



Team Sask Travel Handbook

Last updated March 2024



Purpose

This Handbook is designed to provide parents with information regarding their gymnast's participation on a Provincial Team. Much of this information is also available in the Gym Sask Policies and Procedures and the sport specific Technical Regulations. Portions have been pulled together and supplemented with additional details to assist athletes and parents in knowing expectations for training, for travel, and for accommodations. It is hoped that this also serves as a valuable tool for an athlete who will represent Saskatchewan as a member of a provincial team.

Information in this booklet cannot be taken as policies or procedures. The Operational Policies and Procedures can be found on the Gym Sask website.

For further questions about team travel, please direct your questions to your club coach who may then follow up with Gymnastics Saskatchewan.

Team Sask – The Process



1

Team Trials/Qualification

Selection to a provincial team will differ depending on the discipline, team, and event. Contact your club coach for more information.

2

Team Sask Intake Form

All athletes must complete an intake form once selected to the team, which will include information used for travel arrangements, medical information, team agreements, and uniform orders.

3

Travel Information and Budget

Approximately one month prior to the event, team members will receive an email with all travel information and a budget for the event. Separate invoices will then be sent, and are due prior to travel.

4

During the Event

The team represents Saskatchewan and upholds their respective duties as outlined further in this handbook.

5

After the Event

Team members will receive a survey for constructive feedback that will be used to plan future events. An invoice will be sent for any additional costs that were incurred and paid for the team by Team Managers (meals, training fees, etc).

Managing Expectations & Athlete Readiness

Parents and coaches 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 Saskatchewan.

Athletes are selected to provincial teams based on qualification criteria depending on each discipline. Part of this selection assumes that the athlete is ready to travel with a team, independent from their parents/guardians, **and will be adequately prepared by their parents and coaches for the following:**

- Sitting, eating, travelling, as a team and in such ways that observe the Rule of 2,
- Adjusting for time changes,
- Staying hydrated,
- Choosing nutritious meals and snacks,
- Monitoring their behaviour,
- Spending money wisely,
- Following curfews,
- Adjusting to shared sleep conditions (athletes are generally housed 4 per room, grouped by age and level by the coaches and managers)
- Long haul flights/bus rides,
- Long periods of sitting at the gym and/or hotel as may be required by the schedule.

Travel can be stressful. Athletes and parents are expected to make the best out of all situations. If any of the above items may pose a challenge to an athlete, travelling to the competition as a club level athlete may be a better option.

Provincial Team Structure



Chef de Mission

The Head of the Delegation and official representative of Gym Sask.



Team Managers

Volunteers who travel with the team to supervise and support all team members.



Team Coaches

Volunteers who travel with the team to ensure the best possible performance environment for the athletes. In some cases, Team Coaches may also be Team Managers at the same time.



SASK Athletes

Participants who have been selected to the provincial team based on a qualification structure, and are representing Saskatchewan at the vent.



Parents/ Guardians

Parents/guardians of Team Sask athletes. Not considered part of the official delegation, will not travel with the team but are responsible for preparing and supporting their athlete prior to the trip.

DUTIES OF THE: CHEF DE MISSION

- Act as Head of the Delegation and official representative of Gymnastics Saskatchewan
- Enforce Code of Conduct, Disciplinary Policies and any other regulations as outlined in the Gymnastics Saskatchewan Policy Manuals and in any other policies in force by the hosts
- Deal with any issues, concerns, problems or disciplinary infractions by athletes, coaches, judges, team members, which need immediate action or attention
- Represent Gymnastics Saskatchewan at all VIP and other official functions where required
- Ensure results are forwarded promptly and properly to the Gymnastics Saskatchewan office and/or Saskatchewan media as requested by staff and coaches
- Be responsible for finances and financial accountability of floats and other cash/expenses



DUTIES OF THE: TEAM MANAGERS

- Ensure the well-being and safety of all athletes under their care; act as chaperone for all athletes under their care and assist with the functioning of the team as a whole
- Be responsible for the management of travel and medical documentation and information for team members (i.e., tickets, van rentals, hotel, medical forms, etc.)
- Co-ordinate and schedule all team activities in cooperation with coaches.
- Fulfill the duties of Chef if appointed, or in the absence of a Chef

Team Managers are there to support all team members equally and are NOT responsible for ensuring athlete readiness (please refer to page 4)



