



Overseas Tour Regulations

Introduction

These Regulations are made pursuant to Rule 2.1 (m) and 2.1 (n) of the Constitution and may be cited as the Overseas Tour Regulations or Overseas Tours Policy.

Definitions

The following short terms shall be used and interpreted in the spirit of the following meanings, unless specifically defined elsewhere:

- Regional Service Centre means a duly affiliated gymnastic Regional Service Centre claiming jurisdiction of the sport over a defined region in New Zealand.
- CEO means The Chief Operating Officer appointed by the Board responsible to the Board for operational management.
- CEO and one other elected Board Member plus, where the matter under consideration affects any specific discipline then the Sport Development Manager of that discipline.
- Board means The Board of Directors that governs the Association. Reference to a Director shall be a reference to a member of the Board.
- Sport Development Managers means the Sport Development Managers of GymSports NZ managing specific disciplines of the sport of gymnastics.
- Registered Member means a member of a RSC as determined by the Constitution of that RSC and/ as determined in the Constitution of GymSports NZ or any person or organisation (and its members) affiliated to the RSC.
- GymSports NZ means the New Zealand Gymnastic Association Inc.
- MAG means Men's Artistic Gymnastics.
- WAG means Women's Artistic Gymnastics.
- GG means General Gymnastics
- RG means Rhythmic Gymnastics
- AER means Aerobics
- TRA means Trampoline
- Tour Member means a selected and/or appointed representative member of the tour and includes gymnasts, GG participants, judges, coaches and other officials who are participating in the tour as a member of the Tour Group. Tour Group shall have the corresponding meaning.
- Tour Coach means an appointed or selected coach for the tour.
- Tour Manager means the appointed manager of the tour.

Interpretation

Reference throughout these regulations to "overseas tours" shall also apply, where relevant, to any competition held within New Zealand where the individual is selected, sanctioned, or appointed to represent New Zealand in a competition or event.

Preliminary Arrangements

The Sport Development Manager shall, by 30 October each year, submit to GymSports NZ any MAG, RG, AER, TRA and WAG tour proposed for the following year and fifteen months before a proposed GG Tour:

- An outline of the required dates including provision for jet lag recovery, pre-competition training and post competition activities.
- The recommended number of Tour Members.
- The criteria for selection of the gymnasts/GG participants.

NB: If required, expressions of interest maybe called for a chaperone, this ex officio position to be in support of the appointed officials but would not be eligible for travel grant funding.

The Sport Development Manager, when preparing such information, must research thoroughly all relevant lead up competitions, events, training requirements, training venues required (both prior to departure and overseas), time between competitions or performances, travel requirements, etc.

Fitness

The Sport Development Manager shall ensure that adequate independent fitness tests are undertaken prior to departure to ensure that Tour Members do not travel with any injury or illness that might prevent full participation.

The Sport Development Manager shall ensure that tour selection is finalised within the timeframe specified by GymSports NZ.

Nationality Requirement

6.1 Every Gymnast or Judge selected for an international tour or putting themselves forward for selection to an international competition must have New Zealand Nationality or have received nationality dispensation from the CEO.

6.2 Every Gymnast or Judge selected for a tour or putting themselves forward for selection must have a current valid passport. (Some countries require the passport to be valid for six months at the time of entry.)

Tour Member Eligibility

With effect from the date of adoption of this amendment, to be accepted as a Tour Member, a person must:

- Be a Member of GymSports NZ
- Not have participated in any gymnastic related event or activity outside of New Zealand without the consent of GymSports NZ and the FIG affiliated federation concerned
- Not have participated in any gymnastic related competition or activity that is not recognised by FIG or GymSports NZ unless GymSports NZ subsequently sanctions such participation

- Not have participated in any gymnastic related events or activities organised by non recognised organisations. Included within recognised organisations are Aerobic Gymnastics IAF and ANAC, but not included are FISAF or any affiliates of FISAF (e.g. NZCAF in New Zealand).

Every Tour Member selected for a tour shall warrant that they comply with Regulations above where applicable.

