

International Travel Rules and Code of Conduct

Document pack

- **Travel Rules**
- **International Code of Conduct (to be signed by Athletes and Coaches)**
- **Parental Consent Form (to be signed)**
- **Partnership Code Form (to be signed by athlete and coach)**

As we develop as an organisation, it's important that we have clear guidance on rules that apply to everyone within GBSA. This ensures we have a culture of a fairness and inclusion. These guidelines are in addition to our established GBSA Code of Conduct for Internationals.

The following objectives are set to ensure all aspects are covered:

- **Clear Team Roles policy**
- **Team Cohesion policy**
- **Appropriate behaviours policy**

Clear Team Roles

- Travel and accommodation for GBSA organised international events will be arranged through the Logistics Team. They will have set guidelines to follow, and their decision is final as they are acting under the full guidance of the Board.
- When this is an organised GBSA International, the Team Manager is the main person responsible for management of the team working under the full support and guidance of the Board.

Team Cohesion Policy

- The room arrangements, travel, eating, is vital for ensuring good teamwork and bonding. This is not unique to GBSA and follows sporting guidelines from most team sports and benchmarked with Sports England. The Team Manager will consult with official coaches, however, their decision will be final.

Appropriate Behaviour Policy

- We have clear guidelines on how we expect all members to behave within our sport. This comes in the form of the General Rules, Coaches Code of Conduct, Worldskate Code of Ethics. We encourage openness, challenge and freedom of speech; however, this must be in a professional manner.

Breaches of this process will not be tolerated, and action will be taken against anyone who fails to adhere.



Hotel

- No more than two Coaches per athlete / couple / quartet will be allowed to stay in the team hotel.
- No other individuals will be allowed to stay in the team hotel other than stated below.
- Coaches must be there to work with their athlete, if not, they will be treated as a normal spectator and not allowed in the team hotel.
- Room arrangements will always be made in the best interests of athletes, should any athletes have any **medical or additional needs** that will need to be considered, they will provide the necessary documentation (e.g Doctors letter) to the respective Director of Coaching. If needed, they will consult with the Board, and their decision will be final.
- We endeavour to ensure adults share with adults and children with children, but where circumstances dictate this is not possible, then the welfare and safeguarding of a child would be paramount. This will be discussed, agreed and documented on a case-by-case basis.

Should an athlete have medical or additional needs, and it has been agreed the parent can share a room with the athlete, then the following rules will apply:

- They will not eat any meal with the team
- Their role will be purely to share the room with the athlete.
- All other rules under the GBSA Code of Conduct will be followed.
- Any breaches of these rules may result in the parent being removed from the team hotel.

Room arrangements will be as follows:

- Coaches will share with coaches
- Athletes will share with athletes
- In case of any relationships between athlete and coach, a decision will be made case by case basis.

Travel

- Our Logistics team will source the best deals where possible when booking flights and, where possible, will look at regional airports as long as these easily link with organised transport to the team hotel. In the event that the flights cannot link with organised transport, the coach will be responsible for arranging transport to the team hotel.
- Travel by car is allowed as long as athletes are delivered to the team hotel and then become under the control of the Team Manager. Separate travel for an athlete is dependent on a valid reason being given and fully supported by the athletes coach and the objectives listed at the start of this document are not compromised.

The Logistics team will only deal with requests for any deviation from the Team travel and accommodation plan from the Coach and not parents. Should a parent approach the Operations team they will be directed to the athlete's coach.

**December 2024
Updated April 2026**



GSBA Code of Conduct

April 2022 v1

May 2026 v2

This code of conduct is issued by the GB Skate Artistic, for the attention of competitors, coaches and parents at international events. This code applies from the beginning of the team's journey in this county or overseas, to the time the team is disbanded on homecoming.

