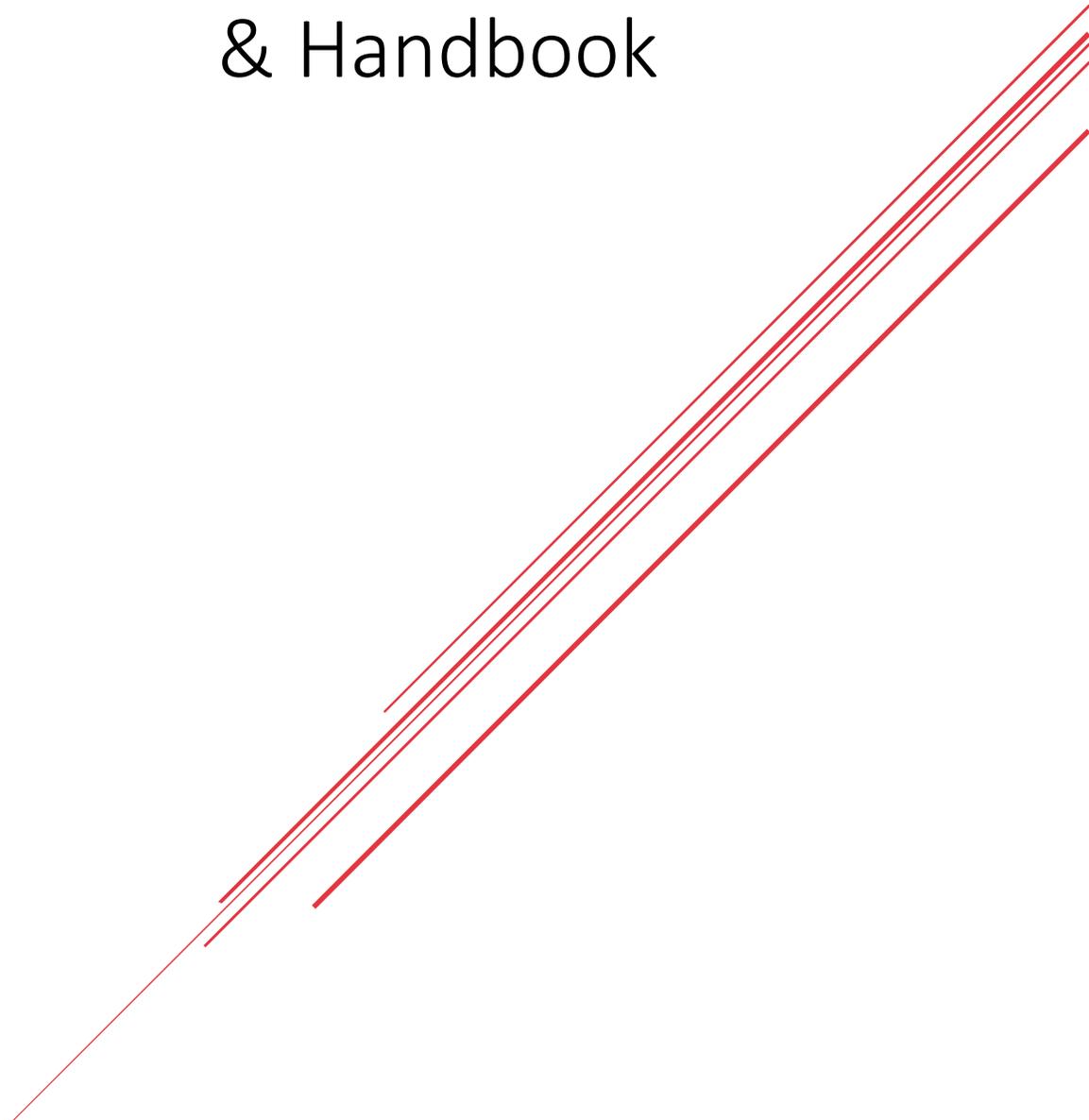




**TAEKWONDO CANADA**

# National Team Protocols & Handbook



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## ACKNOWLEDGEMENT AND COMMITMENT DECLARATION

By virtue of my signature below, I acknowledge that I have read and understand the National Team Protocols & Handbook and remain subject to the outlined team principles. I agree to fully commit to **supporting** the Taekwondo Canada team in the pursuit of athletic excellence.

