

2023-2024

USA Gymnastics National Team Program Manual

The USA Gymnastics National Team Program Manual (“Manual”) outlines the responsibilities of participants while engaged in National Team activities (competitions, training camps, exhibitions, among others). This manual identifies the group of individuals who have an official role at a National Team activity and includes personal coaches, athletes, high performance leaders, head coaches, team leaders/heads of delegation, medical staff, athlete representatives, judges, staff and/or chaperones. Frequently, an individual may fulfill more than one role, particularly during international competitions. Each person is responsible for knowing and adhering to the responsibilities for every position in which they have the honor to serve. This manual is intended to help prepare members of the team to represent our sport and our country honorably and respectfully at the highest level.

It is important to reaffirm our collective commitment to ensure that the safety, health, and well-being of our athletes come before all else. The principles outlined are designed to not only remind National Team members and staff of the special responsibility we carry when representing the United States, but also to respect our teammates and competitors, uphold the integrity of the sport and honor the worldwide gymnastics community. USA Gymnastics is committed to building a positive culture that supports our athletes in pursuing their gymnastics dreams in a safe environment.

General Responsibilities

The responsibilities outlined in this manual are essential to function effectively as a team and achieve team goals. Everyone included in a USA Gymnastics delegation is compelled to conduct in a professional manner for the duration of the event or activity. Our mission is to represent our country, our sport and ourselves at the highest level possible, while holding true to our core values and priorities, which include athlete safety, well-being, integrity, and respect. National Team events should be considered both an honor and a responsibility.

Please understand that adherence to this manual is a requirement for all delegation members. Should any delegation member be dismissed because of non-compliance, they may also lose benefits associated with National Team membership.

Note: The content in this document is subject to change.

Every participant in a National Team activity is expected to:

- Keep athlete safety and well-being as a top priority.
- Adhere to daily schedule of activities.
- Attend all training and competition sessions, meals, team meetings, and official functions; on time and in proper attire.
- Complete in a timely manner, sign and ensure accuracy on all required team documents and competition forms.
- Understand that each member’s role and all decisions are made in the best interests of Team USA, and work with the relevant staff and provide support to implement those decisions.
- Respectfully voice any concerns within team meetings so they can be addressed as a team.
- Abstain from sharing confidential information about another athlete or coaching staff, photos or comments from training camps or competitions to the public via social media, email, or other means of communications. (Confidential information includes but is not limited to: selection information, medical information including injuries, athlete performance information, skill or routine video.)

- Immediately report concerns about health, safety, training environment, or any other factor that detracts from a positive training experience or competitive success to medical staff, athlete representative, coach, or other appropriate staff member.
- Know and understand the USA Gymnastics Safe Sport Policy, Speak Up Policy, and Code of Ethical Conduct, and report, as necessary, violations of the same to USA Gymnastics Safe Sport, the U.S. Center for SafeSport, and/or the USOPC Office of Security and Athlete Safety (when applicable).
- Present a professional, positive image at all times, especially, in public or when dealing with the media/sponsors.
- Abide by both U.S. and local law, including age restricted activities.
- Complete the required U.S. Center for SafeSport training course and background check, as applicable.

Athletes

USA Gymnastics is committed to supporting the efforts of its athletes in achieving their athletic goals while keeping their safety and overall well-being as the priority. In addition to the above, athletes, as part of the National Team, must assume the following responsibilities, all of which are intended to promote athletic success in a safe environment.

- Adhere to the expectations of all participants listed above.
- Communicate and act in a respectful manner with all delegation members, support staff and event host/host country.
- Understand that all athletes will be under the direction of the high-performance staff and/or the head coach at camps or events. Each personal coach is in attendance as a member of the support team and to assist with athlete's individual training.
- Immediately report all new injuries, even minor ones, to medical staff for evaluation.
- Condition safely and properly, and follow-up with physical therapy, as needed and recommended by medical staff.
- Get adequate rest.
- The use of non-prescribed drugs is prohibited.
- Team members shall not drink any alcoholic beverage until the competition is over for all athletes in the delegation. At that time, team members who are of U.S. legal drinking age may drink responsibly, so long as they are not visibly impaired and comply with local drinking laws. Athletes are reminded that until the delegation has returned home, they are still representing the United States and are obligated to conduct themselves in a professional manner at all times. Failure to abide by these prohibitions may result in disciplinary action for the entire delegation. The use of alcohol by athletes under the age of 21 is strictly prohibited.
- The use of nicotine or nicotine-containing products including vaping products of any kind is strongly discouraged and strictly prohibited for anyone under the age of 21.
- Be responsible for all personal and necessary items for training and competition (i.e., extra copy of music, grips, apparatus, among other items).
- Have all necessary apparel with you, in good condition and properly fitted.
- Know and execute any National Team warm-up routines at a high level, if applicable.
- Remain a part of the team and adhere to the team schedule until all individual and team competitions are completed even if you are done competing.

