

CTGA Policy and Procedures for Safeguarding

一、宗旨

本會依照國際體操總會倫理規範聲明“無論國際或國內的體操活動,尊重人權尊嚴是體操運動的基本要求,絕不容許任何違法的性侵、性騷擾與霸凌,因此設立安全教育規範。

二、任務

1. 發生犯罪或違法行為時呈報相關單位。
2. 當場處理未達需要報警的事件。
3. 當場處理未達報警的次要事件。
4. 對受害者給予適當的支持與照護。

三、參加國際賽

1. 依照 FIG 的政策,本會設立安全策略。
2. 本會對全體隊職員的安全維護負全責。
3. 本會在參賽時必須給 FIG 安全小組的名字,確定代表隊成員了解大會安全維護程序與責任以及應有的行為。
4. 領隊負責全體代表隊成員的安全維護。
5. 安全維護事故發生時領隊必須與賽場管理配合確保適當與正確的處理事件。
6. 安全維護事故發生時領隊必須有足夠的安

I. Purpose

the FIG Code of Ethics that states, the respect of human rights and dignity is a fundamental requirement during all activities of the sport of gymnastics on a national and international level”, and that “discrimination and any form of non-accidental violence which includes sexual harassment, sexual abuse, physical abuse, psychological abuse and neglect will not be tolerated”.

II. Mission

- i. any incidents that meet the relevant criminal and/or legal reporting threshold are referred to the police or other relevant safeguarding authorities.
- ii. any serious incidents that do not meet the local reporting threshold are appropriately investigated.
- iii. any minor incidents and poor practice are addressed in a proportionate and timely fashion without need for further escalation.
- iv. appropriate support is provided to anyone who has been affected by an incident.

III. Participant international activities

- i. the CTGA has a policy and procedures for safeguarding participants as required under FIG Policy.

全維護知識與經驗來執行安全維護的任務
依照國內的安全維護規範與政策來處理。

7. 代表隊成員必須熟悉 FIG 安全保衛規範與政策以及賽會特定的安全維護規範。
8. 代表隊成員必須接受 FIG 或本會合乎行為準則的安全維護訓練。
9. 代表隊成員必須了解賽會特定的安全維護規範，個人的行為標準需適切的代表協會。
10. 本會成員需維護代表隊活動安全的職責。

四、安全小組

本會依照 FIG 規定設立安全小組，須為中華民國國民，具有高尚品德、正確判斷、超然獨立意志並對體操運動有充分認知者。

(一) 資格：

1. 本會安全專員為 3-5 人
2. 具有我國國籍。
3. 本協會 15 年以上資深會員。
4. 未經國際總會或被本會懲處或除去會員資格者。
5. 對體操運動有卓越貢獻及熱誠協助會務者。
6. 實際於國內及國際從事體操運動，主辦及參加競賽，訓練運動員者。
7. 熟悉國際與國內體操法規者。
8. 經理事長推薦者。

(二) 任務：

- ii. CTGA have a key responsibility to safeguard their athletes and need to ensure they take steps to protect all members of their delegation.
- iii. CTGA will provide the FIG with the name of their senior executive responsible for safeguarding at the point of entry and ensure all NF participants understand their safeguarding responsibilities and the expected standards of conduct.
- iv. The Head of Delegation (HoD) is directly responsible for safeguarding and protecting the welfare of their delegation members and will be the point of contact for the Event Safeguarding Officer should a safeguarding issue that relates to a member of the NF delegation arise.
- v. Should a safeguarding incident arise, the HoD must work in partnership with the Event Safeguarding Officer to ensure any safeguarding concerns are resolved appropriately.
- vi. CTGA ensured the HoD has appropriate knowledge and experience to undertake their safeguarding responsibilities and is able to deal with incidents involving participants in accordance with the CTGA Safeguarding Policy and Procedures.
- vii. All delegation members need to be made aware of the FIG Policy and Procedures for Safeguarding and Protecting Participants in Gymnastics and the specific safeguarding arrangements at the event.
- viii. Delegation members should ensure they have received appropriate safeguarding training and

1. 安全維護的規畫、設計與建議
2. 任何事故發生時通報本會紀律委員會的管道
3. 訓練會員了解通報意外事故的步驟
4. 確保參賽者收到有關侵犯或霸凌的資訊，以及受害者如何尋求支持與建議
5. 在協會權限內處理青少年安全維護事件
6. 遵守當地的律法與安全法規
7. 記錄當地的執法單位與安全維護負責人電話
8. 審核安全規劃的效率性
9. 在技術會議公布賽場安全規劃
10. 如有侵犯事件發生時通告當地執法單位或安全維護負責人
11. 協助偵察事件
12. 所有安全維護事件的資料具有隱私性其相關文件或紀錄不得外洩
13. 在長官指導下統一回應媒體對安全事故或其他事件所提出的問題
14. 任何安全維護或錯誤的措施做適當的決策
15. 參加國外比賽時了解當地的法律或安全防護規劃
16. 發生重大犯罪或違法行為時報警或報告相關安全機構
17. 驅逐現行犯，或執行必須的保護措施
18. 完整的紀錄事件的發生，處理過程與最後處置

五、體操運動安全教育

本會設計安全教育課程內容為加強所有本會

signed up to the NF/FIG code of conduct.