I, the Participant (named below), understand and agree that the participation in or attendance **at any 2022 National Team events** is conditional on following and adhering to what has been outlined in the National Team Protocols & Handbook.

**I confirm that I have read and fully understand these team protocols.**

\_\_\_\_\_  
Name of Team Member *(Please print)*

\_\_\_\_\_  
Signature of Team Member

**SIGNED ACKNOWLEDGEMENT FORMS TO BE FORWARDED TO:**

TAEKWONDO CANADA

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## 1. GENERAL TEAM PRINCIPLES

Taekwondo Canada's **vision** to, "...be a leading nation in the sport by providing leadership and opportunities to enable its participants to achieve their goals", and **mission** to, "...excel at all levels of taekwondo while building champions for life and achieving international success" sets the foundation for how our National Teams will operate. All team members representing Taekwondo Canada at an event will be expected to abide by the following general team principles:

- Aspire to be the most professional taekwondo team at the event.
- Plan, prepare, and execute with purpose.
- Focus on your individual performance while ensuring your fellow teammates feel supported in theirs.
- All team members have a responsibility in maintaining a positive team atmosphere and avoiding the creation of drama and distraction.
- Be respectful in all communications and interactions with fellow team members.
- Everyone on the team should be expecting victory in all matches. Be positive with competing athletes. We need to make winning normal.
- All staff, coaches, and athletes have a role to play on the team. Respect each individual's process and speak to the right person should there be an issue on the team. Be mindful of not creating unnecessary distractions or "drama" within the team.
- All coaches and staff need to strive to be "high impact, low profile" in their role. Be excellent at what you do without seeking recognition or reward. Everyone succeeds through athlete performance.
- All staff, coaches, and athletes need to manage their own health and energy levels. Take advantage of any "downtime" to optimize recovery and regeneration.
- All coaches and staff need to take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations during or at National Team training camps and National and International competitions. Abuse of alcohol (where abuse is defined as alcoholic consumption to a level that impairs the Coach's or Staffer's ability to speak, walk, legally drive, or causes the Coach or Staffer to behave in a disruptive manner) is unacceptable at any time throughout the duration of a National Team camp or event.
- Per the Taekwondo Canada's [Code of Conduct & Ethics Policy](#) individuals have a responsibility to refrain from consuming alcohol, tobacco products, cannabis, or recreational drugs while participating in the Organization's programs, activities, competitions, or events. In the case of adults, they must avoid consuming these products in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Taekwondo Canada's events. Taekwondo Canada recognizes that *responsible alcohol consumption by adults may be permitted during team travel*, under the following circumstances:
  - They are not currently serving in a supervisory role;
  - They are not in the presence of minors;
  - They are not wearing the branded gear of Taekwondo Canada;
  - They are not driving or operating any type of equipment;
  - Consumption of alcohol is legally permitted in the local area;
  - They must be at minimum the local legally allowed drinking age (i.e. 21 years of age in USA) and, in situations where the local legally allowed drinking age is lower (i.e. 18 years of age), they must still be a minimum 19 years of age to consume alcohol;
  - Only moderate consumption is permitted (i.e. one or two drinks at dinner) and they must take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations. It is recognized that adults need downtime but, while participating in the Activities, this should not take the form of getting impaired; and
  - Responsible Adults must be able to respond to urgent needs of athletes and others. The consumption of alcohol will not impede their ability to respond to a sudden incident or Team emergency, will not cause them to significantly alter their behavior, and will not result in their inability to fulfill their duties and responsibilities.

