

2007 WOMEN'S ARTISTIC GYMNASTICS WORLD TEAM SELECTION PROCEDURES

I. SELECTION SYSTEM

A. Definitions

The World Team is defined as the seven (7) athletes who will represent the USA at the 2007 World Championships.

B. Competitive Athletes

The Final determination of the competing athletes will be made prior to submission of the competition line-up.

C. Qualification/Selection to the 2007 World Team

The process for qualification/selection to the World Team is a combination of the results from the 2007 VISA Championships and discretionary selection criteria.

1. Qualification for the 2007 VISA Championships is:
 - By score from a national qualifying meet or international competition, or
 - By score from the either the American or U.S. Classic, or
 - By score of a current national team member from a verification training camp, or
 - By being one of the seven (7) members of the 2006 World Championships Team, or
 - Accepted petitioned athletes

II. SELECTION COMMITTEE

The Selection Committee is comprised of the following individuals:

- National Team Coordinator, Martha Karolyi
- Chairman of the International Elite Committee, Steve Rybacki.
- Athlete Representative, Kim Zmeskal, who meets the definition of active athlete.
- In the event any of the members of the Selection Committee is currently affiliated, the International Elite Committee will select another individual who is unaffiliated to serve on the Selection Committee. In the case of affiliation of the Athlete Representative the determination of her replacement will be made by the USA Gymnastics Athlete's Council.

Roles and Responsibilities

The Selection Committee has two roles:

- Selection of the athletes for the World Team
- Selection of the Coach(es) for the World Team

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III. SELECTIONS

- A. The top two (2) All Around athletes from the combined rank order at the 2007 Visa Championships will automatically be named as one of the seven members of the World Team.
- B. The other (5) members of the World Team will be selected from among the qualifiers, accepted petitioned athletes and the competitors at the 2007 VISA Championships.
- C. There will be a mandatory World Team Preparation Camp for the World Team members to be held immediately after the VISA Championships in Houston, Texas. .
- D. All documents used throughout the selection process will be retained by USA Gymnastics for a minimum of six months following the Closing Ceremony of the 2007 World Championships..

IV. SELECTION CRITERIA

The committee will consider the following areas when selecting the World Team

- Team needs and medal potential
- Results from international and national competitions
- A - Scores
- Hit consistency
- Composite strength of all the World Team Members
- B-Scores (Execution)
- World Class presentation
- Readiness to compete
- Physical capability to fulfill training plan as listed in the Women's Responsibility Manual

V. PETITION PROCEDURES

Because of the close proximity of the World Championships to the VISA Championships, there will be no petitions to the World Championships Team. Petitions will only be considered for the Classic Meets and the 2007 Visa Championship.

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- A. Procedures for petitioning into the 2007 Classic and Visa Championships are listed in the *2006-2007 Women's Rules and Policies*.
- B. Petitions will be considered by the Selection Committee, in consultation with the Women's Program Director and the Vice President of Program, for any member of the 2006 World Championship Team and from any athlete who has competed at either of the 2007 Classic Meets, or an international assignment between August 2006 and August 2007
- C. In order to be considered by the Selection Committee, petitions must be submitted in writing to the USA Gymnastics' national office as soon as practical after the athlete becomes aware of her inability to participate in the process described above.
- D. The petition must state the specific injury, illness or unusual circumstance which prohibited the athlete from participating in the competitive process. In the case of a petition based upon an injury or illness, the petition must be accompanied by a physician's statement. The nature and extent of that injury or illness is subject to verification by a doctor selected by USA Gymnastics

VI. REPLACEMENT PROCEDURES

A Team member who withdraws from the team prior to the first competition at the World Team will be replaced by an alternate athlete.

VII. REMOVAL

An athlete or coach may be removed from the 2007 World Team or from any step of the process for selecting the team if he/she violates the USA Gymnastics Code of Ethics or the Women's Team Responsibility Manual. An athlete may also be removed from the 2007 World Team in the event of injury or illness which inhibits peak performance at the above said competitions. Athletes agree to submit to any medical diagnosis that is requested by USA Gymnastics to assure that the athlete is able to compete and is not at risk for further injury. Verification of injury or illness will be by a doctor selected by USA Gymnastics.