- ix. NFs that send a delegation to an event must ensure their participants understand the safeguarding procedures for the event, which include the required standards of conduct and ensure that anyone in a position of responsibility is considered suitable to represent the NF.
- x. Protecting Participants in Gymnastics safeguarding responsibilities is the responsibility of all CTGA members.

IV. Safeguarding Manager

CTGA safeguarding manager is a person who respects human rights and dignity, not prejudice, decisive and independent as well as understanding and believing in the spirit of the sport of gymnastics.

(I) qualification

- i. CTGA will establish 3-5 safeguarding managers.
- ii. Must hold valid ROC Citizenship.
- iii. More than 15 years of CTGA membership.
- iv. Never had his/her membership revoked or punished by FIG or CTGA.
- v. Excellent contribution and support to CTGA and the sport of gymnastics.
- vi. Experience of participating in international and national gymnastics competition, hosting competitions, or training gymnasts.
- vii. Thorough understanding of FIG and CTGA regulations.
- viii. Nominated by the president of CTGA

成員/教練/裁判對體操訓練的整體安全性與關懷運動員身心健康福祉為衷旨

1. 安全維護課程列入各級教練講習
2. 本會各級教練必須參加課程並完成隨堂測試
3. 已有教練證者須參加安全維護課程後加蓋安全維護課程驗章

六、嚴禁任何侵犯

國際奧會/國際體操總會與本協會嚴禁下列任何侵犯行為

1. 騷擾：凡用言語/影片/圖像/肢體直接與間接的傷害他人
2. 性侵：不當部位接觸
3. 體罰：對學員以任何方法做肢體傷害
4. 歧視/排擠：偏差的觀念或不負責任的態度
5. 精神虐待：利用言語/文字/圖片/影片直接與間接的暴言辱罵嘲笑諷刺
6. 霸凌：強勢利用任何方法侵犯弱勢
7. 欺負/折磨：要求做超出能力或荒唐侮辱甚至傷害的事

(一) 發現侵凌事件

當收到團隊內有侵犯行為發生的訊息，教練在處理過程應注意隱私問題。

處理態度：

1. 從旁了解或低調冷靜詢問。

(II) Mission

- i. Develop and promote safeguarding plan.
- ii. Should a major incident occur it must be reported to CTGA - DC.
- iii. Safeguarding Manager should provide training to the participants to understand what action they should take if an abuse incident was disclosed to him/her.
- iv. Ensure information about safeguarding arrangements is disseminated to participants what may constitute harassment and abuse, and how participants report concerns and seek advice and support.
- v. Work closely with CTGA for the issues around the safeguarding and protection of children and young people.
- vi. Aligning to the local laws and safeguarding requirements.
- vii. Contact numbers for legal and safeguarding authorities.
- viii. Review the effectiveness of the safeguarding plan.
- ix. Provide safeguarding briefings with heads of delegation and coaches to take place at Orientation meetings and Athlete meetings.
- x. report any concerns to the relevant legal/safeguarding authorities should there be any incident of harassment or abuse.
- xi. Assist with any investigations as requested.
- xii. Maintain confidentiality and appropriate security of records and ensure information

2. 安頓受害者到安全地方。
3. 對受害者談話態度誠懇，不做任何承諾。
4. 通知相關人等與相關機構。
5. 不與施虐者理論。
6. 報警或社福機構。
7. 記錄事件做為偵辦證據。

- xiii. Responding to any media enquiries relating to the incident and other relevant communications in consultation with senior officials.
- xiv. making decisions on appropriate responses and any safeguarding or general misconduct issues.
- xv. understanding of the relevant local laws and safeguarding frameworks.
- xvi. the seriousness criminal threshold should be reported to the police or other relevant authorities.
- xvii. Remove accused person or impose other protective measures.
- xviii. must maintain clear records of all concerns raised and actions agreed and taken.



七、合理的身體接觸

體操動作的過程，以及複雜技術的學習都必須靠保護方式來訓練，以減低運動員在實施動作時因為失誤或跌落而受傷，訓練體操時接觸運動員的身體是必要的保護行為，重點是要做正當的接觸來協助運動員完成動作。

(一) 保護動作原則

1. 保護運動員的接觸點如腰側與腹/背/頭/頸/腿。
2. 避免接觸身體敏感部位，例如：胯/臀/胸。
3. 運動員的失誤或是教練站的位置不當，無意中接觸到敏感部位，教練馬上移開手/道歉。
4. 如再次無意接觸到敏感部位，馬上停止保護，思考如何改變保護方式才不會再發生，也讓家長知道你的無心之過。
5. 絕不要有任何拍/打/抓/推/等粗魯動作。
6. 不要站在引人遐思的尷尬位置。

V. Gymnastics sport safeguarding education

CTGA respect of human rights and dignity is a fundamental requirement during all activities of the sport of gymnastics, the wellbeing of the youth participants' mental and physical health, therefore, develop and promote safeguarding education program for all lever of coaches

- i. Safeguarding education program must be included in all levels of coach clinics.