Nominations

GymSports NZ shall call for nominations for officials associated with a tour in terms of the timeline specified by GymSports NZ.

When notice of nomination is sent, information shall be included about the proposed tour dates together with the level of financial support (if any) available from GymSports NZ.

When a Regional Service Centre, Sport Development Committee or Board Member submits a nomination it/they must be satisfied that the person nominated is:

- An affiliated member of GymSports NZ with the exception of Medical Officers or Chaperone
- Has the appropriate qualifications and competency skills for the position.

Guidelines and Procedures

All travel arrangements related to GymSports NZ regulated National or International competitions, meetings and programs will be made by the GymSports NZ National Office.

All Gymnasts, Coaches, Judges and Officials who are part of a delegation/group to an event which is part of a GymSports NZ regulated program, must be prepared to meet the commitment of travelling to the event together if possible, but certainly on the same day in keeping with the schedule which has been predetermined for the project. All members of a delegation must also be prepared and committed to attend the event at least to the conclusion of the entire program which has been arranged by the host organisation (including any post-event social program).

Notwithstanding the suggested arrival date contained in any invitation, all members of the delegation must be prepared to commit to a departure date which provides for a proper adjustment period between the time and date of arrival and the actual competition date.

These minimum norms will be:

- In Asia/Pacific – arrive 24 hours ahead of the day of competition
- Across a Date Line - arrive 72 hours ahead of the day of competition

Where the suggested arrival date contained in our invitation precludes the application of the above, a letter will be sent to the Organising Committee over the CEO's signature requesting that an earlier arrival is desired and GymSports NZ is prepared to pick up the additional expense. (In many cases it is necessary to add one or two days to the length of the invited stay in order to qualify for reduced fares. These economies are considerable and, in fact, essential in order to balance our travel budget).

GymSports NZ shall, when preparing any travel itinerary, make every effort to ensure that, if applicable, all Tour Members of the team depart New Zealand from the same airport.

GymSports NZ shall then obtain visa information and other requirements and cost out the identified tour.

GymSports NZ will then coordinate completion of the tour budget for the following year.

For MAG, RG, AER, TRA and WAG tours, there shall be submitted to the Board, at its December meeting, the draft tour budget for adoption.

Once approved, GymSports NZ shall initiate actions for the organisation of the tour and liaise as required with the Sport Development Manager and/or Tour Manager once appointed.

Any variations to the tour are required to be approved by the CEO.

The names of all Athletes, Coaches, Judges and Officials and alternates for all positions, should be provided to GymSports NZ at least 35 days in advance of scheduled departure for Overseas events and at least 21 days in advance of scheduled departure for Asia / Pacific events. (This is vitally necessary with ever diminishing flight schedules and escalating costs to ensure that the purchasing power of our limited financial resources can continue to cope with the requirements of our programs and in particular our National Team Program).

If any person(s) additional to the number of persons contained in an invitation to an event are required to accompany a delegation, a written request will go from the CEO, formally asking for the accommodation to be granted by the Organising Committee and stating that the GymSports NZ will be responsible for payment of the additional costs. This should be done upon receipt of an invitation, but in any case at least 60 days prior to the event.

The use of reduced fares, as well as operating as a "Team Unit" can, from time to time, cause some inconvenience to an individual. While the staff of the GymSports NZ National Office does everything possible to minimize these inconveniences, circumstances are sometimes such that some degree of inconvenience is going to be the lot of one individual or another. Participants in GymSports NZ Programs must be prepared and be committed to accept such conditions. It is difficult to please all of the individuals all of the time, even under near ideal conditions.

Adjustments will be made from time to time to comply with any changes in GymSports NZ policies and limitations.

Deviation From Tour Arrangement

Any deviation from the tour planned is discouraged.

Should any deviation be necessary, the individual must notify this at the time of nomination and/or selection and prior to confirmation of airline ticketing.

In all circumstances, application for deviations from the tour arrangements must be received no later than seven (7) days from the date of selection notification communication.

All gymnast applications for deviation to tour arrangements must be accompanied by a letter of support from the gymnasts club, signed by a club official and the gymnasts personal coach.