## 2. SCHEDULES AND MEETINGS

- The team manager (or otherwise designated team leader) may prepare a schedule to cover all key times during each day over the duration of the event. This should include scheduled team meetings, training, competition, and meal times.
- Attendance at team meetings will be required, as it is an important process to give information to all team members.
- Meetings will not be called unnecessarily. In general, the guideline over a one week event or camp would be three full team meetings; one on arrival, one mid-week and one prior to departure.
- Throughout the competition, daily team updates will be provided highlighting match results and the next day's competition. Team coaches may be asked to participate in these meetings.
- If a head coach has been designated for a team, they may call coaches meetings as deemed necessary.

## 3. ATHLETES

- All athletes not training or preparing for a match should be in the stands supporting competing athletes.
- When an athlete has finished competing, they will attend all other athlete matches in order to support their team.
- When an athlete has finished competing, they will be required to continue to live the lifestyle of a competing athlete. Respect all other team members who are still competing and follow the principles relating to the professionalism of the team.
- In the case of an athlete requiring additional rest and is unable to meet the above requirements, their team coach must inform the team manager.

## 4. COACHING

- Team coaches will be required to always know the whereabouts of their athlete(s) during the camp and/or competition.
- Team coaches are required to focus on only the Taekwondo Canada team at the competition or team to which they are selected to. They are not permitted to coach athletes of other nations at the event. This includes formal training with other nations athletes that compete against Taekwondo Canada team members.
- All coaches not running training or preparing an athlete for a match should be in the stands supporting competing athletes.

## 5. EVENT ATTIRE

- When possible, team members should wear only Taekwondo Canada issued national team attire. Under no circumstances will other international team attire be allowed.
- Competition attire must follow the conditions as per the Taekwondo Canada Athlete Agreement and event rules.

## 6. TRAVEL PLANNING GUIDELINES

<b>Pre-Trip Preparation</b>		
<b>Strategies</b>	<b>How</b>	<b>Why</b>
Minimize sleep debt prior to travel.	Make sure that you are fully rested in the week leading up to travel. Pack well in advance.	Minimize the negative effects of travel fatigue.
Be fully hydrated when getting on the plane.	Be diligent with hydration in the days leading to the flight.	Dehydration from a long flight will increase fatigue, and can be detrimental to performance.
Avoid caffeine/alcohol prior to and on the plane.	Substitute with another drink, such as water.	Caffeine and alcohol can negatively impact sleep and hydration increasing fatigue.
Plan your meals for the day you are travelling with special consideration for the meal before you board.	On an overnight flight, plan to sleep on the first leg of the journey. Have a starch-based meal with a small amount of protein prior to boarding the plane and decline the in-flight meal.	High carbohydrate, lower protein meals just prior to the flight can induce drowsiness and help you fall asleep.
<b>In-Flight Habits</b>		
<b>Strategies</b>	<b>How</b>	<b>Why</b>
Minimize screen time before trying to sleep.	Stop using electronic devices 60 minutes before wanting to sleep.	Screen lights stimulate the brain which prevent you from being able to fall asleep.
Use earplugs and eye shades.	Put them on when trying to sleep.	Limits noise and light disturbances.
Good nutrition and hydration.	Pack and carry your own drink bottle electrolytes and pre-packed snacks. Avoid caffeine and alcohol on the plane. Try to drink approximately 1cup or 250ml per hour while awake.	Eating your own high quality food supply on your preferred eating schedule will help you to stay healthy and limit G.I. distress. Keeping well hydrated will help reduce the negative effects of long-haul flights and getting up to use the bathroom will allow opportunity for movement and stretching.
Clean your hands.	Use sanitizer or soap and water in the restroom. Use paper towel to turn off taps and open the bathroom door.	Reduce your risk of getting sick.
Walk and stretch when not sleeping.	Dynamic mobility while seated or moving.	Increase blood flow and reduce joint and muscle stiffness.
<b>Post-Travel Management</b>		
<b>Strategies</b>	<b>How</b>	<b>Why</b>
Walk and stretch on arrival at your destination.	Ideally outside in the light.	Increase blood flow and reduce joint and muscle stiffness, and stimulate the brain with light to help with adjusting to the new environment.
Nap and sleep in sync with the new time zone.	Upon arrival and check in at the accommodations, have a shower and keep active. This will help you to settle into your room and be ready for a good first night sleep.	Reduce fatigue and help adjust to the schedule post travel.