7. 穿合適鞋具，避免戴任何飾品。
8. 長髮要紮緊/去首飾手錶。
9. 雙手隨時準備做保護。

(二) 協助壓操

1. 絕不位於不當位置幫運動員拉筋或壓操。
2. 不站或跪在運動員兩腿間。
3. 站在選手後方或側方壓操。
4. 不要躺在運動員身上。
5. 不要猛力壓操。
6. 讓運動員間互相壓操保護。
7. 利用器材來拉筋或壓操。
8. 讓家長了解為何需要壓操。

(三) 防範被控性侵

教練除了保護運動員在運動場合不受到傷害以外也應明智的保護自己的信譽，下列是避免被控性侵的防範原則

1. 一對二原則 /至少有第2個成人在場。
2. 不關門談話/在公眾場合對話。
3. 不約選手私下行動/儘量由家長載運動員到活動場館。
4. 至少3人以上團體行動。
5. 不得讓運動員參加教練派對 (即使是成年選手)。
6. 設計各種安全的分解訓練法讓選手不用教練運動員就能學習技能。
7. 從小訓練體能與技能，讓運動員養成正確技術降低接觸性保護。
8. 男教練訓練女子隊應有女教練在場。
9. 學員如有迷戀教練情況立即制止並告知家長或其他教練。

- ii. Coaches, in any level, must participate in the sport safeguarding course and pass the examination.
- iii. Coaches who currently possess a coach certificate only needed to take the sport safeguarding course to reinstate his/her certificate.

VI. Forbid any harassment

IOC/FIG/CTGA forbids any harassment to the young gymnasts or any other members

- i. Harassment: use verbal or body language, video, pictures, direct or indirectly harass others.
- ii. Sexual abuse: improperly sexual contact.
- iii. Physical abuse: push /pull/slap/throw/kick/punch or use any object to detrimentally abuse athletes.
- iv. Neglect: prejudice or irresponsible manner.
- v. Mental abuse: use negative verbal or body language, video, pictures direct or indirect insult or mock and scoff others.
- vi. Bully: using any power or tools to harass vulnerable person or minority member.
- vii. Hazing: Creates a risk of injury embarrassment discomfort to any individual or group.

昏眩	說話緩慢或口齒不清
遲鈍	注意力減低
滿天星	反應遲鈍
怕光	眼神空洞
耳鳴	情緒奇特
疲勞	個性改變
噁心或嘔吐	行為不當
敏感易怒	
困惑或迷茫	

(五) 處理腦震盪的程序

1. 隔離有徵兆的運動員。
2. 不要讓他單獨行動隨時觀察他的癥兆與症狀。
3. 不要隨便給他服用藥物。
4. 立即通知家長。
5. 立即送醫。
6. 停止訓練或活動。

(六) 復原六步驟

腦震盪是嚴重的傷害需要持續的觀察，經醫師許可後才可漸進地參加活動，症狀可能隨時又發生，如果再發生癥兆立刻送醫診治，記住：癥兆與症狀在受傷後幾天內都可能隨時發生，應該依照下列 6 步驟逐漸恢復到正常訓練，這 6 個步驟最短可在一周內逐步漸進，任何階段發生徵兆或症狀立即回到第 2 步驟並送醫檢查，如果腦震盪的徵兆或症狀持續發生禁止運動員任何訓練，長期的衝擊可能危害生命。

1. 身心完全休息，不可看書/電腦/電視/手機/聊天等，頭腦需要完全休息。
2. 輕微的身體運動，例如走步機慢走或固定腳踏車慢騎，隨時觀察他的癥兆與症狀
3. 逐漸加強運動，例如跑跳或伸展活動。
4. 可參加正常訓練但是避免劇烈動作，經醫生許可後才可進入下一步驟。
5. 可以開始接受一些具強度的訓練與遊戲。
6. 上一步驟經過一陣子無異狀就可全面進入正常訓練。

VII. APPROPRIATE PHYSICAL CONTACT WITH ATHLETES IN GYMNASTICS

Physical contact with children is a necessary and important component of working with and caring for children. However, it is important that the contact is appropriate. Spotting, supporting, and shaping the gymnast is an essential part of coaching gymnastics in that it helps the gymnast to understand shapes, movement patterns, and complex skills, but also reduces the risk of injury due to a fall or error in performance.