Any costs involved in such deviation, if approved, shall be the responsibility of the Tour Member concerned.

Any decision on approval or rejection of a request for deviation will be made by GymSports NZ, through the CEO or her nominee.

This policy is applicable to all deviations. These decisions may not be made by the Team Manager by the power stated in 16.2.

Acceptance / Payment Of Deposit

Once an appointment is offered on a GymSports NZ overseas tour, the official has one week to accept the appointment unconditionally.

Following notice of selection or sanction to a gymnast or GG participant in relation to an overseas tour, that gymnast/GG participant has one week to withdraw availability. No communication will signify acceptance.

MAG, RG, AER, TRA and WAG team members shall pay on acceptance, if requested, a deposit of \$250 provide signed insurance forms, the Tour Participation Agreement and all other required documentation as determined from time to time by the CEO.

The CEO has the authority to cancel the selection, appointment or sanctioning of a Tour Member if there is non-compliance with clause 10.3.

The deposit paid shall be used to:

- Offset any payments due from the Tour Member for that overseas tour
- Or be used, in the event that the Tour Member withdraws from the tour after acceptance, to offset costs associated with that cancellation.

In the event of withdrawal as a result of illness/injury/bereavement, or other reason outside the control of the Tour Member, there shall be discretion available to the CEO to refund the deposit or any prepayment made.

Gymsports NZ Responsibilities

Once the tour budget has been approved by the CEO, GymSports NZ shall organise and coordinate all aspects of pre-tour organisation (in consultation with the Sport Development Manager) and, in particular, the following:

- Provisional/definitive and nominative entry forms.
- Payment of deposits and fees applicable.
- Coordination and confirmation of travel arrangements, accommodation, meals, uniforms, financial transactions and issuing invoices for member's payments due to GymSports NZ.
- Information to be sent to Tour Members by GymSports NZ, this information to include:
 - Accommodation details
 - Passport/visa/health requirements
 - Itinerary, including travel and accommodation costs and date payment due
 - Competition/performance tour dates, venue details and technical information
 - Uniform requirements
 - Schedule of Tour Members and advice of GymSports NZ travel fund grant (if applicable)
 - Historical and weather information specific to the area of the tour.
- Delegates to FIG or other official meetings.

- Media information, biographies and photographs.
- Provision of expenses (if necessary) and instructions to the Manager.
- Provide the Manager with
 - Contact numbers/addresses of key places, i.e. NZ Embassy
 - Appropriate documentation inclusive of Insurance Certificate
 - GymSports NZ contact details and if appropriate, a mobile telephone for official communication purposes
 - Official Gifts for the host and Organising Committee
 - NZ national anthem and flag
 - GymSports NZ pins for the Tour Members.
- Ensure that all tickets, uniforms etc are received, either by the Tour Members or the Manager, seven clear days prior to departure subject to compliance with payment of accounts set out in Regulation 12.
- Finalise, in conjunction with the Tour Manager, bookings for overseas training venues.
- Notify, following team selection, sanction or appointment to any unsuccessful nominees for tour appointments and also any unsuccessful trialists.

Payment Of Account

GymSports NZ shall issue invoices for all tours.

Payment of those accounts must be made fourteen (14) days prior to departure to enable clearance of cheques and compliance with 11.1.

The CEO shall have the discretion to permit payment deferment on any conditions they considers necessary.

If, following contact by GymSports NZ, an account has not been paid fourteen (14) days prior to the departure date the CEO may authorise removal of the Tour Member from the Tour Group.

Should complications be likely associated with accounts or delivery of tickets to Tour Members, GymSports NZ has the discretion to forward to the Manager the tickets for any Tour Member, with the Manager to hold those tickets and, in the case of payment requirement by any Tour Members, shall ensure that payment is made by departure or that deferment has been authorised by the CEO

Cancellation Of Tour

Should, prior to departure, there be withdrawal a Tour Member that will result in the gymnasts/GG participants travelling unaccompanied at any time during the overseas travel, or impact on the viability of the competition, the CEO, together with the relevant Sport Development Manager, shall assess whether the tour should be cancelled.