Consider caffeine.	In the morning after waking up and minutes before a nap in the afternoon. Avoid sugar and caffeine in the 6 hours before bedtime.	Reduce fatigue and maintain wakefulness and improve concentration. Caffeine before a nap can help reduce drowsiness after waking up.
Relax before going to bed.	Reduce screen time and drink a hot beverage. Try reading and lowering the room temperature.	Helps to fall asleep and reduce sleep debt.
Hydrate	Start sipping on fluids upon arrival, aiming for a pale, not clear, urine.	Combat possible dehydration status due to travel.
Eat	Follow your nutrition plan.	Help adjust post travel and improve wakefulness in the morning and stimulate sleep at night.
Competition venue site visit and training session.	Either with your coach or as a team.	Help to familiarize yourself with the venue and help to adjust your body with some physical activity.

## 7. INTEGRATED SUPPORT TEAM (IST) SUPPORT PRINCIPLES

- Athletes that are no longer competing in the event are asked to schedule and arrange for all required medical and paramedical treatments giving priority to competing athletes.
- At each event, at least one person on the IST may be designated as the doping chaperone. This/these individual(s) will provide support to athletes selected for WADA anti-doping procedures. Any athlete called for doping should immediately inform either the designated doping chaperone(s) or the team manager in order to ensure proper support is provided to the athlete throughout the testing process.
- All IST are expected to conduct themselves in a professional manner throughout the entire camp and/or event.

## 8. MEDICAL INFORMATION

The following list of recommended vaccines generally apply to all travel. The specific destination country may increase the importance of certain vaccines. Please consult with your physician if you believe you require any of these:

- Annual flu (influenza) shot
  - This vaccination is available each year typically, given between October and January.
- Tetanus/Diphtheria/Pertussis
  - Boosters are recommended every 10 years.
- Measles/Mumps/Rubella
  - Those born after 1957 should ensure they received two courses. This usually implies an additional booster.
- Hepatitis A & B (i.e. Twinrix)
  - Many received their Hepatitis B vaccination in school, but may still require additional shots. The full series is three vaccines given at 0, 1, and 6 months. Lifelong immunity after primary series.
- Hepatitis A (i.e. Havrix)
  - This consists of two shots 6 months apart. Lifelong immunity after primary series.

- Typhoid
  - This vaccine is recommended if there is a higher risk of travellers' diarrhea and contaminated water/food. There is an oral version (4 doses completed 1 week prior to travel) and an intramuscular injection version (1 dose received 2 weeks prior to travel). This vaccine lasts 2 to 3 years. It is not essential for all travel.
- Chickenpox/Varicella
  - Highly recommend if you've never had chickenpox.

## 9. SUPPLEMENTS AND DRUG TESTING

### Supplements:

- All athletes are advised to have with them a list of all the supplements and medications they are currently taking as this information is required on anti-doping testing forms.

### Anti-Doping Testing:

- All athletes are subject to doping control at any time when attending WT sanctioned events.
- Athletes in the CCES Registered Testing Pool (RTP) are subject to complying with Whereabouts reporting. All information must be updated quarterly. Please ensure the report is updated to reflect your location during the event.

### Therapeutic Use Exemption (TUE) Forms:

- These forms are exemption requests to use a prohibited substance/method for medical reasons. TUE forms are to be requested and granted by WT prior to use of any given prohibited substance/method.
- Please ensure that all TUE forms and necessary requests are up-to-date. Have a copy of the TUE with you at all competitions.

### Prohibited List:

- No athlete or support personnel can be in possession of a prohibited substance/method unless a TUE has been granted.
- If you are unsure if a medication is prohibited, please go to [globaldro.com](http://globaldro.com) and confirm.