Removal may only occur with the approval of the President of USA Gymnastics after consultation with the National Team Coordinator and the Head Coach and an interview with the athlete and her coach. Any decision to remove an athlete or coach is subject to review through USA Gymnastics Bylaws, Grievance Procedures and the USOC Constitution.

VIII. PUBLICITY/DISTRIBUTION OF PROCEDURES

Publication of the approved procedures will take place via the following distribution channels:

- Website: <http://www.usa-gymnastics.org/>
- Publication: *Technique* magazine
- Email: direct email to 2006 Senior National Team and age eligible Junior National Team.

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IX. INTERNATIONAL DISCLAIMER

These procedures are based on FIG Rules and Regulations as presently known and understood. Any change in the selection procedures caused by a change in the FIG Rules and Regulations will be distributed to the affected athletes immediately. The selection criteria are based on the latest information available to USA Gymnastics. However, the selections are always subject to unforeseen intervening circumstances and realistically have not accounted for every possible contingency.

X. ATHLETE ACKNOWLEDGEMENT

Each athlete and coach participating in the process for selecting the 2007 WORLD Team as outlined in these Selection Procedures has carefully reviewed, understands and agrees to the terms of these Selection Procedures. That understanding and agreement is reflected by the signature of the athlete and coach on a copy of these Selection Procedures.

athlete/coach signature

date

parent signature if athlete is 18 years or younger

date

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SELECTION OF THE 2007 WORLD TEAM COACHES

- A. The Coaches for the 2007 World Team will be selected from among the personal coaches of the team members, after the final Team Selection by the Selection Committee based upon the following criteria:
- Proven team leadership ability
 - International experience
 - Fulfilling the necessary criteria established by USA Gymnastics including:
 - Professional membership in good standing
 - Current USA Gymnastics Safety Certification
 - Attendance at required meetings
- B. Personal Coaches of the athletes selected as 2007 World Team Members will be selected (one coach per athlete) according to the number of credentials available to the team.

Exhibit A

USA GYMNASTICS CODE OF ETHICS

I.

Introduction

The mission of USA Gymnastics is to encourage participation and the pursuit of excellence in all aspects of gymnastics. USA Gymnastics grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn by USA Gymnastics at any time where USA Gymnastics determines that a member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in gymnastics, USA Gymnastics has adopted the Ethical Code which follows. This Code is not intended to establish a set of rules that will, by inclusion or exclusion, prescribe the appropriate behavior for USA Gymnastics' members in every aspect of their participation in the sport. Rather, the Code offers general principles to guide the conduct and the judicious appraisal of conduct of all USA Gymnastics' members (including employees and agents of USA Gymnastics) in situations that have ethical implications.

This Code cannot further ethical conduct in the sport of gymnastics; that can only come from the personal commitment of the participants in the sport to behave ethically. This Code is offered instead to guide and to affirm the will of all of USA Gymnastics' members to safeguard the best interests of the sport by acting ethically at all times.

II.

Elements of the Code

A. Participant Relationships.

Members of USA Gymnastics are charged with the responsibility for contributing to an environment, which makes participation in the sport a positive and rewarding experience. In order to achieve that result, each professional member has a special obligation to make decisions based on the best interest of the athlete. It is inconsistent with this obligation for any member to:

1. Fail to follow the safety guidelines established by USA Gymnastics or otherwise knowingly subject a participant to unreasonable physical or emotional risk.
2. Engage in conduct, which is unfair including, in particular, attempting to injure, disable or intentionally interfere with the preparation of a competitor.
3. Engage in conduct toward another participant in the sport, which is abusive. USA Gymnastics recognizes that the process for training and motivating athletes will vary with each coach and each athlete, but it is nevertheless incumbent on everyone involved in the sport to support the development and use of motivational and training methods which avoid conduct which is, or is likely to be perceived as being, abusive.
4. Discriminate in the provision of resources or opportunities to any member or prospective member on the basis of race, sex, creed, sexual orientation, age, national origin or mental or physical disability.
5. Attempt to intimidate, embarrass or improperly influence any individual responsible for judging or administering a competition.