DUTIES OF THE: TEAM COACHES

- Know the schedule of competition and activities and attend technical meetings as required
- Attend daily (or as requested) meetings with other team coaches and team managers/Chef to plan for the next day's schedule and need
- Ensure that all training needs and requests are looked after for the team
- Coach their athletes and assist other coaches in training and in competition when needed
- Work together to ensure that a coach will be available to prepare each athlete for their performance, watch the performance, see the scores & the results sheets, confirm that the start value is corresponding to the performance and address immediately any problem that can arise
- As soon as the results are available, verify that the posted scores are correct and address immediately any discrepancies
- Get the list of participants for finals and inform the athletes on their qualification status
- Support all athletes in their success or failure
- When required or requested assist the Chef and/or Team Managers
- Fulfill the duties of Chef and/or Team Manager as appointed or requested.



DUTIES OF THE: ATHLETES

- All athletes shall abide by Gymnastics Saskatchewan Code of Conduct, and shall take direction from team coaches, managers and the Chef de Mission as to activities, schedules, and curfews. Each athlete is responsible for his or her own equipment, uniform and other belongings.
- Athletes are required to stay with the team at all times, and may not leave the team delegation without permission from the Chef de Mission, Team Manager and coaches. Written parental permission must be received PRIOR to travel for an athlete to leave the team delegation to visit friends, family or for alternative travel arrangements. Only one request to leave the team delegation will be permitted per trip.
- Athletes shall read and sign a Code of Conduct form annually, and shall be familiar with and follow conduct guidelines and rules as established by their coaches, Saskatchewan team coaches, managers and/or the Chef de Mission



DUTIES OF THE: PARENTS

- Parents and coaches 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 Saskatchewan.
- Gymnastics Saskatchewan is not responsible to make arrangement for parents to travel or be accommodated with the team.
- The Chef de Mission or Team Managers must receive written permission from the parent prior to the event in order to take their child away from the team. The Saskatchewan delegation will accommodate parents' requests as best as possible but discourages parents from asking to take their child before they are completely done competing.



DUTIES OF THE: PARENTS (CONTD)

When athletes are in the care of Gym Sask representatives, parents should respect the decisions made by the Chef de Mission, managers and coaches. The decisions made are in the best interest of all the children involved with the team.

Parent to Parent – The parent to parent message is critical. Positive comments about the team, the coaches, your child and other children create a positive environment for everyone

Parent to Coaches – Please don't discuss issues in front of the gymnasts. You may request a face to face meeting via email and include the team manager on the email. Please wait 24 hours before initiating the contact with the coach in order to review your concerns and the concerns of your athlete. If you do not feel comfortable talking to the coach please contact the manager.



DUTIES OF THE: PARENTS (CONTD)

Parents to Athletes – Support of your gymnast is very important. Parents play a major part in this. Please compliment your gymnast when they do well but limit technical advice as this is the coach's responsibility. Ensure that your gymnast comes to the gym well nourished, well rested, with the appropriate equipment and gear and in good spirits. Encourage them to work hard and listen to their coach(es). Do not contradict the coach with instructions. Be positive and understand that a big part of your child's enjoyment of the season will be based on your comments and support.

In the case of injury, parents need to work together with their athlete, the coaches and health practitioners to ensure that the athlete's needs are met. Recommendations by health practitioners and coaches as to whether an injured athlete can or cannot compete or train needs to be supported by parents. Parents should also stay informed about which medications are considered banned substances and shall ensure coaches are aware of any medications being taken by the athlete. For a list of banned substances go to: www.wada-ama.org.



Extra Notes



Tourism

The primary goal of any Team Sask event is to provide gymnastics opportunities outside of the province for selected athletes. Cultural/recreational activities during the trip may be planned if there is time, but this is not the primary focus nor should it be expected.



Uniforms

When using public transportation to/from provincial team events, and during events and competitions, athletes should wear their Gymnastics Saskatchewan uniform. Competition team suits and trainers may also be required by discipline.



Insurance

Athletes are responsible for ensuring they have up to date medical/travel insurance for all Team Sask activities. Proof of insurance may be required for international trips.



Requesting a Leave

If an athlete wishes to leave the team with family at any point during the trip, a **travel release form** must be submitted prior to the trip for approval by the appropriate technical director.