It is acknowledged that, in the event of cancellation for whatever reason, there shall be no liability assumed by GymSports NZ.

Uniforms

The uniforms to apply for GymSports NZ Tour Members are:

Official Tracksuits

- High Performance – Junior and/or Senior International – tracksuit as approved from time to time, purchased by the individual from GymSports NZ.
- National Stream and Elite Development – tracksuit as approved from time to time,

purchased by the individual from GymSports NZ.

- The emblem of the Senior High Performance tracksuit shall be the silver fern, and in accordance with the GymSports NZ By-laws shall be awarded by the CEO to competing gymnastic members and officials of properly accredited New Zealand Senior International representative teams/individuals taking part in international competitions registered with FIG.
- Such other properly accredited New Zealand representatives shall wear the approved insignia (logo) of GymSports NZ.
- All tracksuits shall have the option of being embroidered with NEW ZEALAND on the back of the jacket.

Travel Bags or Back Packs

- Black with white fern screen print, purchased by the Tour Member from GymSports NZ.

Competition and Training Gear

- Gymnasts' competition/training gear shall be as defined by GymSports NZ from time to time and shall include leotards, shorts, longs, bike pants, training tee shirts.

For tours involving WAG International or Junior Elite one set of competition apparel will be provided at no cost, provided such sponsorship arrangement is in place. (All other apparel is to the account of the Tour Member).

Competition apparel related to the National Stream and Elite Development is to the account of the individual Tour Members.

FIG Sponsorship and Advertising Regulations apply to all national emblems, sponsors logos, manufacturers logos, advertising on competition or training apparel. Only apparel approved by GymSports NZ may be worn by any Tour Member.

Officials Competition Uniform

- The official uniform as supplied or requested by the competition organisers or the official FIG uniform as defined in the Code of Points with all costs to the account of the individual.
 - Casual Uniform
- GymSports NZ white or black tee shirt
 - GymSports NZ white or black polo shirt
 - GymSports NZ sweatshirt (optional)
 - GymSports NZ Jacket (optional)
 - Official Uniform for Formal Functions (all Tour Members)
- If an official uniform is required for formal functions and official duties, all costs are to the account of the individual.
 - Judges may either officiate in their competition uniform or
 - Standard dress

Other Options

- The same as stated above excluding the blazer/jacket. Tracksuit jackets may be worn with trousers/skirt.
 - GymSports NZ in consultation with the Tour Manager will determine if an official function uniform is required.
 - The Tour Manager may determine if additional casual uniform is required to meet climatic conditions and/or requirements of each tour over and above the stated casual uniform requirements
- Travelling Uniform

- All costs are to the account of the individual.
- As identified by the Tour Manager this can be either:
 - The official formal uniform, or
 - Tracksuits or casual uniform.

General Gymnastic Tour Uniforms

- The uniforms to apply for General Gymnastics Tours shall be recommended by the Sport development Committee or Group Organisers having regard to the tour and event conditions.
- Any team tracksuit and performance gear is to the account of the individual.
- Performance gear is designed and co-ordinated by the choreographer.
- FIG and GymSports NZ Sponsorship and Advertising Regulations apply to all national emblems, sponsors logos, manufacturers logos, advertising on competition or training apparel. Only apparel approved by GymSports NZ may be worn by any Tour Member.

Requirement to Wear Uniforms

All Tour Members are required to wear the approved NZ uniform when representing GymSports NZ at an international or overseas event.

Tour Group

The Tour Group shall include (where appropriate):

- Head of Delegation
- Manager
- Assistant Manager
- Coaches
- Judges
- Gymnasts/Athletes
- Medical Officers/Physiotherapist
- Choreographer (GG Team)
- Chaperone

All officials must be affiliated members of GymSports NZ with the exception of the Medical Officers/Physiotherapist and Chaperone.

