



Coach - Job Description

- 1. All coaches must be registered with GBC and have fulfilled the requirements for the GBC Screening Policy prior to actively coaching.**
- 2. Coaches must have completed the online course Respect In Sport**
- 3. Coaching duties must be performed demonstrating a caring nature for participants and reflecting a respect for Sport. Duties must be performed in support and in accordance with:-**
 - a) Whistler Gymnastics Philosophy**
 - b) GBC Code of Ethics**
 - c) GBC Code of Conduct**
 - d) GBC and Whistler Gymnastics Policies**
- 4. Coaches must Ensure a Safe Gym Environment**
 - Coaches must provide gym orientations, and review gym and facility safety with all new club members and access participants. See gym, trampoline and rebounding safety posters.
 - Coaches must include and adhere to safe practices in the use of all equipment. See GBC checklists for guidance. See WG checklists on added requirements. Equipment must be adapted for the age, ability and size of the participant.
 - Coaches will use the equipment logs to record their consistent checking and reporting of equipment maintenance.
 - Coaches must establish emergency and accident procedures. Coaches must practice these in initial classes with participants of each session.
 - Coaches must include safe-age appropriate progressions in their program activities. Determining participant readiness is a coach's responsibility.
 - Coaches need to constantly be developing technical practices in their athlete programs which decrease risk i.e. space, speed and height awareness, landings, control, awareness and co-operations with others.
 - Coaches must ensure controlled class management.
 - Correct technique must be used if spotting is required.



- Coaching participation is required in set-up and set down. Ensure your own safety by lifting properly, wearing shoes when moving large equipment and storing equipment safely.

5. Coaches must Supervise Responsibly

- Coaches must coach within the realm of their certification level, training and experience.
- Minimum gym supervision requires:- A certified coach in the gym. One adult 19 years or older in the gym. One certified first aid provider in the gym. 2 adults club designated staff in the building.
- Coaches must never leave their class / group unattended.
- Focus all your attention on your gymnasts.
- Direct supervision is required of CIT's assisting you. The gymnasts are your responsibility not the CIT's.
- Lev 2 certification is required for supervision of other coaches including CIT's
- Direct supervision by at least a Lev 1 trampoline coach is required on trampoline
- Lev 2 certification is required to supervise competitive programming and determine readiness for aerial inversions.
- Lev 2 tramp certification is required for Level 2 trampoline aerial inversions. AG coaches certified Lev 2 AG and Lev 1 tramp may use the trampoline as a training tool for artistic inverted skills.
- Coaches must coach as guided by GCG LTAD and NCCP gymnastic coach training program content and GBC technical guidelines
- Coaches must coach within the recommended coach ratios by GBC.

6. Coaches must Coach Effectively

- Teach skills in an approved manner, following the program established by the program manager and in alignment with philosophy and guidelines provided through NCCP and GCG/GBC LTAD. Use progressive steps to build complex skills.
- Determine athlete readiness for level of activity.
- Display coaching competency in making effective use of your theoretical and technical knowledge.



- Use training time to full advantage. I.e. effective use of equipment; effective coaching applications such as group work, stations, rotations, and circuits; effective communication to reduce listening and increase activity.
- Use effective class/training management strategies to keep program and participants under your control. Establish fair and firm control.
- Consider your gymnasts psychological and emotional needs. Use positive reinforcement to encourage good attitude and behavior. Communicate effectively with program manager and other coaches

7. Coach must coach Professionally

- Work effectively in co-operation with the other coaches and staff of Whistler Gymnastics.
- If you have program or coaching concerns bring them to the attention of your program manager in an open statement of concern so they can be dealt with. Do not talk behind others back, whine or complain. Bring the situation to the forefront.
- Coaches are expected to coach classes on a regular basis. (90-95% of scheduled session time)
- Time-off must be requested at least 2 weeks in advance.
- Coaches wishing time-off must arrange a suitable substitute coach.
- If ill please call in to your program manager as early as possible.
- Coaches are expected to attend the scheduled meets and events of their assigned athletes. This is part of your coaching responsibility.
- Listen to parental concerns and with the assistance of your program manager provide responsible, ethically coaching solutions to their concerns.
- Do not make your own judgment statements to parents on athlete progress, potential and placement without consulting your program manager.
- Be aware of your image as a coach. Don't stand around and idly chatter with other coaches. Always take an active part even if not leading the activity. Body language is very reflective of attitude, so make sure it reveals a professional demeanor.

8. Coaches must Plan and come Prepared

- Carry a positive attitude into the gym, co-operation and enthusiasm are contagious

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- Be punctual for all classes and meetings. Arrive 10 minute before assigned start time to get your own personal preparation done. Assume that you will be 10 minutes after finish time in getting you own things gathered and ready to go. These are not paid times.
- Come prepared to teach with written lesson plans as directed by your program manager. Evaluate and make notes your lesson plans after class.
- Record and maintain attendance records on your gym classes.
- Wear appropriate coaching uniform
- Assess progress of your gymnasts and complete required records and reports as directed by your program manager.
- Complete administrative documents accurately and on time i.e. timesheets, evaluations, reports

9. Coaches must attend and support Club Meetings and Activities

- Club clinics and coaching meetings, scheduled in advance and in-relationship to coaches' availability must be attended. This will be paid as special event time.
- Coaches are encouraged to attend club activities. Check with your program manager to clarify which are to be paid from your coaching hours, or as special events or as volunteer.
- Coaches are encouraged to provide some volunteer support particularly in support of community, school, access or promotional programs. 6-10 volunteer hours per year would be a reasonable and appreciated amount of volunteer coaching time to donate to our non-profit organization. Program managers will let you know when such opportunities are available.
- Coaches are encouraged to continue on-going professional development in coaching, education and sports administration related to gym sports. Benefits are provided to support approved professional development. See Benefits.