(I) Spotting Guidelines

- i. The ideal hand placement for spotting athletes is on the side of their hips and trunk.
- ii. Avoid physical contact of sensitive areas of the body, i.e. genital areas, buttocks, or breasts.
- iii. If accidental, unintended touching occurs as a result of error in the performance of the athlete or the coach's spotting, apologize immediately.
- iv. If this occurs more than 2 times, STOP and take stock of the problem. Ask yourself what changes you can make to ensure that accidental, unintended touching is less likely to happen. It is good practice to report the unintended contact to the athlete's parent
- v. Do not slap body parts, pull hair, squeeze tightly, or push down aggressively on athletes.
- vi. Avoid placing yourself in awkward or compromising spotting positions (any position that may be thought of as unnecessary positioning by a reasonable observer).

(七) 維繫運動員安全

1. 在活動中建立安全的習性。
2. 要求所有運動員遵守運動安全規範。
3. 與教練團研討防範腦震盪的方法。
4. 讓運動員了解腦震盪與其他受傷問題，如果運動員覺得有腦震盪或看到疑似腦震盪要報告教練，不要為了比賽而忽視長期身體損害問題，強調休息才能讓身體康復的重要性。
5. 運動員穿著與器材設備都要合乎安全避免頭部撞擊。
6. 教練要以身作則，啟發運動員表現優良運動精神。

(八) 結語

腦震盪乃嚴重的腦部受傷，運動員沒有完全復原以前繼續參加訓練會加重傷害，首次腦震盪未恢復時，再次受到撞擊，可能會影響運動員終身的健康，腦震盪必須小心照顧，按照上列6步驟逐漸恢復訓練。

九、霸凌

霸凌含有以強欺弱個人或團體短期或長時間持續性的反覆對某人做蓄意且具傷害性的負面行為，或是強迫某人做出非自願的事情。是個人或團體，以直接的言語恐嚇、身體傷害，以及間接傷害，如排擠、做鬼臉、諷刺等欺凌行為導致受凌者身心受到嚴重傷害。

霸凌將會對施暴者與受害者皆會留下長期的心理健康後遺症，由此可見，霸凌的嚴重性已構成性平議題。

- vii. Wear light footwear and minimal jewellery.
- viii. Long hair should be tied back.
- ix. Keep both your hands free.

(II) Assisted stretching

- i. At all times, assistance to an athlete in stretching must exclude inappropriate positioning with the athlete.
- ii. Avoid standing or kneeling between an athlete's legs.
- iii. Stand to the side or the back of the athlete to assist stretching
- iv. Do not lie on an athlete.
- v. Excessive force must not be used to assist stretching.
- vi. When possible use partner exercises between gymnasts.
- vii. Using equipment to assist stretching
- viii. Always provide explanations to parents regarding assisted stretching.

(III) Preventing Sexual harassment accusations

Meanwhile protecting athletes from injury Gymnastic coaches should follow the following guiding to prevent Sexual harassment accusation

- i. Principle of "One to Two": Never with young athlete along always with another adult present.
- ii. Never close the door when have a conversation with a young athlete. Better stay in an open environment.

(一) 網路霸凌

1. 網路霸凌就是在網路手機或任何電子平台上重複的凌辱虐待嘲笑某人。
2. 傳送惡意的威脅的電子文件或簡訊。
3. 利用任何電子平台上傳謠言蜚語/私密/造謠來傷害某人的名譽。
4. 匿名傳播不雅、破壞他人名譽的言詞/照片/影片，包含移花接木的不實照片/不雅、破壞他人名譽的言詞/照片/影片與有害資料。
5. 以故事/卡通/相片/笑話方式在部落格網站嘲笑某人。
6. 設立投票網站鼓勵大眾對某人做負面的投票。
7. 傳播某人的裸照或網路性騷擾。
8. 騙取某人私密傳播給眾人，即是網路釣魚。
9. 利用他人密碼改變他人個資，附上有關性/種族歧視/其他傷害/攻擊某人的資料。
10. 在任何網路平台/官方網站/社交網路/或聊天室貼上不實的消息。
11. 在上列不實言論/影片/圖片的留言區發表附合性言論者。
12. 轉傳上列不實言論/影片/圖片者。
13. 網路霸凌是新世代全國性的罪行。

(二) 網路霸凌法律處置

1. 詳細收集或截圖所有霸凌資料報警備案。
 2. 提告地檢署/法院。
 3. 告刑事：散播不實謠言/毀謗名譽/侵犯人權/公然侮辱/違反著作/偽造文書
 4. 有誠意知錯願和解者：
 - 真實姓名公開媒體網路道歉
 - 寫悔過書
 - 取得和解金
 5. 不認錯者：
 6. 加告民事：依法賠償/假扣押財產
 7. 協會另外依照違反協會法規處置
- 記得! 網路沒有消除鍵走過必留痕跡!**

- iii. Never ask a young gymnast to accompany you alone, always have parents involved.
- iv. Work with at least 3 people at any time.
- v. Never have the gymnast into a coaches' party, even the athlete is mature.
- vi. Design training drills so that the gymnast could train the key skills without spotting.
- vii. Enhancing physical conditioning and skill drills could improve the technic of the gymnastic movement also reduce spotting with body contact.
- viii. Male coach paired with female coach when coaching a female team.
- ix. If any athlete shows infatuation toward to a coach, stop him/her and give notice to the parents or other coach immediately.