Personal Coaches

USA Gymnastics will make every effort to include an athlete's personal coach at National Team activities. Specific responsibilities for personal coaches include the following:

- Adhere to the expectations of all participants listed above.
- Keep athlete safety and well-being as a top priority.
- Execute the adopted competition plan.
- Serve as a coach during your athlete's training and competition if accredited.
- Be knowledgeable of applicable technical rules and regulations.
- Know the FIG Inquiry Procedure and be prepared to file an inquiry if necessary, according to the procedures after receiving approval from the Head Coach and/or Head of Delegation.
- Manage your athlete(s) according to established team policies.
- Lead, motivate, inspire, and provide a good example for all athletes.
- Respect, communicate with, and support all members of the delegation as needed, and promote a positive and empowered training environment that encourages athletes.
- Report all new injuries, even minor ones, to the medical staff for evaluation and collaborate with the medical staff regarding the athlete's safe return to gymnastics.
- Check to make sure your athlete(s) has the correct apparel, in good condition and properly fitted, and needed equipment.

Head Coach

The assigned head coach leads the team on the competitive floor. His or her ability to assume the following responsibilities will impact the overall success of the team.

- Adhere to the expectations of all participants listed above.
- Keep athlete safety and well-being as a top priority.
- Contribute to the development of the daily schedule of activities and adhere to this.
- Be responsible for all coaching decisions that must be made during competition.
- Execute the adopted competition plan and provide the necessary oversight for the assigned duties of all coaching staff members.
- Know all FIG Technical Regulations, competition details, and specifications; and communicate those to the delegation as needed.
- Know the FIG Inquiry Procedure and be prepared to file an inquiry if necessary, according to the procedures.
- Serve as a coach during podium training and competition, leading the team on the competitive floor.
- Address the team formally before and after practice, and at team meetings.
- Establish and maintain open lines of communication with all athletes and coaches of the Team
- Lead, motivate, inspire, and provide a good example for all athletes and support team.
- Keep the line of communication open with every delegation member.
- Promote a positive environment that encourages athletes.
- Report all new injuries, even minor ones, to the medical staff for evaluation and collaborate with the medical staff regarding the athlete's safe return to gymnastics.

Official Coach

All official team coaches work with the team on the competitive floor under the leadership of the Head Coach. Their ability to assume the following responsibilities will impact the overall success of the team.

- Adhere to the expectations of all participants listed above.
- Keep athlete safety and well-being as a top priority.
- Be responsible for coaching decisions that must be made during competition.
- Execute the adopted competition plan.

- Know all FIG Technical Regulations, competition details, and specifications.
- Know the FIG Inquiry Procedure and be prepared to file an inquiry if necessary, according to the procedures and after consulting the Head Coach and/or Head of Delegation.
- Serve as a coach during podium training and competition.
- Contribute to the team address before and after practice, and at team meetings.
- Lead, motivate, inspire and provide a good example for all athletes and support team.
- Keep the line of communication open with every delegation member.
- Promote a positive and empowered environment that encourages athletes.
- Report all new injuries, even minor ones, to medical staff for evaluation and collaborate with the medical staff regarding the athlete's safe return to gymnastics.

