



ACRO NATIONAL TEAM RESPONSIBILITIES MANUAL

This manual includes the duties and responsibilities of the USA Acrobatic Team for the athletes, head coach, assistant coach, personal coaches, team manager, trainers, athlete representative and other support staff.

International competitions provide a great opportunity that each of us has to contribute to our sport. Our performances in our various roles are highly visible to organizing committees and international observers and are critical to our overall impression. This manual will provide a list of duties and responsibilities that will allow us all to be prepared for the opportunity of a lifetime.

When competing as a team, understand that conforming with every aspect of these guidelines is essential to **show team unity and team goals. In order to compete successfully at the international level there are minimum requirements that must be met to conform to the usual training schedules of major team meets. These requirements will be outlined in this manual.**

All the athletes, coaches, and support staff must either alter their usual schedules prior to arrival or be prepared to function within these parameters so that all athletes feel they are preparing as a team. It will provide the system necessary for each individual to assume their responsibility and fully support the team concept.

It is **mandatory** for all team members and their coaches to sign the agreement which will indicate that he/she agrees to all aspects of the Acrobatic Team Manual. This applies to any coach credentialed by USA Gymnastics. Failure to do so could result in dismissal from duties at the event and/or ineligibility for consideration for any further involvement with the National Team

We owe our best effort to the American people, to our sport, to each other and, most of all, to ourselves. Let us all eagerly welcome and rise to the challenge.

GENERAL RESPONSIBILITIES

As a member of the USA Acrobatic Team, compliance with the guidelines established in this manual will be expected of **ALL MEMBERS for the full duration of training camps, competitions, or other activities sponsored by USA Gymnastics**. The national office will make every effort in arranging your transportation and housing needs. When traveling internationally, living environments, food, and competitive arenas are sometimes quite different than those in which we are accustomed. Please be prepared to accept these differences and make your best effort to adapt to the circumstances.

While we recognize that individuality is an important aspect of our culture, personal agendas and individual needs must become secondary to our team goals. Everyone included in our delegation is compelled to conduct his or herself in the most professional, dignified manner for the duration of the event. Our mission is to represent our country, our sport and ourselves at the highest level possible. These events should be considered as an honor and a responsibility. USA Gymnastics has assisted with your preparation for this experience. Please understand that adherence to this manual is a requirement of all delegation members. Should any delegation member be dismissed or expelled because of non-compliance to the manual, they also may lose funding (where applicable) and benefits associated with team memberships.

Friends and families can provide a distraction for the team members. No visitation will be allowed until after team competition. Therefore, all visitations with parents will be designated by the Head of Delegation and coaches based upon the best interest of the team. When team members are not qualified to Finals, they still must adhere to the daily schedule and all team rules. Family members of the coaching and support staff will not be housed with the team or join with the team on any occasion. Any distraction from the duties and responsibility of the team could be detrimental to the ultimate success.

USA Gymnastics is committed to promoting a safe environment. Many policies and procedures are in place to promote USA Gymnastics' Safe Sport ideals, including its Code of Ethical Conduct and Participant Welfare Policy. Abuse of any kind will not be tolerated – and specific forms of misconduct that USA Gymnastics has deemed as Prohibited Conduct are included in this manual. National Team members, coaches, and staff are the most visible members of the gymnastics community and it is expected that this group set a positive example by conducting yourself in a positive, ethical manner. **It is critical that each of you upholds USA Gymnastics' Safe Sport ideals and works together to create the safest possible environment for our athletes.**

PERSONAL COACHES

The personal coach (one) of each athlete will be invited, if approved by USA Gymnastics, to participate in all major competitions. It is believed that the coach deserves this recognition and has earned the right to experience these events with his/her athletes. Each personal coach is responsible for the conduct of their athlete(s). This includes their physical, mental and emotional performances. USA Gymnastics will make every effort to obtain a credential for each of the coaches involved. If there are not enough credentials for all coaches the Director of the Acro Program will determine who will receive the credential.

