

# European Universities Games 2016

## Guidelines for Team Leaders



Team Leaders are required to familiarise themselves with these guidelines, and ensure adherence to the stated principles by all members of their team.

**During the event, each Team Leader will be responsible for the following primary logistics/administration functions, liaising directly with the Local Organising Committee and BUCS where required:**

1. Liaison with the BUCS before, during and after the event
2. Administrative functions such as arrival and departure schedules, team member details, athlete whereabouts, results collation etc
3. Team transport for training and competition
4. Catering requirements outside designated mealtimes
5. Maintaining accurate team training and competition schedules
6. Liaison with the relevant sports desks
7. Liaison with the accommodation contact
8. Ensuring athlete and staff adherence to the Team Members Agreement/Code of Conduct

**Each Team Leader will be responsible for contacting the relevant member of the BUCS operations team immediately in respect of the following circumstances:**

1. Requirement to contact the Local Organising Committee or contact from the Local Organising Committee (except in the circumstances noted above)
2. Competition results
3. Changes to training/competition schedules
4. Notification of an appeal, or desire/intention to appeal
5. Significant changes of circumstance
6. Accident
7. Emergency
8. Illness
9. Injury
10. Security issue
11. Natural or geological disaster
12. Notification of a drugs-test
13. Unknown whereabouts of a team member
14. A potential breach of the Team Members Agreement or Code of Conduct (including staff/ athlete misconduct and consumption of alcohol)
15. Any issue with potential reputational implications for BUCS, including media reportage
16. Media requests (interview, press conference etc.)
17. Other significant issue

Please refer to additional detail contained within the *Team Members Agreement 2016* for further general information.

The following excerpts from the standard Team GBR Policy Manual will be in effect for the BUCS delegation for the European Universities Games 2016:

### **Accommodation**

- No athlete or official will share a bedroom with a member of the opposite sex
- No athlete will share a bedroom with an official

### **Passports**

- All team Passports will be held by the Team Leader following the accreditation process
- All passports must be held in a lockable facility within the accommodation
- [...] It is advised that all individuals carry a copy of their passport at all times

### **Petty Cash**

- Teams will be responsible for their own incidental expenditure

### **Teamwear**

- All team members should be fully conversant with their commitments related to teamwear as laid out in the Team Members Agreement

### **Team Whereabouts**

- It is imperative that the whereabouts of [delegation] members is known at all times
- Team Leaders are responsible for monitoring whereabouts details for all members of their team
- A head-count must take place when arriving and departing each location, and each night at 10pm. Should any member not be within the Team [...] accommodation at the time of the head-count, details of their whereabouts and an estimated time of return must be established
- Team members will be deemed "missing" if :
  - a. They are unaccounted for at the time of the head count and their location is not known
  - b. They have not returned within 1 hour of their estimated return time

### **Departures**

- All members of the Team [...] will have a member of the [...] operations team assist them with their departure from their accommodation:
  - To ensure all rooms are left clean and tidy and all inventory items are accounted for and in working order
  - To ensure all room keys are collected in
  - To ensure a timely departure from accommodation to the airport
  - To ensure a smooth airport check-in for all team members
  - Ensure Sign Off policy is completed where applicable
- Before an athlete/team is allowed to depart from the accommodation the following must be done (and overseen by the relevant Team Leader):
  - All rooms must be tidy and free from litter
  - All rooms must be checked for damage and any issues reported to the member of [the] operations team assisting departure
  - Any breakages/missing items must be noted and payment taken for these items as per the rate card supplied by the Local Organising Committee
  - All permanent room items must checked against an inventory sheet provided by the LOC
  - All room signage must be removed

Please also note for the avoidance of doubt the Alcohol Policy for this event:

### **Alcohol Consumption**

BUCS recommend that all teams operate a Dry Games Policy, which would mean no consumption of alcohol by athletes or staff from departure from the UK until return to the UK. We do however understand that institutions may have their own policies for teams travelling overseas which differ from this. If you do not choose to follow the BUCS recommendation, we propose that you consider the following points:

- a) No alcohol should be consumed at all on competition days (or the day prior to competition)
- b) No alcohol is to be consumed whilst wearing team/institution/BUCS kit
- c) Inclusion of a sensible drinking message
- d) A reminder that athletes and staff are representing their institution and country
- e) A reminder that any inappropriate behaviour could result in both institutional and BUCS disciplinary procedures.

Please note that the BUCS Code of Conduct will still be in force at the event and institutions are reminded of [BUCS Regulation 17](#).

Each institution (or team if policies are different per team within an institution) must send BUCS a copy of your Alcohol Consumption Policy/Code of Conduct in advance of the event. Please send this by email to [vikki.campbell@bucs.org.uk](mailto:vikki.campbell@bucs.org.uk) by 1 July.

*March 2016*