## 10. TRADITIONAL MEDIA

- In general, for any given competition, there may be media requests or requirements for athletes and coaches. Athletes and coaches should not comment on any matters relating to Taekwondo Canada. If asked about matters related to the NSO, only the High Performance Director (HPD) or Executive Director (ED) (if possible) should comment. Proper responses to questions about the NSO should be, "I will let our High Performance Director address that."
- Athletes should only comment on their own performance. If asked about others say nothing negative; saying "they are a tough competitor" is always a good line to use. In fact, nothing negative on any issue should be said.
- Coaches are to only comment on their own athlete's performance.

## 11. SOCIAL MEDIA

Taekwondo Canada believes in the use of social media to improve communication between our National Teams, fans of the sport, media, friends and family, and our partners. Taekwondo Canada encourages members of National Teams to use social media in a positive and responsible manner.

General guidelines:

- Always keep in mind that your audience could include anyone from potential sponsors to competitors from other countries and to children who look up to you.
- Always think twice before posting something. When in doubt, don't.

Confidentiality:

- Never post information discussed in team meetings.
- Never post confidential information about athletes, coaches, staff, or volunteers.
- Never post detailed information about others without their permission.

Content:

- Try to express ideas and opinions in a positive, respectful manner.
- Do not let social media become a distraction. Your primary responsibility is performance at the event.
- Consider your roll on the team when deciding whether the content and timing of a post is appropriate.
- Do not engage in arguments, personal attacks, or hostile communications. Respond to negative comments in a polite and respectful tone, if at all.
- Maintain appropriate language. Do not use curses or profanities.
- Avoid posting about controversial topics including politics, religion, or sex.
- Taekwondo Canada does not restrict engaging with personal sponsors over social media. However, as a representative of Canada, team members should take note that additional protocols may apply when part of a larger Canadian team, such as an Olympic Games.

## 12. FAMILY AND FRIENDS

- All athletes representing Taekwondo Canada at international events have been selected to compete for their country and must ensure their actions outside of the team environment support the attainment of their peak performance in the competition they are attending.
- Family and friends travelling with an athlete to an event are asked to refer to all the team protocols that are listed in this document. We ask that family and friends respect our team protocols.
- The training program and competition schedule will take priority and will not be compromised in order to meet with family and friends. Athletes do not need permission to meet with family or friends, but we do ask them to plan around training and competition.
- Athletes will not be permitted to engage in social activities, such as meals out from the team environment and sight-seeing prior to their competitive events, if their coach determines it would impair their ability to perform optimally.

## 13. TEAM DEBRIEF

- At the conclusion of the event, a team debrief will be undertaken in the form of either a paper based or electronic feedback form. All team members will be asked to provide three (3) positives from the camp/competition, as well as three (3) considerations for improvement for the next camp/competition. Input should be based on their own individual experience.

## SUPPLEMENTAL RESOURCE: CARRY-ON TRAVEL CHECKLIST

What	Why	Packed?
<b>Nutrition and Hydration</b>		
Empty drink bottle.	Once you have cleared security, fill up your bottle. During your flight, ask the attendant to refill your bottle as necessary.	
Healthy snacks.	Airlines do not always provide quality food. Plan to eat smaller meals more frequently.	
Electrolytes.	Flights increase sweat rate. You may need to replace your lost electrolytes.	
<b>Quality Sleep and Rest</b>		
Earplugs or noise reducing headphones.	Limit distractions from in plane noises and announcements to improve sleep.	
Eye shades.	Decrease the amount of light when trying to sleep.	
Pillow.	Allows for better sleep comfort during flight.	
Melatonin.	Only if you have previously used and under the consultation of your physician.	
<b>General Health</b>		
Compression socks.	Put your compression socks on just before boarding the flight. They will aid with circulation and reduce swelling.	
Hand sanitizer and antibacterial wipes.	Planes harbour germs that are easily transferred from tray tables, seat pockets, and the bathrooms. Wipe down your seating area and use your hand sanitizer regularly.	
Saline nasal spray, gum, lip balm, etc.	Keep nasal passages moist with saline spray. Chewing gum and using lip balm can improve comfort on a plane.	
Medical grade masks (i.e. N95)	Reduce the risk of contracting infectious diseases such as (but not limited to) COVID-19. Have extra masks available in case of incidental contamination.	
<b>Other</b>		
Medications.	Whenever possible, try to bring essential items with your carry-on. You never know when a checked bag may get lost or delayed. Be prepared with items for both competition and comfort if you are without your checked bags.	
Training equipment.		
Competition gear.		
Passport, credit card, small amount of cash.		
Change of clothes.		