6. Engage in business practices directed toward another member, which are determined by a court or other similar adjudicatory body to be unethical, illegal or a breach of contract.

B. Participation.

Any USA Gymnastics' activity or event should be open to any member properly qualified under the rules of that activity or event, and every member participating in a USA Gymnastics' activity or event has an obligation to participate to the best of their abilities. It is inconsistent with this obligation for any member to:

1. Restrict the ability of a member to qualify for or participate in competition because of the member's association with a particular organization or individual or because of that member's race, sex, creed, sexual orientation, age, national origin or mental or physical disability.
2. Participate as a judge, coach, athlete or administrator in any activity where that judge, coach or athlete is inadequately prepared, unable to participate or fails to participate to the best of his or her ability.
3. Engage in behavior, which is so disorderly or inappropriate as to interfere with the orderly conduct of the activity or other members' participation in, or enjoyment of, the activity.

C. Responsibility.

A member of USA Gymnastics has a responsibility to the sport of gymnastics and the rules and regulations, which govern it. It is inconsistent with this obligation for any member to:

1. Knowingly misrepresent the policies or actions of USA Gymnastics or its authorized representatives.
2. Fail to resort in the first instance to the established procedures for challenging a competitive result, contesting a team selection decision, complaining about the conduct of another member, or attempting to reverse a policy adopted by USA Gymnastics.
3. Breach the duty to maintain appropriately established confidences of USA Gymnastics or its members.

D. Communication.

Members of USA Gymnastics have a duty to communicate honestly and openly with the organization and its members. It is inconsistent with this obligation for any member to:

1. Misrepresent competitive achievements, professional qualifications, education, experience, eligibility, criminal record or affiliations.
2. Knowingly disseminate false or misleading information about another member.
3. Withhold from athlete members information or resources likely to enhance the athletes' enjoyment of the sport or reduce their risk of injury or illness.
4. Fail to consult with or inform fully the athlete or the athlete's parents about opportunities made available to the athlete involving competitions, commercial activities or recognition.
5. Misrepresent the nature or extent of an injury in order to decline an invitation to participate in or withdraw from a competition assignment, training camp or other similar activity.
6. Misrepresent the nature or extent of an injury in order to participate in (or cause an athlete to participate in) a competition, training camp or other similar activity when such participation is inconsistent with the appropriate medical response to the injury.

E. Alcohol and Drug Abuse.

Members of USA Gymnastics must ensure that the sport is conducted in an environment free of drug or alcohol abuse. It is inconsistent with this obligation for any member to:

1. Use or provide to a third party any drug proscribed by applicable federal, state or municipal law.
2. Assist or condone any competing athlete's use of a drug banned by the International Olympic Committee, United States Olympic Committee, Federation Internationale de Gymnastique, USA Gymnastics, or National Collegiate Athletic Association, or, in the case of athlete members, to use such drugs or refuse to submit to properly conducted drug tests administered by one of those organizations.
3. Provide alcohol to, or condone the use of alcohol by, minors, abuse alcohol in the presence of athlete members or at USA Gymnastics' activities or, in the case of athlete members, consume alcoholic beverages while a minor.

F. Criminal Conduct.

Members of USA Gymnastics are expected to comply with all applicable criminal codes. This obligation is violated by any member who has been convicted of or has entered a plea of guilty or no contest to a criminal charge or indictment involving sexual misconduct, child abuse, or conduct that is a violation of a law specifically designed to protect minors, and, depending on the nature of the crime, may be violated by any member who has been convicted of or has entered a plea of guilty or no contest to any felony charge or indictment involving conduct other than that specifically described above.

G. Sexual Misconduct.

Professional Members of USA Gymnastics must protect the integrity of the sport and the interests of the athletes they serve by avoiding sexual relationships with athletes except where the capacity and quality of the athlete's consent to enter that relationship is beyond question. It is inconsistent with this obligation for any member to:

1. Solicit or engage in sexual relations with any minor.
2. Engage in any behavior that utilizes the influence of a professional member's position as coach, judge or administrator to encourage sexual relations with an athlete.
3. Engage 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.