VIII. Safeguarding and protection for athletes

(I) When athlete Injured

- i. When a gymnast falls and injured coach should ask bystander to step back and then check the gymnasts' primary condition.
- ii. Have the trainer assess the injury.
- iii. Send to hospital if necessary.
- iv. Inform parents.
- v. After return from any injury training must continue with care and patience. Start with conditioning and basic skills. Never attempt

(三) 口頭/肢體霸凌

以直接的言語恐嚇、身體傷害，以及間接傷害，如排擠、不當表情、諷刺等欺凌行為。

處置方法

1. 口頭霸凌:
 - 請對方收斂言詞 (不惡言回嘴或動粗)
 - 呈報教練及相關人員
2. 肢體霸凌:
 - 立即離開現場
 - 呈報教練及相關人員
3. 錄影與錄音存證
4. 旁觀者/第三者作證
5. 報警備案等法律途徑與網路霸凌相同

十、猝死

不同型態的心臟失調可能猝死(SAD) 1990 年代以前不了解猝死學界多誤判

(一) 警示徵兆

1. 運動時昏倒或癲癇。
2. 情緒激動/情緒低落/受到驚嚇時昏倒或癲癇。
3. 家庭成員中有運動時昏倒或癲癇而猝死的病例或健康年輕人無故遽亡。

這些徵兆並非一定會發生猝死，但是當有任何一個徵兆出現時，應立即送醫做完整的心臟檢診，有這些徵兆的人應做心律/心電圖/運動測驗與分析。

complicated skills until doctor gives a go ahead.

- vi. Athlete with concussions should completely follow doctor's order
- vii. If concussion reappears, send to doctor immediately.
- viii. Every gym must post emergency procedures and phone numbers.

(II) Concussions

After an incident, if a young person loses consciousness, call an ambulance immediately!

If you suspect a concussion, always have the young person seek medical attention. Never attempt to treat a concussion without a physician involved.

(III) What Is a Concussion?

A concussion is a traumatic brain injury caused by a hit or jolt to the head or body. This movement can cause the brain to impact the inside of the skull

and trigger swelling on parts of the brain. The swelling and pressure can affect brain function.

(二) 教練如何預防選手猝死

1. 了解運動員心臟問題的警示徵兆。
2. 任何運動員有昏倒或癲癇情況時，應紀錄日期時間及在何種運動/情況下發生。
3. 建議家長送醫，做完整地心臟檢診/心律/心電圖/運動測驗與分析。
4. 降低活動量到檢診完畢。
5. 訓練中心應該學習心臟復甦術 (CPR) 訓練或是購買自動去顫器 (AED)使正在處於顫抖或是不正常跳動的心臟經由電流刺激而歸零停止，並於電擊完後立刻配合 CPR 直至救護人員到達現場改由救護人員急救，或是患者恢復正常的心跳脈搏。

(三) 教練如何處理有 SADS 病史的選手

1. 讓教練團知道這個選手的情況。
2. 教練們學習 CPR 及 AED 的正確使用方法。
3. 檢核訓練中心的急救程序。
4. 發生情況時不要驚慌，冷靜處理，讓選手們學到好榜樣。
5. 儘速通知家人溝通，讓他們了解有關處理程序。
6. 選手健康表紀錄細微情況做為教練們/醫護人員持續追蹤用。

十一、訓練場館衛生管理

訓練場館是教練/運動員/家長每天密集接觸的

(IV) Symptoms and Signs of a Concussion

Often, the symptoms and signs of a concussion show up hours after the incident or even the next day, therefore make sure that after any blow to the head or body that the athlete is observed for changes in health or behaviour.

Symptoms	Signs
Headache	Poor balance or coordination
Dizziness	Slow or slurred speech
Feeling dazed	Poor concentration
Seeing stars	Delayed responses
Sensitivity to light	Vacant Stare
Ringing in ears	Unusual emotions
Fatigue	Personality changes
Nausea or vomiting	Inappropriate behaviour
Irritability	
Confusion or disorientation	

地方，選手頻繁地接觸體操館內的器材設備，是疾病容易傳染的溫床，訓練場館應切實做到衛生管理減低疾病傳染機會。

1. 全館人員定期簡易健康檢查，隔離生病徵兆選手，請醫護人員檢視或送醫。
2. 每天清潔打掃訓練場地/器材/衛浴設備。
3. 每月全館消毒至少一次。
4. 海綿坑每年幾次翻坑消毒，汰換海綿。
5. 流感期或特殊防疫期遵照衛福部法令或指示做防疫。
6. 設置醫護空間，添置基本緊急救護設備。
7. 清楚標示逃生門或逃生設備運用方法。
8. 標示防護員/醫師/護理師/醫院聯絡方法與電話。
9. 提供飲水設備檢視清潔與使用期限。
10. 安裝消防設備依照手冊檢視功能與使用期限。