## SUPPLEMENTAL RESOURCE: PREVENTING TRAVELER'S DIARRHEA

Taekwondo Canada is concerned about athlete health and performance. Many parts of South America and Asia are considered moderate to high risk for traveler's diarrhea. This is caused by ingestion of multiple types of infectious organisms, which include bacteria, viruses and parasites, and affects up to 40% of travelers. Preparation is key for prevention and management of this illness.

### Basic Strategies

While we cannot always control local sanitation, there are simple strategies to minimize your risk:

- Drink water from sealed bottles (no ice).
- Avoid salad dressing and raw vegetables.
- Peel fruits yourself.
- Eat fully and freshly cooked food.
- Wash hands regularly and before eating anything.
- THINK: "Boil it, cook it, peel it, or forget it"

### Medical Strategies\*

- Dukoral vaccine: Oral vaccine which requires 2 doses, a week apart, approximately 2-4 weeks before departure. Modest efficacy but still recommended.
- Probiotics: Multiple products available, brand "Florastor", one capsule twice a day.
- Pepto Bismol (bismuth subsalicylate): 2 tablets chewed well, four times daily, starting day of arrival. Modest protection, estimates up to 65% reduction of traveler's diarrhea. Can cause harmless, temporary black discoloration of tongue and stool.
- Prophylactic antibiotics: Can reduce traveler's diarrhea by up to 90%.

\*These medications should be tested at home, before travel and competition, to ensure tolerability. Always consult your physician before trying any medical strategies.

## SUPPLEMENTAL RESOURCE: REACTING TO A CRISIS WHILE AWAY

*From Dr. Whitney Sedgwick, Registered Psychologist, Counseling Services, UBC*

It is important to be aware that people will have varied emotional, psychological and even physical reactions to a crisis. These reactions typically change over time, in terms of intensity and impact on general day-to-day life, as well as how frequently you think about what happened. There isn't one 'right' way to move through this life event, but there are many ways to care for yourself. Know that the following reactions are normal and typically ease in intensity over time. You may experience some, all, or none of the following:

### **Physical**

- Nightmares and other sleep disturbances.
- Feeling 'jumpy'/'on edge'.
- Social withdrawal.
- Increased use of alcohol and drugs.
- Isolation from others.

### **Psychological/Emotional**

- Disbelief.
- Emotional numbing.
- Anger, moodiness, and irritability.
- Forgetfulness.
- Flashbacks.
- Survivor guilt.
- Hyper-vigilance.
- Loss of hope.

### **Process**

- People first begin to recognize that there is a threat.
- Next, these individuals discover that the stress and trauma of the event cannot be dealt with using existing coping skills.
- People then begin to experience fear, confusion, and stress.
- Those facing a crisis begin to exhibit symptoms of distress and discomfort.
- Finally, people enter a state of imbalance where the crisis situation seems insurmountable.

It is important that team members look for support and support each other during any crisis situation when a team is away.

In the event of a crisis that impacts participation in the National Team activity, Taekwondo Canada will initiate its Crisis Communications Plan, as outlined in the **Team Manager Travel Manual**. The plan includes:

- Communication with athletes and parents/guardians;
- Communication with coaches, staff and Responsible Adults;
- Communication with key partners (i.e., governing bodies, facilities, fundraising partners); and
- Website and social media communications.

The Organization will make every effort to support Team members who have experienced trauma and are in need of counseling, as a result of a crisis that takes place during any National Team Activities. The Crisis Communications Plan includes trauma management guidelines.