H. Professional and Athletic Development.

Members of USA Gymnastics should strive to increase their level of proficiency and skill. To fulfill this obligation professional members should:

1. Participate in continuing education programs like the safety certification and professional development programs made available by USA Gymnastics.
2. Remain current on safety, health and training developments relevant to the sport and seek advice and counsel of colleagues and experts whenever such consultation is in the best interests of the athlete.

I. Conflict of Interest.

Members of USA Gymnastics are responsible for avoiding both actual and perceived conflicts of interest in the conduct of business on behalf of the organization. It is inconsistent with this obligation for any member to:

1. Use, or be perceived as using, USA Gymnastics' properties, services, opportunities, authority or influence to gain private benefit.
2. Fail, as an employee, director, officer or committee member of USA Gymnastics, to complete an annual conflict of interest of form, or fail to complete that form accurately.
3. Incur expenses in furtherance of USA Gymnastics' business, which are unreasonable, unnecessary, or unsubstantiated.
4. Participate in the deliberation or decision making process about any issue for which the member has a direct financial interest.

III. **Enforcement of Code**

Compliance with this Code depends primarily upon understanding and voluntary compliance, secondarily upon reinforcement by peers, and, when necessary, upon enforcement through disciplinary action.

Any individual who believes that a member of USA Gymnastics has failed to meet his or her obligations under this Code is, under all but the most egregious circumstances, encouraged to first address that concern directly to that member. If that action does not result in a satisfactory resolution, the individual may file a written complaint with the President, program director or other appropriate staff member of USA Gymnastics. That complaint must be signed and must state specifically the nature of the alleged misconduct. Upon review of the complaint and, where appropriate, additional discussions with the complainant and/or member who is the subject of the complaint, the President may:

1. Determine that the complaint does not merit further action,
2. Counsel the member who is the subject of the complaint and record both the complaint and the nature of the counseling in the member's permanent record,
3. Refer the complaint, as appropriate, to the state or regional chairs/committees or affiliated organization, or
4. Process the complaint under the member misconduct or grievance procedures of USA Gymnastics' Bylaws.

Exhibit B



RESPONSIBILITIES MANUAL

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

International competitions are 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 conformance 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 national team members and their coaches to sign the agreement which will indicate that he/she agrees to all aspects of the *Women's Team Manual*. This applies to the National Team Coordinator, coaches who are designated as the Head Coaches (2), as well as those credentialed as personal coaches. 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 Women's 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 and is funding 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 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 National Team Coordinator and Head Coach based upon the best interest of the team. When a team member is not qualified to All Around, or Individual Event competitions, she 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 responsibilities of the team could be detrimental to the ultimate success.

PERSONAL COACHES

The personal coach (one) of each athlete is invited 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. USAG will make every effort to obtain a credential for each of the coaches involved. If there are not enough credentials for all coaches, the National Team Coordinator and the Senior Director of Women's Program will determine who will receive the credential. **We strongly recommend that only one coach per club travel with the delegation. While we recognize that most often two coaches are necessary to develop high level athletes, proper training in the final stage will allow the athlete to function optimally with one coach.**

- SUPPORT the decisions and be responsive to the National Team Coordinator and/or 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
- adhere to daily schedule of activities as outlined by the National Team Coordinator
- 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
- remain focused on your duties
- check the athlete's apparel

ATHLETES

As a member of the USA Women's National 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, be that of a National 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/prompt lights outs - phone calls should be made prior to that time.
- National Team nutritional guideline should be followed at all times. Be a good example to each other.
- Attend all team meals.
- Absolutely no drugs or alcohol allowed.
- Discuss any physical ailments immediately with your personal coach who will report those to the NTC and the Team Leader.
- Condition properly and follow-up with all physical therapy to maximize your performance
- Communication, respect and support for the National Team Coordinator and the designated coaches is required at all times
- You will be under the jurisdiction of the National Team Coordinator and the Team Manager, Your personal coach is in attendance as a member of the support team.
- Respect and support your teammates, support staff and host country.
- Be prompt and attentive in all team meetings and when addressed by the National Team Coordinator and/or the Head Coach formally before and after practice.
- Responsible for extra grips, extra copy of music and necessary items for training and the competition. (I.e. Pre - wrap, tape, etc.)
- Be prepared for a "mock" meet or **verification** at any time. Training alterations due to injury or illness must be communicated by the National Team Coordinator prior to workout.
- Follow the daily schedule set up by the National Team Coordinator.
- 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 the National Team warm up and any National Team complexes.
- All athletes will remain a part of the team and adhere to the team schedule until all Individual and Team Competitions are completed.