十二、訓練場館緊急災難管理

訓練場館應有緊急災難管理與規劃，以應付自然或人為緊急事故，以降低生命威脅，或減少物質損害。

(一) 火災

1. 訓練場館應明示撤離路徑、安全門。以及安全集合地點
2. 教練團學習使用滅火器。
3. 火災時立即關掉所有電源/油氣/瓦斯/水源並搬移易燃物體，如不能搬動則遠離易燃物

(V) Key Steps in Dealing with a Concussion

- i. Remove the young person from the activity
- ii. Do not leave the young person alone, and always monitor their symptoms and signs
- iii. Do not give the young person any medication
- iv. Inform the parent or guardian as soon as possible
- v. Get the young person to a doctor as soon as possible
- vi. Do not allow the young person to rejoin a game or activity

(VI) 6 Steps to Return to Play

A concussion is a serious injury that requires a gradual reintroduction to activities monitored and with permission by a physician. Symptoms and signs can return at any time during this process. If they do, the young person must be re-evaluated by a physician. Remember that symptoms and signs can return later in the day or the next day after an injury. These six steps should take, at the shortest, a week. If any symptoms or signs of a concussion re-occur, you must return to Step 2 and have the young person re-evaluated by a doctor.

Never allow a young person to return to their activity if symptoms and signs of concussion persist! The long-term impact can be life-altering.

體。

4. 確認失火源頭，判斷火勢情況。
5. 小火災立即用滅火器滅火後打電話給消防隊或主管機關做善後處理與報告。
6. 判斷火勢不是滅火器可處理的，立即打電話給消防隊。
7. 發生火災時打開警報器，撤離場館人員到安全集合點，不要用電梯。
8. 疏散時應確認撤離路徑/門巷通行無阻。
9. 疏散人員必須待在安全集合點直到消防隊允許才可回到場館。
10. 請專人負責看管運動員同時通知家長帶領她的小孩回家。

(二) 地震

1. 場館不得堆積有毒、易燃、高腐蝕性的、劇烈化學品或放射性物品
2. 地震規劃疏散地點，不可接近煤氣、自來水或下水道管線或接近高壓電線。
3. 定期檢查/穩固場館內、外看板、遮陽棚、連接通道、裝飾物體。
4. 定期檢查滅火器，教練團應學習使用滅火器。
5. 定期檢查/穩固場館內電腦、顯示器、電冰箱、視聽器材、冷氣機、電風扇、隔間屏風、書櫃、檔案櫃或書架以及書架上物體。
6. 定期檢查/汰換緊急應變物品箱中的緊急用品。
7. 標示地震時場館內外的安全躲避地點，避開窗戶、懸掛物體、鏡子和高大家具等潛在危險地帶。
8. 規劃並標示地震疏散路線、安全集合地點
9. 大地震時教練們儘速打開大門帶領選手，遠

- i. Complete physical and mental rest! Even reading, computer-time, or watching television or calling friends should be minimized. The mind needs time to heal.
- ii. Easy, light introduction to physical activity. Examples include walking or riding a stationary bike. Monitor the child or youth person for any symptoms or signs.
- iii. Advance to gentle sport-related training, e.g.; skipping or stretching.
- iv. The child or youth may rejoin the sport or activity, however without rough activity or body contact. Advancement to Step 5 may only take place after receiving medical clearance.
- v. The participant may begin more strenuous games or drills including body contact if that is part of the activity or sport.
- vi. After a period of time at Step 5, if all has gone well, the child or youth can resume normal activity.

(VII) How Can I Help Keep Young People Safe?

- i. Help create a culture of safety in your activity.
- ii. Ensure all young people follow safety rules and rules specific to the activity.
- iii. Talk with other coaches and leaders and share ideas on how to reduce situations where a concussion may be sustained.
- iv. Talk with participants about concussion and

離建物、高壓電線、大樹或其他危險物品，從室外倒榻到室內，在安全躲避地點抱頭蹲下。

10. 大地震後，教練與運動員遠離建物、高壓電線或其他危險物品，在安全地點集合，檢查受傷情形、安排急救治療。
11. 點清人數與名單，通知家長接回運動員，失蹤運動員通知緊急搜救隊。
12. 未經主管單位允許不得進入場館。
13. 報告主管機關事件經過並協助善後處理。

(三) 爆炸或槍械威脅

1. 收到口頭，電話或是文字張貼爆炸或槍械威脅，立刻報警。
2. 發生爆炸或槍械時，應躲在櫥櫃冰箱等厚重物件後面伺機逃出。
3. 在集合地點清點逃出人數與名單。
4. 通知家長接回運動員。
5. 爆炸或槍械威脅解除，不要隨便搬動傷者，辨認傷者姓名，由救護人員來處理，且通知家長。
6. 受傷選手如須送醫，應派員伴隨就醫。
7. 未經主管單位允許不得進入場館。
8. 報告主管機關事件經過，並協助善後處理。

other injuries. Discuss concerns they may have about reporting injuries or suspected concussions. Is missing a game or practice worth potential long-term health issues? Emphasize the importance of allowing time to fully recover from any injury.