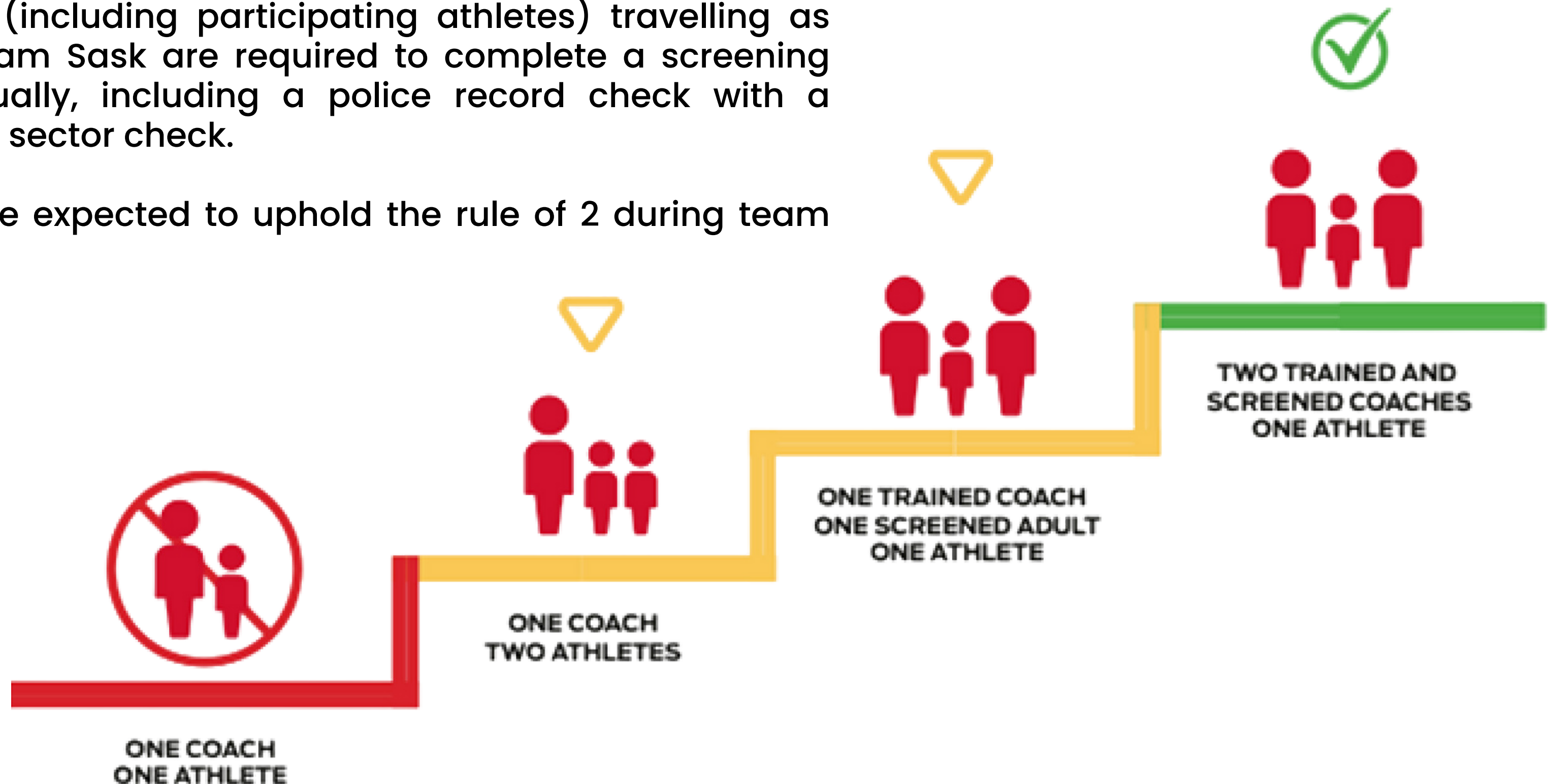
Team Activities

Team travel, activities & dinners are for named Team Saskatchewan members only. Club athletes are not the responsibility of Gym Sask staff during events.

Screening and Rule of 2

All adults (including participating athletes) travelling as part of Team Sask are required to complete a screening form annually, including a police record check with a vulnerable sector check.

All staff are expected to uphold the rule of 2 during team travel.



Congratulations

**AND GOOD LUCK
THIS SEASON!**



GYMNASTICS
SASKATCHEWAN