1. The Team Manager is appointed by, and with the full support of the GBSA Executive Board. He /she has full authority to organise all aspects of the trip in the best interests of the athletes, deal with disciplinary matters as they arise, and if necessary, consult with the GBSA Chairperson. For team members under the age of 18 years, the Team Manager is in Loco Parentis, i.e., will act as that athlete's parent in any decision to be taken, but liaise with that athletes' parents should they also be present.
2. Members of the team are always in the limelight, and their actions reflect, not only on themselves but also on the good name and prestige of their country and GBSA. Athletes, Coaches and accompanying adults taking part or supporting in international events must keep in mind that their conduct, both on and off the rink, may attract the attention of the public, press, TV, officials and overseas dignitaries.
3. Every athlete, coach, team manager and official is a member of the national team and must do everything possible to create a friendly and unified team spirit and to give this impression to overseas teams and officials. When flying to an international event, members of the team should sit together on both the outward and homeward journey. Even if parents and supporters are booked on the same flight athletes and trainers should sit together and not with supporters. It must be understood that the team, as far as is practical, eat together, sit together within the stadium/ rink and generally support each other throughout the event. Attendance at all activities is expected unless directed by the Team Manager considering the welfare of all the team members. Parents and supporters are not to sit with the team at the skating venue.
4. If any athlete should be interviewed for TV, radio or press, they should be aware that their words and actions may be seen and heard all over the world. The Coach or Team Manager should accompany athletes.
5. The Team Manager has the authority, after consultation with other officials to withdraw any athlete who he/ she feels has committed a gross breach of manners or behaviour. Such an occurrence could involve the athlete in additional penalties at the discretion of the Board of Management. Athletes may not withdraw from their event without the permission of the Team Manager, after consultation with the athlete's coach
6. In the event that a coach cannot attend with their athlete, they can either plan for another GBSA coach on the trip to look after their athletes, the full details must be provided to the Team Manager, who in conjunction with Board have to approve this. If not approved, the Team Manager will assume that responsibility.
7. We encourage relationships with International Coaches, should an athlete be trained by one, GBSA are happy that the coach can support the athlete during the event. The coach can also put the athlete on the floor although the Team Manager must stand with them.
8. For situations that may not be covered in this document, approval must be sought from the Team Manager who in conjunction with the Exec Board will agree or decline the request. There will be no appeal against this decision.



9. The function of the Team Manager is to manage and assist the team in any matter in order to obtain the best performance from the whole team. All athletes and coaches are expected to co-operate fully to achieve these objectives. A parent should not interfere with the meal arrangements, travel arrangements, rooming schedules, team outfits or taking athletes away from the team without first consulting the Team Manager. Individual club coaches are still required to care / mentor and manage their respective athletes whilst working with the Team Manager. How best to do this must be agreed with the Team Manager.
10. Remember other nations and officials can watch practice sessions and therefore when members of the team skate their practice, this must be done, as if it were the competition.
11. The allocation of rooms will be carried out in the best interest of all athletes, so as to ensure the maximum amount of rest without disturbances. Should members of the team decide to celebrate, it must be remembered that when returning to hotel rooms everyone must be quiet so they do not disturb other members of the team and residents in the hotel who may be sleeping. Until the conclusion of all the competitions, athletes, coaches and officials should take the greatest care to avoid disturbance or noise at nights, so to give all athletes maximum amount of rest. Athletes who are over the age 18 can only share with minor's if authorised by the minor's parents or guardians before the trip. Athletes who are over the age of 18 can only share with minor's if authorised by the minor's parents or guardians (**with signed consent**) before the trip, **and it is agreed in advance by all proposed occupants of the room.**
12. Room parties or gatherings are forbidden unless the Team Manager has authorised it. Athletes from other nations are forbidden in team rooms unless it has been authorised by the Team Manager.
13. Athletes should be at the rink a minimum of 30 minutes before training or competition. It is the coaches and athlete's responsibility to be aware of any timing changes to events.
14. Music is normally requested before events, but athletes should bring backup copies on a single USB stick.
15. When selected to skate Internationally athletes will be responsible for the total cost of the trip, including travel, hotel, food and drink. If GBSA is able to contribute to any costs for the team, then athletes will be informed individually.
16. The consumption of alcohol is forbidden for athletes underage as defined by the UK laws. It must not be consumed by any member of the team whilst en route, prior to or following a competition or event without the consent of the Team Manager. During the competition periods alcohol is strictly forbidden to all team members. Smoking is prohibited by team members whilst en route, prior to during or following competition events, training sessions or other team activities. Parents and supporters are expected to use caution and discretion in the matter of smoking in any areas reserved for team members. Athletes, coaches and accompanying adults should remember that they are guests of foreign hospitality.
17. The taking of banned substances in any form is strictly prohibited. This applies to all athletes taking part in international events. Random drugs testing may take place without warning and any athlete refusing to take part in these random tests will be disqualified from their event and the Team Manager will refer the matter to the Board of Management on return to United Kingdom.
18. Insurance is taken out for all international championships and competitions (where the Exec Board has selected the athletes and officials). This covers medical, personal accident, baggage and personal effects. The insurance also covers the designated coach for each athlete. This insurance does not cover officials not acting in an official capacity, parents or friends. THEY



MUST TAKE OUT THEIR OWN INSURANCE.