Tour Responsibilities

Head of Delegation

The Head of Delegation shall:

- Represent GymSports NZ. or delegate responsibility, at all official functions and meetings.
- Be the spokesperson on GymSports NZ policy/regulations.
- Speak (or delegate responsibility) at social events and exchange gifts with the appropriate person(s) of the other delegation/s, Organising Committee, Host Federation.
- Ensure GymSports NZ representation at all official meetings and submit reports to GymSports NZ within one month of the meeting.
- Undertake all liaisons with the media and be present at all interviews conducted with Tour Member(s).
- Consult and guide the Tour Manager on all aspects of protocol, Regulations and processes.

- Prior to departure, brief the Tour Manager concerning the composition and purpose of the tour. Briefing to include information on:
- protocol
 - emergency
 - line of communication
 - responsibilities
 - performance targets
- Return all requested documentation by the stated date.

Manager

The Manager of the tour shall:

- Be responsible for the responsibilities of Head of Delegation in instances where no such official has been appointed
- Be responsible to GymSports NZ for the management, control and supervision of the Tour Members representing New Zealand from the time of assembly until the Tour Group returns to New Zealand
- The objective for the Manager, along with other Tour Officials, is to ensure that the tour is a harmonious event with the combination of team spirit, good health and the best environment for optimum performance and achievement of performance targets
- Liaise with GymSports NZ and receive information on matters concerning travel arrangements, communication, uniform, performance targets, work plan, training, anti-doping testing regulations, insurance policies and general organisation.
- Prepare a tour departure letter for all Tour Members and deliver to GymSports NZ for distribution. Such letter to include guidelines for:
 - final itinerary and airport meeting times
 - travel uniform, standards of required appearance and dress of the team
 - general information
 - behaviour (to include briefing on protocol).
- Liaise with the coaches and provide them with all information including the workplan and training schedules
- As required by the Tour Member Agreement, be totally responsible for discipline and immediately report to the GymSports NZ, using the same procedures required under the Accident and Emergency Report Procedures, any serious breaches of discipline or misconduct by any member of the Tour Group. Arrangements for trip home as a result of disciplinary action are to be made by the Manager in consultation with The CEO or delegated representative.
- Adjudicate any problem that may arise amongst the Tour Members
- Instruct Tour Members not to relay to relatives in New Zealand information regarding an accident or emergency or disciplinary action until advised that the official notification has been undertaken by GymSports NZ
- Maintain all medical documentation and accompany (or delegate to an appropriate tour official) any Tour Member to obtain the necessary attention for dental, medical or drug testing
- To obtain details about drug usage prescribed for any gymnast/GG participant.
- Communicate immediately with GymSports NZ on any injuries or disciplinary action and relay accurate results of the competition to GymSports NZ as soon as practical following the conclusion of each event.
- Ensure the Tour Group photograph has been taken and provision is made for copies to be supplied to Tour Members
- Be required to present to GymSports NZ within one month of his/her return to New Zealand a detailed report and statement of account covering any official expenses

incurred, and the activities of the team during the period of his/her administration including, if necessary, a separate confidential report to the Board and/or President on any personnel. The front page of such report must report on the competition performances relative to the performance targets. A template for such report is available on request from GymSports NZ

- Return all requested documentation by the stated date.
- All appointed tour officials, are required to send reports to the Manager who collates the information and sends a final report to GymSports NZ for distribution to the Board.

Assistant Manager

The Assistant Manager shall:

- Assume authority and responsibility as delegated by the Manager. In the event of the Manager becoming ill or unavoidably absent, the Assistant Manager will assume the Manager's total responsibilities
 - Appreciate that the Assistant Manager's responsibility is to the Manager to inform the Manager of any area of jurisdiction requiring a response, including advice to the Manager and Tour Medical Officers (if any) of any illness or injury of any Tour Member of their section from time of selection until official release of the Tour Group
 - Inspect the training facilities and transport and negotiate the Tour Group's requirements in consultation with the Manager and Coaches as required and delegated
 - Specifically manage the Tour Group's baggage within the guidelines laid down
 - Represent the Tour Group at official functions and meetings if required
 - Prepare and forward a report to the Tour Manager within two weeks of return to New Zealand
 - Return all requested documentation by the stated date
 - If there is no Assistant Manager appointed the Manager or delegated Tour Member is responsible for these duties
 - Coach(s)
- The coach(s) shall:
 - Make contact with the Manager and request advice on training schedules and other items related to fitness and performance prior to departure
 - Liaise with the gymnast's personal coach and obtain the necessary information to ensure that the gymnast is able to achieve his/her personal best. This information to include training programme, conditioning programme, mental and physical preparation for competition, competition routines
 - Establish an appropriate pre and post competition training programme for the duration of the tour
 - Liaise with the Technical Manager regarding any fitness and /or performance testing required before departure
 - Foster good team spirit to assist all gymnasts participating to perform to their personal best and achieve the performance targets
 - Consult with the Manager on all non technical matters and specifically on any issues with Tour Members
 - Prepare a written report on the tour, specifically on each gymnast's performance, and submit it to the Manager within two weeks of return
 - Delegate the necessary responsibilities to the Assistant Coach where necessary
 - To liaise with the Manager on arrangements such as:
 - gymnasts supervision to and from training and competition
 - meal arrangements
 - training venues and schedules

- competition venue
- competition draw
- competition times
- transport arrangements
- work-plan requirements for submission of music and competition orders
- Return all requested documentation by the stated date
- Determine, in conjunction with the assistant coach and team judges the order of competition and, where applicable, the determination of any non-competing gymnast. Liaise and communicate with the Tour Manager on the determination prior to advising the gymnasts.

Judge(s)

The judge(s) shall:

- Be eligible to represent New Zealand in compliance with FIG nationality regulations and qualified at the specific level of competency required for the competition
- Represent New Zealand by impartial judging at all times in compliance with the FIG and GymSports NZ Code of Discipline/Conduct
- Assist the Manager and Tour Members wherever possible and when requested
- Be expert and appropriately qualified in judging and apply such expertise and knowledge to assist the Coach, on request, by being present at training sessions to evaluate exercises and provide advice to allow the gymnasts to perform to their maximum performance level
- Attend and report on judging conferences and meetings etc, and keep the Manager and Coaches informed, particularly on any factors that could improve or affect their performance
- Consult with the Manager on all matters and specifically if there are any problems perceived or otherwise with Tour Members
- Prepare a report for submission to the Manager, within two (2) weeks of returning to New Zealand, specifically related to assisting judging development in New Zealand as well as improving the gymnasts performance
- If qualified to coach, assist the coach when requested
- Return all requested documentation by the stated date.

Gymnasts

The gymnasts/GG participants shall:

- Be eligible to represent New Zealand in compliance with FIG nationality regulations (all international competitions)
- Remain under the control, management and direction of the Manager of the team, or any person appointed by that official, and to comply with all instructions given by the Manager, or any person so appointed, and by the Tour Coach during the tour
- Conduct themselves in a proper manner to the absolute satisfaction of the Tour Manager
- Participate in all required training sessions as directed by the Tour Manager or Coach
- Train and prepare for maximum performance and achievement of the performance targets
- Return all requested documentation by the stated date.
- Disclose forthwith to the Tour Manager, GymSports NZ and Tour Coach any physical or mental illness and/or injury or any other factor that may prejudice their proper participation or performance on the tour. Pre tour this disclosure must be made officially to GymSports NZ
- Return to New Zealand if so directed by the Tour Manager if, in the opinion of that tour

official after such consultation as that official considers necessary, the gymnast is unable to perform to the best of his/her ability through illness and/or injury or misconduct

- Represent GymSports NZ and New Zealand with all the good qualities of citizenship and sportsmanship
- Comply with the WADA, FIG, NZSDA, GymSports NZ Anti-Doping Regulations and neither take nor use drugs or stimulants, and be familiar with the specific regulations regarding asthma medications
- Carry a list of all medicines/drugs taken, for whatever reason, in the last two months
- Follow any instruction from tour management on matters of general diet, standard of personal hygiene and appearance
- Carry all necessary personal effects for performance, i.e tapes, strapping tape, handguards, diary/notebook, photographs and biographical information
- Travel with the Tour Group unless prior arrangements have been made and sanctioned by The CEO
- Acknowledge that, to fund the overseas tour, GymSports NZ may have entered into agreements of commercial sponsorship and the provision of supplies, and agree to assist and cooperate with GymSports NZ and its sponsors and suppliers so that such sponsors and suppliers may maximise their promotional benefit
- Stay with the Tour Group for the period as determined by GymSports NZ.