National Team Coordinator

The Women's National Team Coordinator, under the direction of the Senior Director of Women's Program, and in conjunction with the International Elite Committee is responsible for the following duties. This position requires a demonstration of supreme responsibility and leadership. His/her ability to assume the following list of responsibilities will set the pace for our efforts and will be the key for team unity. While all of the support team will stand ready to assist the National Team Coordinator and the Head Coach, the difficult decisions and sensitive issues we might face will be their responsibility. Accountability for our team's finish, the impression that our team makes on the principals of the competition, the media, and the public will rest on the shoulders of this individual. All decisions, speeches, attitudes, and actions must be lead by the National Team Coordinator with the best interest of the TEAM.

- 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.
- Mediate all team meetings and present line-ups to all coaches for a vote and make the final decision in case of a tie.
- Explain line-up rationale and responsibilities to the team and individual athletes.
- Outline the training plan (duration and content) for the team competitions and training camps.
- Prior to joining together as a team, provide a daily and weekly training schedule to each personal coach.
- Keep the line of communication open with every team and support team member.
- Represent the team with the media.
- Make decisions on all press issues for the team and individuals.
- Initiate action with the team manager to eliminate detrimental behavior and individuals.
- Meet with the judges and assign duties as needed.
- Head coach/assistant coach communication.
- Provide team line-up at the start of each training session.

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, determine the overall success of the team. The actual on-floor coaching will be solely the Head Coach's responsibility. Personal Coach(es) responsibilities must become secondary when the individual assumes this new role.

- Is responsible for all coaching decisions that must be made 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.
- Discuss the team line-up with the National Team Coordinator.
- 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
 - Team warm-up
 - Auxiliary equipment
(Tape measure, bar scraper, spray bottle, chalk, competition #)
 - Meal plan
 - Apparel checks and plan (sizing and alterations)
 - Team activities (in-house)
 - Submission of music, properly cued, labeled and timed
(Maintain extra copy)
- Sign all official team documents on a timely basis.
- Be responsible for the accuracy of all team documents.
- Act as coach during podium training and all team competitions.
- Act as coach during all “simulated competitive training” in the official training halls.
- Direct the practice of “mock” meets and 30 sec. touch warm-ups to ensure team readiness.
- Know each athlete's board setting, placement and spring usage.
- Know each athlete's routines for spotting purposes, matting, board placement, etc.
- Know each athlete's bar setting.
- Know each athlete's vault number(s).
- Know each athlete's competitive number.
- Know the line-up and present it to the secretary of the event.

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 and ingested drug or supplements for the athletes.

NATIONAL COACHING STAFF

- Act as technical assistants to the National Team Coordinator and personal coaches.
- Remain positive at all times.
- Attend all training sessions.
- Report any problems to the National Team Coordinator and the team manager/head of delegation immediately.

JUDGES

- Attend all competition functions as required by the FIG or Organizing Committee.
- 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

TEAM MANAGER/HEAD OF DELEGATION

- 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.
- Coordinate transportation and meal plan 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 National Team Coordinator, Head Coach and the Personal Coach(es) of any medical concerns as soon as possible after the report from the trainer.
- Responsible for compliance of all parties with the Selection Procedures, *Women's National Team Manual*, USAG Code of Ethics, and the USOC Code of Conduct.
- 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
- Provided travel apparel and a detailed attire list for each trip

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 team members.
- Report any serious problems to the Team Manager.
- Counsel team members as needed.
- Act as liaison for team members with the coaching staff and team manager

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