19. Under no circumstances will rude, abusive or aggressive behaviour from athletes, coaches or accompanying adults be tolerated towards the Team Manager, officials, other team members or people from other nations. If this situation does occur immediate action will be taken, in the case of the athlete he or she will be withdrawn from the event and sent home.

This code of conducted must be accepted in full by any athlete, coach or parent giving permission for their child to participate in an international event. Acceptance of a selection means acceptance of the code of conduct. You are not classed as part of the team until all appropriate forms are signed and returned and all monies paid.

Consequences of Breach of the Code of Conduct

1. Any concerns regarding non-compliance with the above code of conduct for athletes, coaches and parents should be raised in the first instance with the Chairperson of GBSA.
2. The Chairperson or Executive Board will consider any breach of the code of conduct and if they consider it to be substantiated, they may take any action they consider reasonable in the circumstances, including any one or more of the following:
 - The issuing of advice or reminders of the code of conduct
 - The issuing of a verbal or written warning
 - A suspension of the athlete, coach or parent from attending international events for a set period
 - A suspension of the athlete, coach or parent from GBSA.

Signed

Date

Athlete/Coach

This will be kept and used for all trips for the current season.



GBSA Parental Consent Form

April 2022 v1

Athlete Information

Athlete Name.....

Date of Birth.....

Parents/Guardian/Carers Information (will also be emergency contact)

Name.....

Address.....

Mobile Number.....

Home Number.....

Email Address.....

Athletes Medical information

Any specific medical conditions requiring medical treatment and/or medication?

Yes If yes give details

No

Any Allergies?

Yes If yes give details

No

Any contact with contagious or infectious diseases within the last four weeks?

Yes If yes give details

No



Any dietary requirements, please specify

I have read the GBSA Code of Conduct and agree that I will abide by this and I understand that a serious or continued breach of this code may result in me being sent home early at my expense and may exclude me from future team/visits.

Signed.....(Athlete) Date.....Parental Consent (to be signed for competitors under 18)

I confirm that I have received the details of the above activity (including Travel Arrangements) and consent to my child taking part in the visits and activities indicated. I acknowledge that GBSA will take all reasonable steps in their duty of care for my child during the trip and will only be liable in the event of any accident if they have failed to carry out this duty

I have read the Code of Conduct and agree that my child should abide by this whilst in the care of GBSA and I understand that a serious or continued breach of this code may result in my child being sent home early at my expense.

This also may result in my being excluded on future team activities and visits.

I, Being parent/carer of the above named child hereby give permission for the group leader to give the necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's health. In the doctor's medical opinion, for any delay to be incurred by seeking my personal or family consent.

Signature.....(consent by parent/guardian)

Print Name.....

Date.....

This will be kept and used for all trips for the current season.



GSBA Partnership Code Form

April 2022 v1

May 2026 v2

Athlete and Coach Information

Name.....

Function within the team.....

Emergency Contact Information

Name

Address

Mobile Number

Home Number

Email Address

Medical information

Any specific medical conditions requiring medical treatment and/or medication?

Yes, If yes give details
No

Any Allergies?

Yes, If yes give details
No

Any contact with contagious or infectious diseases within the last four weeks?

Yes, If yes give details
No



I have read the GBSA **Partnership Code** and agree that I will abide by this, and I understand that a serious or continued breach of this code may result in me being dismissed from my duty to the team and may exclude my participation in future team/visits.

Signed

(Coaches/staff must be over 18 years)

I confirm that I have received the details of the above activity (including Travel Arrangements) and consent to my being included in the visits and activities indicated

I have read the athletes code of conduct and agree to assist in the upholding of the contents. I also have read and understand the GBSA Safeguarding Policy I understand that serious or continued breach of these codes or policy may result in my being excluded on future team activities and visits.

I,..... Being the above-named person hereby give permission for the Team Manager to give the necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my health. In the doctor's medical opinion, for any delay to be incurred by seeking my personal or family consent.

Signature

Print Name

Date

This will be kept and used for all trips for the current season.

