

HEAD OF DELEGATION CODE OF CONDUCT **& RESPONSIBILITIES 2027-2027**

The Head of Delegation (HOD) is a privileged position within Gymnastics Ireland (GI). By accepting the role and signing this Code (as per the declarations on the annual National Squad Coach Data Form), you are agreeing to undertake the various responsibilities listed and comply with all the GI policies and procedures to safeguard everyone in the delegation.

As Head of Delegation, you agree to:

- *Respect members of the delegation, officials, volunteers and opponents regardless of gender, civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller community or any other ground protected under the Equal Status Acts*
- *Review, comply with and be bound by Gymnastic Ireland's Diversity, Equity, Inclusion and Belonging (DEIB) Policy/Strategy*
- *Ensure that you and all the delegation members have knowledge of and adhere to all GI policies and deal appropriately with breaches of GI policies/regulations by any member of the delegation*
- *Promote a positive and healthy environment and maintain, demonstrate and promote the highest standards of integrity*
- *Never harass or use unacceptable, foul or abusive language or racial and/or sectarian or homophobic references towards any member of the delegation, participant, coach, official or supporter by words, deeds or gestures*
- *Never abuse, threaten or intimidate any member of the delegation, judge/official/participant/volunteer, on or off the sporting environment*
- *Never do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other person on the ground of their gender, civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller community or any other ground protected under the Equal Status Acts*
- *Never behave or act in any way that infringes the rules of gymnastics or that seeks to gain an unfair advantage*
- *Comply with the requirements in the Head of Delegation Travel Booklet and ensure all information and items are gathered and provided to the relevant organisations by the deadline date/s*
- *Put the welfare of all gymnasts U18 before anything else. In delegations where there are gymnasts who are over and under 18, it is the responsibility of the HOD to ensure that the principles of the Code of Ethics & Good Practice for Youth Sport are adhered to (particularly in relation to supervision, codes of conduct, room allocation, gender related issues)*
- *Seek guidance from GI regarding any welfare issue you are unable to resolve and advise GI immediately of any incident/accident affecting any delegation member during the event*
- *Conduct yourself with the utmost professionalism, represent GI in a positive way including any interactions with host nation organising committee & participating nations. Never do, say or suggest anything that may bring GI and/or any of its members into disrepute. This includes comments made on any social media sites/apps.*
- *Always wear the correct GI attire when travelling to, from and during the event*
- *Work closely with the National Performance Coach if travelling (or the Head Coach)*
- *Be the point of contact for any enquiries from travelling gymnasts*
- *Ensure all forms/reports are completed at the end of every day, at the end of the event and when necessary, according to the Head of Delegation Booklet and GI procedures*

- *Ensure adult delegation members sign “Off-Duty” when appropriate to do so and only when another delegation member/s has assumed their responsibility. Two adult delegation members should always be “on duty” and ideally one male & one female “on duty” when mixed gender gymnasts*
- *Check with organising Committee regarding the laws of the host country (i.e. driving/alcohol age limits)*
- *Ensure the alcohol rules are strictly adhered to by all delegation members*
- *Consumption of alcohol is always forbidden in the company of any gymnast (including gymnast accommodation venue), irrespective of whether you are signed off from your responsibility or not*
- *Never consume alcohol in excess at any time and/or to the extent that it may impair your judgement, endanger others or cause offence*
- *The consumption of non-prescribed drugs is prohibited during any involvement with Gymnastics Ireland*
- *Refrain from using tobacco products in the company of gymnasts and within the competition area*
- *Any recreation activities undertaken must be done in conjunction with the GI Office (i.e. to ensure that insurance covers activity)*
- *Ensure all activities are inclusive and allow all gymnasts to participate in an enjoyable way*
- *Report breaches of Gymnastics Ireland’s Rules and Regulations*
- *Co-operate with any investigation in respect of an alleged breach of Gymnastics Ireland’s Rules & Regulations*
- *Report incidents/accidents in accordance with and as required by Gymnastics Ireland’s Rules & Regulations. Report incidents/accidents to parents or guardians*
- *Keep and store securely all documentation in a confidential manner with respect to meetings, correspondence, and minutes of committee meetings, delegation personal/emergency data and documents etc.*

Any failure to adhere to this Code of Conduct, which includes any allegation of bullying, discrimination and or harassment, whether directly or indirectly, may be dealt with under Gymnastics Ireland's Anti-bullying Policy, Anti-harassment and Anti-discrimination Policy and where appropriate, the Complaints & Disciplinary Rules & Procedures.

Your signature is not required on this Code of Conduct - It is compulsory to complete the annual Gymnastics Ireland National Squad Coach/Official Data Form and the Declarations Section of that form confirms that you have read the Head of Delegation Code of Conduct & Responsibilities and the policies & procedures of Gymnastics Ireland and agree to abide by their contents in your capacity as a Head of Delegation.

A breach of this Code of Conduct could result in disciplinary action under Gymnastics Ireland Complaints and Disciplinary Rules & Procedures.

Sport Starts Here.