- v. If required for the sport or activity, make sure young people have properly fitting and certified equipment.
- vi. Be the role model your youth need and let them know you expect them to practice good sportsmanship at all times.

(VIII) Conclusion

Concussion are a serious, traumatic head injury. Young people who continue to play or return to activities before they have fully healed have a greater chance of getting a subsequent concussion injury. Subsequent or secondary concussion injuries while the brain continues healing from the first can be very serious and affect a young person for the rest of their life. Treat concussions with caution and care, and always follow the 6 Steps to Return to Play.

IX. Bullying

A person or a group that hurt or frighten someone,

over a period of time, or force that person to do something they do not want to do repeatedly and over time. Negative actions carried out by physical contact, by words, or in other ways, such as making faces or mean gestures, and intentional exclusion from a group. An interpersonal relationship characterized by an actual or perceived imbalance of power or strength.

Bullying is a major cause of stress and depression. Victims' physical health is likely to suffer, and they are at a greater risk of developing mental health problems, or even suicide. Bullying has become one of the major public health problems.

(I) Cyberbullying

- i. The act of repeatedly harassing, mistreating, or making fun of another person online or while using cell phones or other electronic device”.
- ii. Sending mean and/or threatening emails or text messages.
- iii. Using electronic means to spread gossip, secrets or rumour about another person that will damage that person’s reputation.
- iv. Sending hurtful materials, pictures, forged messages, to others under an assumed identity.
- v. Creating blogs or websites that have stories, cartoons, pictures or jokes ridiculing others.
- vi. Creating polling websites where visitors are asked to rate others in a negative way.
- vii. Taking a sexually explicit photo of someone

and distributing it to others, also called sexting.

- viii. Tricking a person into revealing personal information about themselves and then forwarding that to others, often referred to as phishing.
- ix. Using someone else's password in order to change their profile to reflect sexual, racist and other content that may be hurtful or offensive.
- x. Posting false or hurtful messages on social media, online bulletin boards or in chat rooms.
- xi. Posting aggressive messages to agree with the above false or hurtful messages on social media.
- xii. Forward the above false or hurtful messages.
- xiii. Cyberbullying is a serious and growing issue that affects the lives of young people across the country.

(II) Actions to Cyberbullying

- i. Collect all evidences, report to police
- ii. Go to district prosecutor office and file a lawsuit.

- iii. Criminal action: file a law suit for spreading the utterly false rumour/ reputation damage/ infringe upon human rights/ deliberate humiliation/ copyright violation/ document forgery
- iv. If the poster admitted his/her mistake and willing to settle dispute out of court.
 - Post an apology statement in the media also electronic platform with true identity.
 - Written statement of repentance.
 - Solatium payment as compensation to the victim
- v. If the poster refuses to admit his/her mistake
- vi. Civil action: An additional civil action should follow after the criminal action.
- vii. In addition, CTGA will execute a disciplinal penalty according to the code of Ethic.

Remember! The internet has no delete button

(III) Bullying by direct or indirect physical contact or by words

Direct or indirect use of physical contact or words or actions to frighten and or hurt someone.

- i. Handling verbal bullying
 - Tell the aggressive person/group to stop without angry words or fist.
 - If that dose not work, call a coach or a third person to help
- ii. Handling aggressive physical contact.
 - Remove yourself from the aggressive person /group immediately

- If it didn't work, call coach or a third person to help
- iii. Record all the actions of the incidence onto a tape or video for evidence
- iv. Ask the third person to be the eyewitness
- v. Follow the same legal steps as the Cyber bullying.

X. SADS stands for Sudden Arrhythmia Death Syndromes

SADS represents a variety of cardiac disorders that can sometimes be responsible for Sudden Death. SAD conditions were largely misunderstood and/or misdiagnosed until the mid-1990's.

(I) THE WARNING SIGNS

- i. Fainting (syncope) or seizure during physical activity.
- ii. Fainting (syncope) or seizure resulting from emotional excitement, emotional distress, or from being startled.
- iii. Family history of unexpected sudden death during physical activity or during a seizure, or any other unexplained sudden death of an

otherwise healthy young person.

These symptoms are not conclusive in and by themselves however in the presentation of any one symptom the person should see their cardiologist for a complete cardiac assessment.

Anyone with these symptoms. This assessment should include an analysis of the heart rhythm and, where indicated, cardiac imaging and exercise testing.

(II) How Can a coach Prevent SADS in the Young?

- i. Learn to recognize the “The Warning Signs” for a potential heart condition.
- ii. Keep a record, with the date and time, of any episodes of fainting or seizures. It is very important to indicate the activity or circumstances leading up to the event.
- iii. Recommend that this individual be referred to a cardiologist for a complete cardiac assessment. This assessment should include an analysis of the heart rhythm and, where indicated, cardiac imaging and exercise testing.
- iv. Consider limiting participation in physical activity until a medical assessment is completed.
- v. Promote CPR training in your school or organization and encourage the installation of

Automated External Defibrillators (AEDs) in all schools and public sports facilities.

