



GBS PCTO (Physiotherapy Contractors Travelling Overseas) Standard Operating Procedure

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Definitions

“Competition”	means an Event or series of Events conducted over one or more days including a National or International Competition;
“EIS”	means the English Institute of Sport;
“Event”	means a single race or contest;
“GBS”	means GB Snowsport Ltd.;
“GBS Athlete”	means an athlete who is part of a GBS Team/GBS Squad;
“GBS Head Coach”	means the person responsible for the coaching delivery within a GBS programme;
“GBS Lead Physiotherapist”	means the individual who leads the GBS physiotherapy team and strategy within the organisation;
“GBS Performance Director”	means the person responsible for the performance of all Olympic and Paralympic programmes within GBS;
“GBS Performance Scientist”	means the person who sits across sports science medicine across all Olympic and Paralympic programmes;
“GBS Physiotherapy Contractor”	means a physiotherapist working with GBS as a contractor;
“GBS SSSM Team”	means the GBS Sports Science and Medicine Team;
“GDPR”	means the General Data Protection Regulation (EU) 2016/679;
“PCTO”	means (GBS) Physiotherapy Contractors Travelling Overseas;
“PDMS”	means the Performance Data Management System;
“SCAT5”	means the 5 th edition of the Sport Concussion Assessment Tool.

1. Introduction

- 1.1. This document contains the GB Snowsport (GBS) PCTO (Physiotherapy Contractors Travelling Overseas) Standard Operating Procedure (the “Procedure”).

Scope

- 1.2. The Procedure applies to all GBS Physiotherapy Contractors.
- 1.3. Failure to comply with the Procedure will lead to disciplinary action in line with the GBS Disciplinary Policy. If your conduct is unlawful or illegal you may be personally or criminally liable with respect to civil and/or criminal proceedings, claims, or actions.

2. The Procedure

	Planning	Responsibility
2.1	GBS Physiotherapy Contractors must adhere to the GBS Physiotherapy Standards Policy outlining qualification and professional conduct requirements.	ALL
2.2	Once annual planners are released by the Olympic and Paralympic programmes, physiotherapy cover requirements will be identified and circulated to the GBS Physiotherapy Contractors.	GBS Lead Physiotherapist/GBS Performance Scientist
2.3	Each GBS Physiotherapy Contractor will identify dates they are able to cover and return this to the GBS Lead Physiotherapist or GBS Performance Scientist.	GBS Physiotherapy Contractor
2.4	Once availability has been received and reviewed, GBS Physiotherapy Contractors will be allocated to set camps, Competitions, and clinics.	GBS Lead Physiotherapist
2.5	GBS Physiotherapy Contractors will be informed of their allocation.	GBS Lead Physiotherapist/GBS Performance Scientist
2.6	Should circumstances change and a GBS Physiotherapist becomes unavailable for deployment, they must notify the GBS Lead Physiotherapist or GBS Performance Scientist at the earliest opportunity, in order to arrange appropriate cover.	GBS Physiotherapy Contractor
2.7	Programme Managers will be informed of GBS Physiotherapy Contractor deployment to ensure comms links are established and travel, accommodation, and equipment logistics are completed.	GBS Performance Scientist
2.8	The GBS Discipline Head Coach and GBS Performance Director will be informed of the planned deployment.	GBS Lead Physiotherapist
2.9	The GBS Athlete group will be informed regarding the planned deployment.	GBS Lead Physiotherapist

	Pre-Deployment	Responsibility
2.10	Complete a handover regarding GBS Athlete availability, individualised rehabilitation/management/resilience plans and GBS SSSM Team projects/interventions.	GBS Physiotherapy Contractor /GBS Lead Physiotherapist
2.11	Ensure access to the PDMS notes system and develop familiarity with past medical history of GBS Athletes under care.	GBS Physiotherapy Contractor
2.12	Arrange a catch up between the GBS Physiotherapy Contractor and the GBS Discipline Head Coach.	GBS Lead Physiotherapist
2.13	Ensure access to suitable clothing for the duration of deployment.	GBS Physiotherapy Contractor
2.14	Ensure equipment is organised and collected or in situ for deployment.	GBS Physiotherapy Contractor
2.15	GBS Physiotherapy Contractors must adhere to the GBS Medication Management Policy.	GBS Physiotherapy Contractor
2.16	Confirm locations and phone numbers of the nearest in country - Emergency hospital; and - Pharmacy (if not already provided by the Programme Manager).	GBS Physiotherapy Contractor
2.17	Arrange business travel insurance (including winter sports cover, should you be required to ski/snowboard). This will not be reimbursed.	GBS Physiotherapy Contractor
2.18	Ensure digital access to the Pocket Concussion Recognition Tool (https://bjism.bmj.com/content/bjsports/47/5/267.full.pdf) and SCAT 5 concussion assessment tool (http://scat5.cattonline.com) or a printed copy.	GBS Physiotherapy Contractor

	During Deployment	Responsibility
2.19	On arrival or at the earliest opportunity, conduct a venue assessment to confirm accessibility to medical equipment and local medical services, should they be required.	GBS Physiotherapy Contractor
2.20	Confirm emergency and evacuation procedures.	GBS Physiotherapy Contractor
2.21	A medical venue assessment form will be completed and submitted to the GBS Lead Physiotherapist.	GBS Physiotherapy Contractor
2.22	Should any issues be identified, they must be documented and flagged to the GBS Lead Physiotherapist ASAP.	GBS Physiotherapy Contractor
2.23	Attend the medical briefing for the venue/Competition, if appropriate.	GBS Physiotherapy Contractor
2.24	Arrange ski/snowboard equipment if required – this will be funded by the GBS Head Coach.	GBS Physiotherapy Contractor
2.25	Complete duties as directed by the GBS Head Coach.	GBS Physiotherapy Contractor
2.26	Attend all training sessions and races until completion or as directed by the GBS Head Coach.	GBS Physiotherapy Contractor
2.27	Attend doping control, should the GBS Athlete require or request a chaperone.	GBS Physiotherapy Contractor
2.28	Ensure all medical notes are up to date and completed on the EIS PDMS.	GBS Physiotherapy Contractor

2.29	Ensure timely updates to the GBS Lead Physiotherapist regarding any new injuries or illness.	GBS Physiotherapy Contractor
2.30	Contact the GBS Lead Physiotherapist regarding any issue that may compromise competitive performance.	GBS Physiotherapy Contractor
2.31	Identify equipment restocking requirements.	GBS Physiotherapy Contractor

	Following Deployment	Responsibility
2.32	Ensure a handover has been provided to the GBS Lead Physiotherapist (If this is done via email it must comply with GDPR).	GBS Physiotherapy Contractor/GBS Lead Physiotherapist
2.33	Provide any feedback or reflections regarding GBS SSSM Team interventions.	GBS Physiotherapy Contractor
2.34	If appropriate, ensure all equipment and medications are returned to GBS.	GBS Physiotherapy Contractor

Key Contacts

GBS Lead Physiotherapist

Lawrence Sonvico
(under contract with the EIS)

lawrence.sonvico@eis2win.co.uk
07701 399769

GBS Performance Scientist

Alex McKeown

alex.mckeown@gbsnowsport.com
07808 877696

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