- SUPPORT the decisions and be responsive to the Head of Delegation and Head Coach
- Manage their athlete(s) according to the established team policies
- Voice all concerns within the coaches/team meetings
- Refrain from any conversations or activities which could be construed as inappropriate or divisive
- Do not voice concerns, selection/competition results or other information from training/preparation or selection camps to non-national team members via phone, email or other method
- Attend all coaches/team meetings
- Attend all training sessions
- Attend all meals
- Adhere to daily schedule of activities as outlined by the Head of Delegation and/or Head Coach
- Be on time and in proper attire for all team functions
- Respect, communicate with and support all members of the delegation as needed
- Understand that each member's role and all decisions are made in the best interest of the USA Team
- Present a positive image at all times especially, when in public or dealing with the media/sponsors
- Be supportive of all Team USA pair/groups in training and in the competitive arena
- Remain focused on your duties
- Check the athlete's apparel and apparatus
- Shall not engage in any form of Prohibited Conduct (see attachment)
- Shall not willfully tolerate Prohibited Conduct
- Has the duty to report any actions that may constitute Prohibited Conduct, or any suspicions that Prohibited Conduct has occurred to the Head of Delegation and the Acrobatic Gymnastics Program Director
- Must complete annual Safe Sport training

ATHLETES

As a member of the USA Acrobatic Team, each athlete will be expected to assume the following responsibilities when representing the USA or at training camp. These responsibilities should be considered prior to your acceptance and/or qualification to the team. You are a selected representative of USA Gymnastics and your behavior must, at all times, to be that of an Acrobatic Team Member. Non-compliance of these requirements can result in dismissal from the team and removal of all credentials and privileges associated with the team.

- Attend **ALL** training sessions and demonstrate a willingness to successfully complete your assignments
- Get adequate rest
- Attend all team meals
- Absolutely no drugs or alcohol allowed
- Discuss any physical ailments with your personal coach immediately who will report those to the Head of Delegation and/or Head Coach
- Condition properly and follow-up with all physical therapy to maximize your performance
- Communication, respect and support for the designated coaches is required at all times
- You will be under the jurisdiction of the Head of Delegation. Your personal coach may be in attendance as a member of the support team
- Respect and support your teammates, support staff and host country
- Be prompt and attentive when called to address the Head of Delegation and/or the Head Coach formally before and after practice
- Responsible for extra copy of music, apparatus and necessary items for training and the competition. (I.e. Pre - wrap, tape, etc.)
- Follow the daily schedule set up by the Head of Delegation and/or Head Coach
- Appropriate public socializing will be planned activities. At no time should a male be in your room and visitation policies for parents must be followed.
- Have all the listed apparel with you, in good condition and properly fitted. Undergarments must not be visible during training or competition
- Know and execute with excellence any National Team warm-ups
- All athletes will remain a part of the team and adhere to the team schedule until all Individual and Team Competitions are completed
- Shall not engage in any form of Prohibited Conduct (see attachment)
- Shall not willfully tolerate Prohibited Conduct
- Has the duty to report any actions that may constitute Prohibited Conduct, or any suspicions that Prohibited Conduct has occurred to the Head of Delegation and the USA Acrobatic Program Director

OFFICIAL COACH/HEAD COACH

This individual was selected based upon their abilities to lead the team on the competitive floor. His/her ability to assume the following list of responsibilities will, in large part, determine the overall success of the team.

- Personal coaches, working closely with the National Team Consultant (if in attendance) or Head Coach, are responsible for all coaching decisions that must be made during training or on the competition floor.
- Know all FIG Technical Regulations and communicate those to all support staff
- Know all competition details and specifications and communicate those to all support staff
- Must address the team formally before and after practice
- Lead, motivate, inspire, and provide an example for all athletes and support team
- Keep the line of communication open with every team and support team member
- Designate duties to Assistant Coach and personal coaches as necessary and as soon as possible
- Act as coach during podium training and all team competitions
- Shall not engage in any form of Prohibited Conduct (see attached)
- Shall not willfully tolerate Prohibited Conduct
- Has the duty to report any actions that may constitute Prohibited Conduct, or any suspicions that Prohibited Conduct has occurred to the Head of Delegation and the USA Acrobatic Program Director
- Must complete annual Safe Sport training

HEAD OF DELEGATION

- Know all competition details and specifications and communicate those to all support staff
- Coordinate transportation for all team and support team
- Assign all housing arrangements
- Coordinate and supervise all administrative personnel
- Act as liaison with the Organizing Committee for all team responsibilities
- Coordinate processing and accreditation
- Responsible for the conduct of all team and support team members
- Advise the Head Coach and/or the Personal Coach(es) of any medical concerns as soon as possible after the report from the trainer
- Take appropriate action toward any team member who violates any of the above including, if necessary, removing any member of the team or the delegation for non-compliance with the duties listed in this manual. Removal of any member must be

approved by the President of USA Gymnastics.

