



GUAM NATIONAL OLYMPIC COMMITTEE

TEAM HANDBOOK

FOR

ATHLETES AND TEAM OFFICIALS

(Amended December 01, 2015)

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FOR
ATHLETES, COACHES AND OFFICIALS

Sports Philosophy

Team Participation

The Guam National Olympic Committee (GNOC) believes in complete participation by every member of the team. Everyone competes, everyone wins.

This handbook is applicable to ALL GNOC recognized and sanctioned International Games such as the: Olympic Games, Youth Olympic Games/Festivals, World Beach Games, Pacific Games, Pacific Mini Games, Micronesian Games, Asian Games, Asian Indoor and Martial Arts Games and East Asian Youth Games (also referred to as “Games”), regional Olympic qualifiers and events.

Teach Fair Play

Competing fairly is an essential part of competitive sport. It’s a set of attitudes which include:

- Respect for oneself - taking responsibility for one’s own behavior and learning.
- Respect for the coaches - recognizing their work in helping athletes reach their potential.
- Respect for one’s teammates - working to become a team member who unselfishly contributes to the good of the whole team.
- Respect for the other team - considering the other team an essential partner in competition.
- Respect for the rules and the officials who uphold them - accepting rule abiding decisions with good grace and sportsmanship.

Keep Winning in Perspective

- ð Winning events at these Games is only one of many important goals in sport.
- ð Help competitors become aware of other important goals like: good sportsmanship; becoming a good role model; representing your island in a way that will make everyone proud; being a good leader, a good follower, other times; dealing with the emotions of sport; and having fun.

Play with the Whole SPIRIT, MIND, and BODY!

Athlete's Behavior

All Athletes are expected to follow the direction of the Chef de Mission and/or coaches at any time; disrespectful attitudes will not be tolerated. If an athlete fails to demonstrate self-control, he/she will be removed from the **2021 Asian Indoor and Martial Arts Games, Bangkok-Chonburi, Thailand.**

Athletes are the responsibility of the coaching staff, therefore:

- ø Respect for the authority of the coaches and the GNOC Chef De Mission, members and staff are expected at all times.
- ø Curfews must be followed until competition is over.
- ø Athletes may not leave the competition and practice area without the coach's permission.
- ø Every athlete is given a warning if he/she exhibits unacceptable behavior. After the initial warning, consequences for continued inappropriate actions and behavior will be meted out according to the severity of the behavior and the level of disruption to the Games and Team. These consequences include up to an expulsion from Team Guam and any future participation on the national team or international competition. **See Code of Conduct (Code).**

Prohibitions

The Guam National Olympic Committee (GNOC) has adopted the World Anti-Doping Agency Code (WADA) and principles and this code must be followed and accepted by all athletes, coaches and/or team members. The code is enforced by the Oceania Region Anti-Doping Organization (ORADO) working as a counterpart to WADA. It is ultimately the responsibility of the athlete to abide by the WADA code. For more information and code guidelines see the WADA website at: <https://www.wada-ama.org/> and to view the Prohibited List for 2020 and 2021 go to: <https://www.wada-ama.org/en/resources/science-medicine/prohibited-list>. Drug testing will be conducted at all Games. Any athlete who refuses testing before and during the Games will automatically be withdrawn from the Games and may also face suspension from all future international competition/Games. Also see **Code of Conduct (Code)**.

Any malicious defacement or destruction of property at the Games will not be tolerated. The individual or individuals, not the team, will be responsible for any vandalism or damage. Any form of pilfering will not be tolerated and will be punishable. If such behavior occurs, the athlete and his/her federation will be held financially accountable for all needed reparations.

Profanity, verbal, or physical abuse will not be tolerated during the Games.

Eligibility

All athletes must sign the Eligibility Code and Waiver, the Team Guam Handbook/Code of Conduct, Statement of Residency, and Information Sheet on Residency Matters to be considered and in order to compete on the Guam National Team (Team).

Athletes Commitment

The athlete is committed to perform at the best of his/her abilities and will follow the Code, rules and guidelines established by the IOC, GNOC, Olympic Council of Asia (OCA), Asian Indoor and Martial Arts Games Council (AIMAGC) Games Organizing Committees and his/her international and national federations.

