travel Policy and Athlete Code of Conduct for NL Team Representatives while attending the Name of Competition

Athlete's Signature: _____ Date: _____

Parent or Guardian declaration:

I, _____ parent/guardian of _____
(Parent or guardian) (Athletes name)

declare that I have read and understood the GNL Travel Policy and Code of Conduct for Team NL 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: _____

Appendix 2: Code of Conduct – Declaration of Understanding for Coaches/Judges

Code of Conduct – Declaration of Understanding for Coaches/Judges

Judges or coaches will not be allowed to travel with the team if they do not have all forms signed and returned to Gymnastics NL by the set deadline.

Forms must be received with the team selection competition registration.

As a coach, the rules below must be observed.

- The supervision of the athletes is a joint responsibility shared by the coaches and manager. Coaches must cooperate with Team NL Staff to ensure that all athletes follow the rules of the Code of Conduct. Coaches may be asked to supervise athletes.
- Coaches must meet with the Manager to discuss any changes to the next day's schedule (medical appointments, extra training time, etc.).
- Coaches and Judges must act responsively and respect the athletes' right to get a good night sleep. Noise and disturbance in hotel rooms/dormitory or corridors will not be tolerated.
- Team NL 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).
- Team NL is an environment where drugs or display of drunkenness will not be tolerated.

Coach / Judge Declaration:

I, _____ declare that I have read and understood, and
(coach / judge)

agree to be bound by the GNL Travel Policy and Staff Code of Conduct for Team NL representatives. I agree to work with the Chef/Manager and or Chaperone to make this competition, a safe and successful trip for all Team NL athletes.

Coaches: I further declare that I have assisted my athletes in understanding the GNL Travel Policy and Code of Conduct and will require them to abide by these regulations. _____
(Initial)

Coach's / Judge's Signature: _____

Date: _____