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## **GUIDELINES FOR HEADS OF DELEGATION (HoD) AT GfA EVENTS**

These guidelines have been prepared to support Head of Delegations to attend the European Gymnastics Eurogym, European Gym for Life Challenge (EGFL) and Golden Age Gym Festival (GAGF). It outlines the important tasks and responsibilities of the Head of Delegation which, in agreeing to have this role, the person is committing to respect.

### **Role and Responsibility of a Head of Delegation:**

Each participating National Federations (NF) must nominate a Head of Delegation (HoD). If the HoD needs to be replaced at any time, this must be reported to the LOC and European Gymnastics in written form, with the new person's name and contact details, officially communicated by the National Federation.

#### **The HoD:**

- is the official contact person between European Gymnastics, the TC GfA, the Local Organising Committee (LOC) and the participating NF.
- must be able to speak and understand English.
- is fully responsible for the NF delegation.
- must be present for the full event; is recommended to arrive at the event site before the delegation groups (to prepare the accreditations) and to leave as the last one.

### **Pre-Event tasks and role**

#### **The HoD:**

- is involved in all delegation preparation and planning or must be fully updated.
- ensures that group leaders are fully updated on any information from Bulletins, newsletters, etc.
- ensures that all financial obligations with the LOC are settled.
- ensures that all participants have health insurance.
- creates a mobile app or e-mail group to enable direct and last-minute communication of changes or updates with all members or group leaders of his/her delegation.

## During the Event

### Tasks and role

#### The HoD:

- is the main and first contact person for the LOC, European Gymnastics and the TC GfA in case there are issues to discuss.
- ensures that the LOC and the delegation's group leaders have his/her correct contact information and must be reachable anytime.
- picks up all accreditations and other booked services for the whole delegation and is responsible for distributing these to the clubs and groups.
- must attend all official meetings during the event. (in case of unjustified absence the NF will be fined). If for some reason it is not possible to attend, the HoD is responsible for delegating someone else to attend.
- distributes information from the meetings or from the LOC to his delegation clubs/groups.
- informs the LOC if for some reason a group is not able to participate in a workshop.
- makes sure the groups are on time for workshops and city performances.
- makes sure everyone in the delegation is aware of the rules in the accommodation (for Eurogym and EGFL only)
- ensures school accommodation is left clean and tidy (for Eurogym and EGFL only)
- is responsible for checking and confirming the delegation's departure day travel arrangements
- is responsible to enforce and check that delegation members respect:
  - o the FIG Code of Conduct and FIG Code of Ethics
  - o the FIG Policy and Procedures for Safeguarding and Protecting Participants in Gymnastics
  - o the rule that it is an alcohol and smoke free event (for Eurogym and EGFL only).
- is aware that:
  - o NF is responsible for any damage the participants cause in the various locations and venues
  - o NF/Groups are responsible for all their own valuables and belongings

### Tips and tricks

- in case of problems contact the volunteers onsite for assistance. Should they not be able to help call the LOC or the European Gymnastics TC GfA.
- for smaller things, try to fix the issues yourself and inform the volunteers so they can try to prevent it from happening again.
- there will be queues – be patient and ask your gymnasts to be patient too and keep up the good spirit 🙌😊
- remember that attitude is contagious – what you say or do will rub over on your gymnasts – be positive.

## After the Event

#### The HoD:

- must fill in the provided event evaluation form.