Federation/Coaching Responsibilities

- ð Ensure safety first in all Games activities and competition.
- ð Arrange for transportation to and from competition, including to and from the place of lodging and meet sites as needed.
- ð Arrange adequate supervision for your Athlete(s) at the place of competition, training, lodging, and during transport.
- ð Familiarize yourself with the rules relating to your athletes' general conduct at the Games or at team functions.
- ð Arrange for the general well-being of Athletes, including appropriate nutritious nourishment and clothing.
- ð Will not speak negatively about another coach or team.
- ð Will respect the decision of the Game officials (if in protest, use proper protest procedures).
- ð Will abide by all rules and regulations, policies of the IOC, Olympic Charter, GNOC Charter, OCA Charter, AIMAG Charter, Organizing Committee of the Games and the respective International Federation. It is the individual responsibility of the athlete, coach and/or manager to learn of such rules, regulations, practices and policies.

The GNOC does not assume any responsibility for the transportation and chaperoning of Athletes who do not stay in the Games village or functions where travel and lodging are involved. In addition, Athletes may not assume that the GNOC staff and members who accompany the Athletes to these Games or functions have any responsibility for the welfare or conduct of other team members.

The coaching staff is required to oversee the supervision and conduct of its Athletes at all times during the Games.

Team-Related Information

Communication

- ð Good communication is vital to any organization; therefore, we will attempt to establish numerous channels of communication to facilitate information gathering, clarification, dissemination, and problem solving as they relate to Team Guam.
- ð When there are questions or problems directly related to you or your team, the first lines of communication should be between Athletes, the head coach, and coaching staff. The coaches will make every effort to address your concerns as quickly as possible. Any other concerns can be addressed to the Chef De Mission via your coach, at the Games.
- ð Website - On most occasions, more information about the Games can be found on various websites.

Functions

There will be a Team dinner at the Games that must be attended by all athletes, coaches and officials. Those who may be competing are exempted from attending this function. Your coaches will be advised of the attire, time, date and place of the Team dinner.

Code of Conduct

Guam National Olympic Committee

INTRODUCTION

Membership on the Guam National Team (Team) competing Internationally and Nationally (Games) is an honor and a **privilege**. It is a distinction not many achieve, and an accomplishment universally recognized. It is in that context that we ask you to make the pledge set forth below to the Guam National Olympic Committee (GNOC) and your national federation.

ATHLETE PLEDGE

I pledge to uphold the spirit of this Athlete Code of Conduct (Code), which offers a general guide to my conduct as a member of the Team. I hereby acknowledge that I have been informed that the attached Grievance Procedures and the GNOC Constitution and Bylaws provide me with the right to a hearing if my opportunity to compete is denied for any reason or if I am charged with any violation of the Code.

By signing the Code, I (1) accept nomination and, if accepted, selection to the Team, (2) agree to abide by this Code and the attached Grievance Procedures, which will be used by the GNOC to resolve any alleged violations of the Code, (3) agree to submit any dispute that arises in relation to my nomination or selection to the Team to the Guam National Olympic Committee pursuant to the Grievance Procedures, and (4) acknowledge that the Code and the Grievance Procedures apply as early as my nomination to the GNOC by my National Federation (NF) , and that violations of the Code can be based on conduct occurring prior to my selection to the Team.

I have familiarized myself with the Code and understand that acceptance of its provisions as written is a condition of my selection to the Team.

THIS CODE OF CONDUCT MUST BE SIGNED IN AN UNALTERED FORM IN ALL APPLICABLE PLACES IN ORDER FOR AN INDIVIDUAL TO BECOME A MEMBER OF THE TEAM.

