NATIONAL TEAM COMMUNICATION

NATIONAL TEAM HANDBOOK

VERSION 1.0 – AUGUST 26, 2026

Clear and timely communication is an important part of your National Team experience.

Email is GymCan's official communication channel for National Team information, and National Team members are responsible for regularly monitoring the email address they have provided to GymCan.

1 STAYING INFORMED

National Team members are expected to:

- Regularly monitor their email for National Team communications;
- Carefully review their Discipline Weekly Update**,** as it contains important information, reminders, deadlines, and updates;
- Review and respond to communications within requested timelines;
- Complete forms, confirmations, and other required actions by the communicated deadlines; and
- Regularly review the National Team Handbook and their applicable Discipline microsite for current information.

If you are unsure about a communication or required action, your Program Director is your first point of contact.

2 DISCIPLINE WEEKLY UPDATE

Your Discipline Weekly Update is one of the primary ways GymCan communicates timely National Team information. Each discipline regularly distributes a Weekly Update by email (e.g., WAG Weekly Update). These updates are an important source of timely information for your National Team program and may include upcoming deadlines, competition and training information, reminders, opportunities, required actions, and other program updates.

National Team members are responsible for reviewing their Discipline Weekly Update and taking action on any items that apply to them.

3 RESPONSE EXPECTATIONS

National Team athletes are expected to monitor their email regularly and respond to GymCan communications within the requested timeline.

As a general guideline:

- Check your email at least every 48 hours;
- Respond to National Team communications within 48 hours whenever possible;
- Pay particular attention to deadlines identified in your Discipline Weekly Update or other GymCan communications; and
- Be aware that some situations may require a shorter response time. When this occurs, the required timeline will be clearly communicated.

If you are unable to meet a deadline or respond within the requested timeframe, contact your Program Director as soon as possible.

4 URGENT COMMUNICATION

Email is GymCan's official communication channel; however, when information is urgent or requires action within a short timeframe, GymCan staff may also contact you through another established communication channel, such as telephone, text message, or a program messaging platform.

Athletes should follow any discipline-specific instructions regarding urgent communication.

5 KEEPING YOUR INFORMATION CURRENT

It is important that GymCan has accurate and current contact information for you.

If any of the information you provided through your National Team Intake Form changes, please resubmit the form with your updated information.

Update your information: National Team Intake Form

6 COMMUNICATION WITH MINOR ATHLETES

For National Team athletes who are minors, all information sent directly to the athlete will also be sent to their parent or guardian.

Parents and guardians are encouraged to review National Team communications with their athlete and help ensure that applicable deadlines, forms, and required actions are completed.

7 DOCUMENT TIMELINES

Version	Date	Change(s)
Final 1.0	August 26, 2026	Initial document