Team Leader (Program Director/Team Manager/Head of Delegation (HoD))

The individual(s) fulfilling the team leadership role(s) (Program Director/Team Manager/Head of Delegation) are responsible for the daily activities and welfare of the delegation and have the following responsibilities:

- Adhere to the expectations of all participants listed above.
- Keep athlete safety and well-being as a top priority.
- Contribute to the development of the daily schedule of activities and adhere to this.
- Be responsible for the daily activities and welfare of the delegation.
- Coordinate transportation for the delegation.
- Coordinate housing arrangements and meals.
- As much as possible, record athletes' competitive routines for the purposes of inquiries and competition review and coordinate efficient decision-making regarding filing an inquiry.
- Be responsible for the delegation's compliance with applicable policies, rules, regulations, and selection procedures.
- Serve as a liaison with the Organizing Committee for all team responsibilities.
- Coordinate processing and accreditation.
- Address conduct issues or violations of team rules or regulations.
- Organize and lead team meetings and communicate the daily schedule.
- Lead, motivate, inspire, and provide a good example for all athletes and support team.
- Promote a positive environment that encourages athletes.
- Report all new injuries, even minor ones, to the medical staff for evaluation and collaborate with the medical staff regarding the athlete's safe return to gymnastics.

High Performance Staff

The high performance staff role(s) (High Performance Director/High Performance Leadership Team/High Performance Coordinator) require a demonstration of exceptional responsibility and leadership. His or her ability to assume the following list of responsibilities will set the pace for our efforts and will be a key for team unity. While all of the support team will stand ready to assist, the difficult decisions and sensitive issues we might face will be the High Performance Staff's responsibility. Their duties include the following:

- Adhere to the expectations of all participants listed above.
- Keep athlete safety and well-being as a top priority.
- Know all FIG Technical Regulations, competition details, and specifications; and communicate those to the delegation as needed.
- Address the team formally before and after practice, and at team meetings.
- Lead, motivate, inspire, and provide a good example for all athletes and support team.

- Conduct team meetings and present line-ups to all coaches per international event procedures.
- Maintain and update athlete performance profiles, which include all domestic championships, international assignments, and camp evaluations.
- Explain line-up rationale and responsibilities to the team and individual athletes and coaches.
- Plan, coordinate, and implement the training plan and activities at all team camps and competitions.
- Develop and provide weekly training schedules to each personal coach in pre-event preparation periods per international event procedures.
- Establish and maintain open lines of communication with all athletes and coaches of the National Team.
- Consult with National Team athletes and coaches to develop individual training plans and monitor progress.
- Oversee the expert clinicians for the National Team.
- Represent the team with the media.
- Initiate action with the team staff to address any inappropriate behavior or noncompliance with the manual requirements by a team member.

Medical Staff

Medical staff members provide support for the athletes, coaches and other staff. The responsibilities of the medical staff are below.

- Adhere to the expectations of all participants listed above.
- Keep athlete safety and well-being as a top priority.
- Monitor the health and welfare of athletes.
- Attend to all physical needs of the athletes.
- Provide assessments and treatments for illness, injury, or maintenance in a timely manner and within the scope of practice for licensure.
- Report all treatments on a daily basis to the high-performance staff, head coach, and team leader or head of delegation, as applicable to the event.
- Immediately report all suspected injury or illness to the high performance staff, head coach, team leader or head of delegation, personal coach, athlete, and athlete's parents (if athlete is a minor) as applicable to the event.
- Promote a positive training environment that encourages athletes.
- Make any recommendations concerning athlete welfare to the high performance staff/head coach and/or head of delegation and collaborate regarding the athlete's safe return to gymnastics.
- Be responsible for all medical supplies.
- Be responsible for activating the emergency action plan.

Judge

Judges are expected to fulfill all panel assignments and actively support the team during delegation activities (including but not limited to training and team meetings as requested by the Team Leader).

- Adhere to the expectations of all participants listed above.
- Keep athlete safety and well-being as a top priority.
- Attend all judges' briefings and communicate relevant points to the delegation.

- Serve in their assigned role during all assigned competitions.
- Know all FIG rules, competition details, and specifications; and communicate those to the delegation as needed.
- Judge with impartiality and fairness to all athletes, and communicate any trends, changes and clarifications to the delegation and the TC Chair on return.
- Contribute to team meetings.
- Lead, motivate, inspire and provide a good example for all athletes.
- Respect, communicate with and support all members of the delegation as needed, and promote a positive and empowered environment that encourages athletes.