As a Member of the Team, I hereby promise and agree that I:

- have abided by all rules related to the Team selection procedures as determined by my NF and approved by the GNOC;
- have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;

- ❑ will maintain a level of fitness and competitive readiness that will permit my performance to be at the maximum of my abilities;
- ❑ will not commit a doping violation as defined by the Olympic Movement Anti-Doping Code, World Anti-Doping Association or my International Federation rules;
- ❑ have never been found to have committed a doping violation and have no pending or unresolved doping charge, except as I have listed on page five (5) of the Code, and I understand that such violation or doping charge may be cause for my not being selected to the Team, or my removal from the Team. Any failure to disclose such violation may be subject to immediate removal from Team Guam;
- ❑ will not engage in any conduct that is criminal under any laws of the United States of America, Territory of Guam and the host country applicable to me, including, but not limited to laws governing the possession, use and/or providing drugs and alcohol to any person;
- ❑ have never been convicted of violating a criminal law and have no pending indictment or a pending charge, except as I have listed on Attachment A to this Code, and I understand that such conviction, indictment or criminal charge may be cause for my not being selected to the Team. I understand that not disclosing this information will result to immediate removal from Team Guam;
- ❑ am eligible to compete under the rules of my NF and my International Federation;
- ❑ am in possession of a valid passport (U.S.A.) that will not expire during the Games and valid for six months thereafter; meet the residency requirement of the Guam National Olympic Committee and the Games charters, whichever is higher. Failure to meet this requirement will be cause for my not being selected to the Team. Anyone failing to provide this information will not be considered for Team Guam at any time. Anyone who submits false information will not only be expelled from the Team, but will also be prevented from ever competing on future Teams or international competition for Guam.
- ❑ am aware of the inherent risks of injury involved in participating in my sport;
- ❑ am physically fit to compete and/or participate in the Games;
- ❑ will refrain from conduct detracting from my ability or that of my teammates to attain peak performance;
- ❑ will respect the property of others whether personal or public;
- ❑ will respect members of my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior or verbal, physical or sexual harassment or abuse;

- ❑ will follow my individual sport rules, including by way of example, rules regarding curfew and required attendance at team meetings (and such other rules as may be in force during the time I am on the Team);
- ❑ will abide by the IOC Charter, GNOC Charter and other applicable Charters currently in force and, in particular, with the provisions of the GNOC Charter regarding eligibility for the Games, and rules concerning allowable trademark identification on clothing and equipment worn or used at the Games. Athletes and coaches must not wear logo brand uniforms or attire at any ceremony, training or competition area, or in the Games village, without prior approval. Sponsors provide support of the athletes and the Games and we must respect their right to exclusivity.
- ❑ will in-process and out-process with the GNOC in conjunction with my sport unless granted written authorization by the Chef de Mission, or his or her designee;
- ❑ am aware that GNOC sponsors, suppliers and licensees provide critical support for the Team and, in recognition of this fact, I will wear designated GNOC apparel at (1) all official Games functions and events, including Opening, Closing and Medal Ceremonies (with the understanding that, in instances where medals are awarded at the venues immediately following a competition, the GNOC will consider waivers of this requirement on a case by case basis); and (2) at media events (including press conferences) hosted by the GNOC, Organizing Committee or NF; I also understand that the GNOC strongly encourages me to wear designated GNOC apparel whenever possible, and that I will be expected to wear designated GNOC apparel at GNOC hospitality functions;
- ❑ will not conceal or cover-up any GNOC sponsor, supplier or licensee brand or other identification appearing on my delegation apparel during Opening, Closing or Medal Ceremonies or at any other function or event where designated GNOC apparel is required;
- ❑ will not use, or authorize the use of my name, person, image, picture, voice, or any of my sports performances for advertising or promotional purposes during the Games period without the prior written consent of the GNOC;
- ❑ will not use or authorize the use of the following items for the purpose of trade, without the prior written consent of the GNOC (which consent shall not be unreasonably withheld) (1) photographs, films or videos of myself in the apparel or equipment provided by the GNOC for the Games; (2) any Games medals; and (3) photographs, films or videos of myself with any Games medals;
- ❑ will not act as a journalist, media liaison or in any other media capacity during the Games period;
- ❑ will attempt to participate in media and sponsor-related activities if compatible with my training and competitive schedule, when requested by the Chef de Mission, or his or her designee;

- ❑ will act in a way that will bring respect and honor to myself, my teammates, my NF, the GNOC, the Territory of Guam and the Games;
- ❑ will remember that at all times I am an ambassador for my sport, my country and the Olympic Movement.
- ❑ I understand that violating any of these rules or code of conduct may result in immediate disciplinary action, including but not limited to, the following: expulsion, removal or both from the Games and future Games.
- ❑ if I should commit a crime or break a law while participating, I will be subjected to the laws of that country or place and will have to seek separate legal counsel.