(III) How Can a coach Help a Student Who Has Been Diagnosed?

- i. DO inform your staff. Are staff trained to perform CPR and to use an AED (Automated External Defibrillator)?
- ii. Review emergency procedures in your facility.
- iii. DO NOT panic. Most children cope very well with these conditions and are well aware of their own limitations.
- iv. DO establish communication with the parent/guardian to ensure that you know how to react appropriately to an emergency situation
- v. DO record all pertinent information in the student's file for the purposes of consistent follow-up by other teachers, coaches, or physicians

XI. Training center sanitation management

Athletes, coaches, and parents of have close contact at the training center. Athletes frequently roll, tumble hang or lay on the equipment, therefore health management for

the training center is one of the ways to prevent sickness or contagious disease from passing to each other.

- i. Basic health checks periodically. Separate ill person from the group, and then send to doctor.
- ii. Clean all the equipment and lavatory daily
- iii. Sanitize the gym at least once a month.
- iv. Flip the safe pit foam and disinfect, replace pit-foam periodically
- v. During flu season or any special disease warning period, follow the protocol of the Disease Control Center.
- vi. Set up a sick bay, equipped with a basic first aid kit, and emergency preparedness kit.
- vii. Clearly designate the escape exit(s) as well as how to use the escape equipment
- viii. Post the trainer, doctor, hospital contact numbers on the bulletin board.
- ix. Check the water fountain(s) periodically.
- x. Equipped fire preventing apparatus and check periodically according to users' menu.

XII. Training center emergency management

To avoid life threatening situations or to lower the possible damage of the building and equipment by a natural or by man-made disaster, the training center must have an emergency plan.

(I) Fire

- i. Safe evacuation routes and safe assembly area(s) should be clearly posted in the gym.
- ii. All coaches and staff in the gym should learn how to operate the fire extinguisher
- iii. Even if it is a small fire, ensure all power, gas, fuel and water have been shut off, remove flammable materials as necessary.
- iv. Confirm the location of where the fire started, observe the size of the fire or what kind of fire.
- v. Small fire smothered by fire extinguisher, report to the fire department or maintenance personal to take over or for the final report.

- vi. Call Fire Department if the fire could not be smothered by a fire extinguisher. □
- vii. Activate fire alarm to signal staff and students to evacuate to designated safe assembly area(s). Do not use elevators.
- viii. Ensure the escape routes, the gates and the fire lanes are not obstructed
- ix. Staff and students must remain in designated areas until Fire Department gives the “All Clear.”
- x. Notify parents to pick their children, if required. Designate a person as a supervisor to ensure students are monitored until they are picked up or released.

(II) Earth quake

- i. No poison, self-inflammable products, corrosives, explosive chemical or radiation objects can be stored in the training center.
- ii. Carefully select the safe assembly areas, not near gas pipelines, water pipelines, or high voltage powerlines.
- iii. Secure all hanging objects, lights, trophies, pictures, signs, and decorations inside or outside the training center, and check periodically.
- iv. Check periodically and update the fire extinguishers, as required. Have coaches learn to use the fire extinguisher.

- v. Secure computers, monitors, air conditioners, fans, file cabinets, desks, or any heavy objects and check periodically.
- vi. Check periodically and update the contents of the emergency bags or first aid kits.
- vii. Post the safe areas to assemble in the event of an earth quake. Avoid being near windows, doors, hanging objects, heavy furniture or any potential danger area.
- viii. Plan and post the evacuation route and safe assembly area(s).
- ix. Ensure staff/students remain away from buildings, overhead power lines, trees or other hazards that may fall while evacuating.
- x. Wait for shaking to stop – check yourself and others around you for injuries. Ask medic if unsure.
- xi. Check the list of the athletes, report missing person to emergency responders. Notify the parents or guardians to take gymnasts home, once safe to do so.
- xii. Do not re-enter gym until an engineering assessment of the building is made and approval is given by the authority.
- xiii. Report to authorities. Help with after earth quake gym recovery.

(III) Bomb or gun threat

- i. Call police assistance in the event that a bomb or gun threat is received either by phone or written communication or if a suspect with gun threat, or suspicious device is noticed.
- ii. When facing a bomb or gun threat, hide behind heavy furniture, fridge, cabinet, and attempt to escape into other room, or away from the danger area.
- iii. At the safe assembly area check the list of athletes, report missing person to emergency responders.
- iv. Call parents to take gymnast home when safe to do so.
- v. Don't move the injured person unless there is immediate danger. Otherwise, leave him / her alone. Identify the injured person and then and then call 911 as necessary. Notify the parents / guardians to take gymnast home when safe to do so.
- vi. If the individual is taken to the hospital, a staff member should accompany him/her along with athlete's medical information to hospital.
- vii. Do not re-enter the building until "All Clear"

	<p>is given by police</p> <p>viii. Report to authorities. Help with after threat gym recovery.</p>
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