Alcohol

General

One of the goals of GymSports NZ is to promote the positive image of gymnastics in New Zealand. Therefore, the consumption of alcohol to the extent that it impairs the individual's ability to perform their assigned role will not be tolerated. In addition, as ambassadors of our sport, it is expected that all members will behave at all times with dignity and not consume alcohol to the extent that they become abusive or incapacitated in any way.

Discipline

Any coach, official, or other person in charge of athletes at regional, national or international events, who provide alcohol to any athlete who is under the legal drinking age in accordance with the laws of the country where a competition or training session is held, shall be subject to prosecution under the applicable laws of the province or country and may be disciplined by the GymSports NZ.

Such discipline may be by way of reprimand, forfeiture of privileges, suspension and, subject to Policies and Procedures of GymSports NZ, termination of membership.

Expense Limitations

Expense Limitations when approved in advance by the GymSports NZ budget are processed as follows:

Air Travel - may cover up to 100% of actual return costs by the most economical means.

Train & Bus Travel - may cover up to 100% of actual return costs by the transportation including sleeping accommodation provided that it does not exceed the most economical Air

Travel.

Private Motor Vehicles - may cover up to 45 cents per kilometre (for round trips of at least 160 kms [100 miles] but the most economical use of the private vehicle must be made through appropriate passenger utilisation (more than one or two persons per car where possible). At no time will mileage allowance be paid in excess of the lowest Air Fare available for the same journey.

Ground Transportation

- *In New Zealand*, the cost of private car, in-city taxi or limousine service to and from airports etc. will not be paid, unless pre-approved by the National Office.
- *New Zealand* the actual costs of ground transportation may be reimbursed subject to the provision of receipts.

Meals & Accommodation

- Within New Zealand, accommodation and meal arrangements will be made by GymSports NZ unless pre-approved by the National Office. Person/s may be provided for accommodation when staying with friends.
- Outside New Zealand, accommodation & meal arrangements will only be made by GymSports NZ unless pre-approved by the National Office.

Miscellaneous expenses such as telephone, postage, gifts, etc., will not be reimbursed by the GymSports NZ unless pre-approved by the National Office. (Official gifts, pennants, and trader pins are provided by the National Office for all International Events)

Tours - Travel Equalisation

Accommodation on all overseas tours are equalised over all participating on the tour.

Airfare equalisation is applied to domestic and international travel costs on the basis of adults and children with adult travel costs to be equalised among adult tour members and child travel costs to be equalised among children. (The split in accordance with International travel age requirements.)

Manager's / Head Of Delegation's Expenses

Reasonable expenses shall be reimbursed to the Manager and/or Head of Delegation to cover the respective obligations of each official in:

- Relaying of results of competitions to GymSports NZ
- Entertainment - host nation or organising committee (if necessary)
- Unforeseen travel or medical costs not covered by insurance

Emergency requirements including communications to GymSports NZ.

Insurance

All Tour Members travelling overseas as part of the New Zealand representative team must take out GymSports NZ arranged medical and travel insurance policies

Family Participation

All Tour Members acknowledge that GymSports NZ has expressly provided that, in the event of a family member of a gymnast travelling with and/or meeting up with the Tour Group, any such family member shall form no part of the Tour Group, have no entitlement to and is outside any official tour invitation, functions and privileges.

Should any family member intend to travel to the tour destination at the same time as the tour, they shall advise the CEO prior to departure.

No Tour Member involved shall be granted any privilege not open to other Tour Members by reason of a family member being present, and if, in the opinion of the Tour Manager, the presence of a family member of a Tour Member could be detrimental to their performance or to tour harmony, the Manager has power to set conditions as he/she may think fit.