PARTICIPANT'S AFFIRMATION

2021 ASIAN INDOOR AND MARTIAL ARTS GAMES, BANGKOK - CHONBURI, THAILAND

I have read and accept this Code of Conduct, including the attached Grievance Procedures. I agree to the rules, guidelines, jurisdiction and procedures stated in these documents as a condition of being selected to and remaining a member of the Team.

Signature

Date

Print Name

Signature of NF President or Secretary General

NF Name/Sport

PARENT/GUARDIAN CERTIFICATION
(For Participants under the age of 18 as of date of signature)

Signature

Date

Print Name

Relationship: Parent or Guardian (circle one)

ATTACHMENT A

List of All Doping Violations or Charges

List of Criminal Convictions, Indictments or Charges

Grievance Procedures
Guam National Olympic Committee (GNOC)

INTRODUCTION

These Procedures shall be followed in (1) disputes concerning selection to and participation in the 2021 Asian Indoor and Martial Arts Games and (2) grievances concerning Code of Conduct (Code) violations. These Procedures are a component of the Code and are established to ensure a fair and impartial procedure for the hearing of all such disputes and grievances. For the purposes of these Procedures references to “Team” includes all individuals who are athlete members of the Team, team leaders of the Team, and coaches of the Team.

JURISDICTION

The Guam National Olympic Committee (GNOC) has exclusive jurisdiction:

- 1) over a dispute concerning selection to and participation in the Games (a) after an individual has been nominated by a National Federation (NF) to the GNOC for the Team, except that jurisdiction shall not commence prior to dates set during meetings in advance of the Games, the time when the GNOC shall accept nominations, and (b) in no event later than the start of the Games; and,
- 2) over a Code of Conduct violation (a) after an individual has signed the Code and been nominated by a National Federation (NF) the GNOC for the Team, except that jurisdiction shall not commence prior to dates set during meetings in advance of the Games, the time when the GNOC shall accept nominations, and (b) in no event later than the start of the Games; and,

Notwithstanding the above, jurisdiction may be granted prior to the Games by the GNOC President, provided such permission is granted in writing.

These Procedures shall no longer apply when an individual leaves the site of the Games to return home and so notifies the Chef de Mission and/or National Federation team leader.

FILING A COMPLAINT

The following individuals shall have the authority to file a complaint under these Procedures:

- 1) an athlete, coach, trainer, manager or administrator who was a participant in the events designated as the final selection process (Team Selection) and who believes he or she has been wrongfully denied the opportunity to participate in the Games; and,
- 2) a member of the Games Administrative Board, the Chef de Mission, a GNOC officer, a team leader of the Team, an athlete member of the Team or a coach of the Team who believes that a violation of the Code has occurred.

A complaint filed pursuant to these Procedures shall be in writing and signed by the Complainant. It shall be filed with the GNOC President, or his/her designee.

The complaint shall set forth:

- 1) the names of the parties;
- 2) the jurisdictional basis of the complaint;
- 3) a concise statement of the factual allegations, including the basis upon which
 - (a) the Complainant was denied selection to or participation in the Games, or
 - (b) the Respondent has violated the Code;
- 4) the names of all persons that may be adversely affected by the Complaint; and,
- 5) relief sought.

A person notified of a filing of a Complaint who may be adversely affected under these Procedures shall have the option to participate in arbitration before the GNOC Board and or the Guam National Athletes Commission (GNAC), in regard to athlete complaints. A person so notified shall be bound by the decision of the GNOC Board, GNAC and/or Arbitrator regardless of the person's decision to participate.