- Organize meeting on the first day
- Shall not engage in any form of Prohibited Conduct (See attached)
- Shall not willfully tolerate Prohibited Conduct
- Has the duty to report any actions that may constitute Prohibited Conduct, or any suspicions that Prohibited Conduct has occurred to the USA Acrobatic Program Director
- Must complete annual Safe Sport training

TEAM MANAGER

- Act as technical assistants to the Head Coach and personal coaches
- Remain positive at all times
- Work in coordination with the Head of Delegation and Head Coach to create the daily schedule
- Attend all training sessions
- Assign chaperones to athletes
- Report any problems to the Head of Delegation and Head Coach immediately
- Shall not engage in any form of Prohibited Conduct (see attached)
- Shall not willfully tolerate Prohibited Conduct
- Has the duty to report any actions that may constitute Prohibited Conduct, or any suspicions that Prohibited Conduct has occurred to the Head of Delegation and the USA Acrobatic Program Director
- Must complete annual Safe Sport training

JUDGES

- Attend all competition functions as required by the FIG
- When requested and if possible, be available to the National Team Coordinator/Personal Coaches for advice
- When requested and available, assist with training
- First responsibility is to the team
- Represent the USA
- Shall not engage in any form of Prohibited Conduct Shall not willfully tolerate Prohibited Conduct (See attached)
- Has the duty to report any actions that may constitute Prohibited Conduct, or any suspicions that Prohibited Conduct has occurred to the Head of Delegation and the USA Acrobatic Program Director
- Must complete annual Safe Sport training

MEDICAL STAFF

A Trainer is sometimes included in the delegation. These individuals will provide a full range of support for the athletes, coaches and other staff. The responsibilities of the medical staff are as follows:

- Attend all training/competition sessions, unless dismissed by the team manager/head of delegation
- Be positive in all conversations with the athletes
- Attend to all physical needs of the athletes
- Provide treatments for injury or maintenance in a timely manner
- Report all treatments to the national team coordinator and team manager on a daily basis
- Report all suspected serious injury or illness to the national team coordinator and team manager/head of delegation immediately
- Be responsible for all medical supplies
- Be responsible for medical and emergency contact for all locations
- Carry contact numbers at all times
- Secure water and fruit for the athletes for training/competition if necessary
- Make any recommendations concerning athletes to the team manager
- Refrain from discussing problems or diagnosis of injury directly with the athlete
- Inform and counsel athletes regarding the drug testing regulations
- Monitor the water source for the athletes
- Shall not engage in any form of Prohibited Conduct
- Shall not willfully tolerate Prohibited Conduct
- Has the duty to report any actions that may constitute Prohibited Conduct, or any suspicions that Prohibited Conduct has occurred.
- Must complete annual Safe Sport training

ATHLETE REPRESENTATIVE

- Attend all team functions
- Observe all training and competition
- Give input at meetings as requested by the National Team Coordinator
- Remain neutral and equally support all athletes
- Report any serious problems to the Team Manager
- Counsel team members as needed
- Act as liaison for athlete team members with the coaching staff and team manager
- Shall not engage in any form of Prohibited Conduct (See attached)
- Shall not willfully tolerate Prohibited Conduct

- Has the duty to report any actions that may constitute Prohibited Conduct, or any suspicions that Prohibited Conduct has occurred to the Head of Delegation and the USA Acrobatic Program Director
- Must complete annual Safe Sport training

CHAPERONES

- Adhere to the daily schedule
- Attend all meals
- Conduct bed checks
- Be responsible to supervise the athletes in all areas (other than competitive floor) for the duration of the trip, including transportation to and from the venue, hotel, meals and sightseeing
- Shall not engage in any form of Prohibited Conduct (see attachment)
- Shall not willfully tolerate Prohibited Conduct
- Has the duty to report any actions that may constitute prohibited Conduct, or any suspicions that Prohibited Conduct has occurred to the Head of Delegation and the USA Acrobatic Program Director
- Must be a current USA Gymnastics Professional member

Acro National Team Responsibilities Manual Agreement

I, _____ (print name), have read, understand and agree to comply with the responsibilities of my position as outlined within this manual.

Signature

Date



Prohibited Conduct

The safety of national team athletes during training camps, competitions, and other official national team activities is of paramount concern. When any national team athlete is subjected to abuse, harassment, bullying or hazing, it undermines the mission of USA Gymnastics and is inconsistent with the best interests of the sport of gymnastics and the athletes USA Gymnastics serves.