No parents are permitted to stay at the same accommodation facility as the Tour Group.

For General Gymnastic Tours it is more likely that family members will be involved, and the overriding requirement is that the Tour Manager has power to set conditions as he/she may think fit.

Travel Arrangements - From Time Of Airport Assembly

To be carried out by Manager if a small delegation or delegated to Assistant Manager or appropriate official if a large delegation.

They shall include the following:

- Luggage (personal)
 - Supervise the departure at airport re: labelling of containers, suitcases etc. Upon arrival at destination check to see all luggage has arrived
 - If luggage is overweight, the Tour Member must bear the responsibility for any financial penalties incurred.
- Assembly: Make sure the Tour Group is assembled together in an orderly manner wearing correct uniform.
- Administration
 - Confirm any ongoing flights or other travel - upon arrival at accommodation, supervise room allocation and hold a tour orientation meeting or inform the Tour Group of the time of the first orientation meeting. Outline all tour rules, protocols and communication processes at this meeting
 - Obtain any updates to the schedule and programme of events including training times, competition times, competition draw and social events, etc. and communicate this information to tour officials
 - Obtain a complete list of names and telephone numbers or rooms.
 - Arrange for secure keeping of passports and/or airline tickets/cash or travellers cheques of all tour members and determine a system for access.

Disciplinary Action

In the event of any breach of these Regulations, the GymSports NZ Code of Conduct or the Tour member Agreement on the part of any Tour Member, the member is liable to any one or more of the following penalties being imposed by the Tour Manager:

- To have their membership of the team terminated forthwith
- To be sent home forthwith
- To be excluded from competition or performance.

Before imposing any of the provisions of sub-clause 21.1, the Manager shall give the Tour Member the opportunity to state a case in answer to any allegations made.

If disciplinary action is taken with the resulting decision to send the offending Tour Member home, the Tour Member concerned shall meet all expenses involved.

Within 14 days of the Tour Group's return to New Zealand, the Tour Member may appeal any decision under clause 21.1 or the equivalent provision of the Tour Member Agreement to the GymSports NZ Disputes Committee in accordance with the GymSports NZ Disputes Procedure and GymSports NZ Code of Conduct.

If the GymSports NZ Disputes Committee determines that the Tour Member should not have been dismissed from the tour it may, in its discretion, require GymSports NZ to refund any return travel expenses that have been paid by the Tour Member.

Any appeal from the determination of the GymSports NZ Disputes Committee is to the Sports Disputes Tribunal of New Zealand in accordance with the GymSports NZ Disputes Procedure.

Accident And Emergency Report Procedure

In the case of an accident or emergency involving a Tour Member that, in the opinion of the Manager, requires notification to New Zealand the Manager shall:

- Contact GymSports NZ. If GymSports NZ cannot be contacted the Manager may contact a member of the Chief Executive or, at the discretion of the Manager, the family of the Tour Member.
- Be able to provide precise details of the accident or emergency to enable factual information to be passed to relatives
- If at all possible obtain a telephone number where the Manager may be contacted at a pre-arranged time (provision for non English operator).

Insurance Deferment Of Treatment

If a Tour Member defers treatments until their return to New Zealand, the following must be obtained for lodgement of the insurance claim. N.B An accident occurring overseas is not covered by A.C.C.

- Obtain written evidence that they were medically examined. This evidence must contain a medical recommendation that treatment be deferred until the person reaches New Zealand.
- Obtain receipts for any medical expenses incurred that are not a direct charge to the Insurance Company.
- Contact GymSports NZ who will advise the insurance company that holds the cover (since that agency or company may be able to appoint a medical examiner).

Curtailement Of Travel Whilst On Tour

In the event that a Tour Member has to return to New Zealand ahead of the rest of the party, arrangements for such return are to be made by the Manager in consultation with GymSports NZ.

Should the earlier return be the result of misconduct, injury or the illness, the Tour Member shall ensure that the following items are retained and forwarded to GymSports NZ:

- All airline tickets, used and unused
- All boarding passes.