Notwithstanding any other provision of these Procedures, an individual does not have standing to file a Complaint concerning his/her selection to and participation in the Games if the claim:

- 1) involves a doping violation that has previously been adjudicated against the individual by Guam, Oceania Region Anti-Doping Organization (ORADO) or the World Anti-Doping Agency (WADA); or,
- 2) involves the final decision of a referee (any individual with discretion to make field of play decisions) during a competition regarding a field of play decision (a matter set forth in the rules of the competition to be within the discretion of the referee), unless the decision is (a) outside the authority of the referee to make or (b) the product of fraud, corruption, partiality or other misconduct of the referee.

PROCESSING THE COMPLAINT

Upon receipt of the Complaint, the GNOC President, or his/her designee, shall promptly:

- 1) send the Complainant a notice acknowledging receipt of the Complaint and a copy of these Procedures;
- 2) send to any individual or organization who is named by the Complainant, or that the GNOC determines may be adversely affected, a copy of the Complaint, an invitation to respond in writing to the Complaint, and a copy of these Procedures; and
- 3) notify the Chef de Mission, and all affected National Federation Team members.

INVESTIGATION OF THE COMPLAINT

Upon receipt of the Complaint, the GNOC President, or his/her designee, shall cause an investigation to be made as to the allegations set forth in the Complaint.

The undersigned hereby agrees to fully cooperate in the investigation described above, including by facilitating the collection of all relevant documents and participating in interviews. Failure to cooperate may be commented upon, and form the basis for an adverse determination, at any hearing.

RESOLUTION OF THE COMPLAINT

Following submission of the Complaint, the GNOC President, or his/her designee, shall attempt to resolve the dispute to the satisfaction of the parties. Any agreed-upon resolution must include the written acknowledgment by the parties of that resolution.

CAS HEARING

If the GNOC President, or his/her designee, is unable to resolve the dispute, the matter shall be referred by the GNOC President, or his/her designee, to the CAS for resolution conducted according to Rules of the CAS. Notwithstanding the above investigation and resolution procedures, a party to the dispute may at any time request that the matter be referred to the CAS for a hearing. The CAS Rules shall be readily available from the Chef de Mission, the GNOC President, or his/her designee. If notified, the undersigned hereby agrees to appear and testify at any hearing conducted pursuant to these Procedures.

DECISION

The CAS Arbitrator(s) shall provide a written decision setting forth the reasons for the Arbitrator's decision. The Arbitrator(s) shall send the decision to the parties and to the GNOC President.

The decision of the Arbitrator(s) shall be final and binding on all parties.

PENALTIES

The Arbitrator, after consulting with the GNOC or others of the Arbitrator's choosing, may recommend any penalty deemed appropriate for a Code violation, including, but not limited to:

- 1) expulsion from the Team and mandated return home or away from official Team areas, regardless of whether or not the Team member's competition has taken place;
- 2) recommendation to the NF and the GNOC of the loss of privilege to participate in future Olympic Games, Youth Olympic Games/Festivals, World Beach Games, Pacific Games, Pacific Mini Games, Micronesian Games, Asian Games, Asian Indoor and Martial Arts Games and East Asian Youth Games, as well as other GNOC sponsored events;
- 3) denial of funding from the GNOC Athlete Support Programs or other GNOC sponsored programs for which the Team member may be eligible;
- 4) restriction of the Team member to his/her room or other controlled area(s);
- 5) return of the Team member's equipment, uniform and all other attire provided as a part of the Team; and/or related expenses.
- 6) performance of a specified task or tasks, such as a formal written and/or oral apology or restitution;
- 7) denial of the privilege to march or otherwise participate in Opening and/or Closing Ceremonies; and,
- 8) revocation of Athletes' Village visitor privileges.
- 9) or other penalties as deemed fit by the Arbitrator or the GNOC.

PARTICIPANT'S AFFIRMATION

**2021 ASIAN INDOOR AND MARTIAL ARTS GAMES
BANGKOK - CHONBURI, THAILAND**

I have read and accept these Procedures. I agree to the rules, guidelines, jurisdiction and Procedures stated herein as a condition of being a member of the Team.

Signature

Date

Print Name

Signature of NF President or Secretary General

NF Name/Sport

**PARENT/GUARDIAN CERTIFICATION
(For Participants under the age of 18 as of date of signature)**

Signature

Date

Print Name

Relationship: Parent or Guardian **(circle one)**