Abuse, Harassment, Hazing and Bullying

Abuse, including child abuse, harassment, hazing and bullying are defined in various sources. USA Gymnastics has not adopted any specific definition of abuse; rather, it has chosen to defer to such general sources and definitions for reference and application. Nonetheless, in general, the following conduct may be considered abusive:

(a) Physical Abuse.

- (i) Any physical contact with a participant that intentionally causes or is likely to cause the participant to sustain bodily harm or personal injury, including without limitation striking, hitting, kicking, biting, shaking, shoving, forcing an athlete to train or compete when seriously injured or mandating excessive exercise as a form of punishment.
- (ii) Any physical contact with a participant that intentionally creates or is likely to create a threat of bodily harm or personal injury.
- (iii) Giving alcohol or inappropriate drugs to a participant.
- (iv) Any violation of applicable law involving physical contact, or that is specifically designed to protect minors.

Physical contact that is reasonably intended to coach, teach or demonstrate a gymnastics skill or to prevent or lessen injury (e.g., spotting, catching) does not constitute physical abuse. Infrequent, non-intentional physical contact, particularly contact which arises out of an error or a misjudgment on the part of the gymnast, participant or coach, does not constitute physical abuse.

(b) Sexual Abuse.

- (i) Rape, incest, fondling, exhibitionism or sexual exploitation.
- (ii) Any form of sexual contact or inappropriate touching, unwanted physical contact, unwelcome advances or requests for sexual favors.
- (iii) Any form of wanton or obscene gesturing, lewd remarks or indecent exposure.
- (iv) Sexual abuse of a minor includes without limitation:
 - Touching a minor participant for the purpose of causing the sexual arousal or gratification of either person; or
 - A minor participant touching any person, if the touching occurs at the request of or with the consent of such other person, for the sexual arousal or gratification of either person;
- (v) Neither consent of the participant to the sexual contact, mistake as to the participant's age, nor the fact that the sexual abuse or contact did not take place at or in conjunction with a gymnastics function is a defense to a complaint of sexual abuse;

- (vi) Sexual abuse also includes sexual misconduct described in the USA Gymnastics Code of Ethical Conduct, including:
 - Soliciting or engaging in sexual relations with a minor;
 - Engaging in any behavior that utilizes the influence of a member's position as coach, judge, official or administrator to encourage sexual relations with an athlete or participant; or
 - Engaging in sexual harassment by making unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, where such conduct creates an intimidating, hostile or offensive environment; or
 - (vii) Any violation of applicable law involving sexual misconduct or child abuse, or that is specifically designed to protect minors.
- (c) Emotional or Verbal Abuse.
- (i) Insulting, threatening, mocking, demeaning language, behavior or other conduct which is intimidating, frightening, humiliating or offensive.
 - (ii) Any improper or inappropriate comment, action or gesture directed toward a person or group that is related to race, sex, creed, sexual orientation, age, national origin or mental or physical disability.
 - (iii) Creating an environment, through behavior or course of conduct, that is insulting, demeaning or offensive.
- (d) Harassment
- (i) A repeated pattern of behavior that is intended to cause fear, humiliation or annoyance; offend or degrade; create a hostile environment; or reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual or group based on race, sex, creed, sexual orientation, age, national origin or mental or physical disability.
 - (ii) Sexual harassment; the sexual solicitation, physical advances, or conduct that is sexual in nature and is unwelcome, offensive and/or creates a hostile environment.
- (e) Hazing
- (i) Coercing, requiring or forcing any humiliating, unwelcome or dangerous activity that serves as a condition for being socially accepted by team members.
 - (ii) An athlete's willingness to cooperate or participate is not a defense to a complaint of hazing.
 - (iii) Team activities that are meant to promote team cohesion do not constitute hazing.
- (f) Bullying
- (ii) An intentional, persistent and repeated pattern of committing behaviors that are intended, or have the reasonable potential to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s).

Romantic or Sexual Relationships

Romantic or sexual relationships, which began during the sport relationship, between athletes or other participants and those individuals who have direct supervisory or evaluative control, or are in a position of power and trust, over the athlete or other participant, are prohibited.

Coaches are presumed to have direct supervisory or evaluative control and be in a position of power and trust over those athletes or other participants they coach. They can rebut such presumption by demonstrating that no imbalance of power exists.

Relationships where it can be demonstrated that there is no imbalance of power do not violate this policy. Pre-existing relationships between two spouses or life partners do not violate this policy, provided that the relationship is between adults and remains consensual.