



Technical Rules and Regulations

Section F

Coaches Policies and Guidelines

www.gymnasticsontario.ca

SCOPE

These Rules of Conduct outline the principles of conduct, obligation and duties governing the behavior of all members of Gymnastics Ontario. Conduct shall at all times reflect honesty, good sportsmanship, courtesy and respect towards others.

The Rules of Conduct apply to **ALL** Gymnastics Ontario members (gymnasts, coaches, judges, volunteers, spectators, team officials and staff) when participating in any activity, program, event and competition sponsored or sanctioned by Gymnastics Ontario.

All policies, procedures, rules and regulations of Gymnastics Ontario must be followed at all times.

When one is part of the Ontario delegation, in the Rules of Conduct,

- The term “delegate” refers to any athlete, coach, manager, judge, chaperone, or other official.
- The term “team official” refers to head of delegation, team managers, coaches or persons appointed by Gymnastics Ontario to have responsibility for athletes during a competition or event.
- All delegates are expected to abide by the decisions of team officials.
- All delegates are expected to comply at all times with the rules, regulations and protocol as laid out by the organizing committee of the competition.
- When Ontario athletes travel as part of another team, such as a national team for Gymnastics Canada, they shall also be subject to the Rules of Conduct of GCG which shall supercede those of Gymnastics Ontario.
- Incidents of violation shall be addressed by the head of delegation and the team officials.

2) RESPONSIBILITIES

All coaches are required to read and abide by the Rules of Conduct while participating in any program, event or competition sanctioned by Gymnastics Ontario. Coaches bear the primary responsibility of preparing athletes to follow the Rules of Conduct at any program, event or competition sanctioned by Gymnastics Ontario. All coaches traveling as Ontario representatives shall receive a copy of the Rules of Conduct and are required to sign the acceptance of the Rules of Conduct.

3) REGULATIONS

i) Dress Code

Coaches are representatives of their clubs and of Gymnastics Ontario. Therefore, proper attire and behaviour are imperative.

Acceptable Attire Includes:

- club tracksuit or uniform
- sport pants, knee length hemmed shorts
- sport shirts, t-shirts
- gym shoes are required

Non-Acceptable Attire Includes:

- Denim pants or shorts

- Ripped clothing
 - Inappropriate language on clothing
 - Caps, hats or visors
 - No street shoes, open toed shoes, sandals, flip-flops, crocs
 - Insufficient clothing (eg. Mid drift tops, halter tops and spaghetti strap tops)
- i) All delegates are expected to comply with discipline dress codes. This includes traveling attire and attire at the warm up and competition site.
 - ii) All coaches officially representing Ontario are required to wear the Gymnastics Ontario tracksuit and other attire as outlined in each discipline.
 - iii) For Team Ontario functions the Head of Delegation will be responsible for enforcing the Dress Code.
 - iv) Coaches and Spotters may wear a current or previous club tracksuit, a current Ontario, or current Canadian tracksuit.

Any coach violating the above rules may be asked to leave the floor if they do not comply with the first request from the Meet Director, Chair of the Judge's Panel, Chair of the Program Committee or Program Manager.

ii) Curfew

- Curfews shall be set by the head of delegation/team manager. Requests to change curfew must be approved by the head of delegation.
- The head of delegation may set a reasonable curfew to be followed by any other delegation members staying at the same facility as athletes.
- All coaches/managers shall reside at the official hotel/residence and assist with the supervision of athletes.

iii) Travel/Accommodation

All delegates are expected to comply with the team arrangements and schedules. Any delegates requiring special arrangements due to extenuating circumstances must make such arrangements through the team manager prior to travel.

All coaches are expected to remain with the team during travel, at the competition location and at the residence area unless special permission is granted from team officials. Prior to the trip, for those old enough and mature enough to be responsible for themselves, arrangements should be agreed upon between athlete, coach and team manager. Athletes must ensure that their coach and/or team manager know of their whereabouts at all times.

Accommodation changes, if different from those formally arranged by Gymnastics Ontario for the official hotel or official residence when attending any Gymnastics Ontario sanctioned competition, training camp or demonstration must be approved by the head of delegation or the team manager.

iv) Alcohol/Drugs/Banned Substances

- “Legal drinking age” means nineteen (19) years of age. If the legal age of the country or province where a competition is located is higher than nineteen (19) years of age, then such older legal ages shall apply.
- All delegates are subject to restrictions as to the use of alcohol, drugs or any banned substances as prescribed by law, any sport governing body or Sport Canada, or any conditions or restrictions imposed by any local authority.
- Using or dispensing drugs is prohibited.
- Being impaired by alcoholic drink or drugs is prohibited.
- Obtaining or supplying intoxicating beverages to anyone under the legal age is prohibited.
- Possession and/or consumption of alcoholic beverages in individual’s room of residence/hotel/university/college or public area of residence (i.e. corridors, general lounges, etc.) that is visible and/or accessible to the participating athletes is prohibited.

v) Vandalism/Theft

Any member guilty of a willful act of damage to the property of others, theft or vandalism shall be held totally responsible and shall be required to make reimbursement or restitution.

vi) Sportsmanship

Members are expected to conduct themselves in a sportsmanlike manner.

vii) Language

Use of language that is foul or offensive to others is prohibited.

viii) Harassment

Verbal, physical, sexual or psychological abuse is prohibited. Harassment in any form or discrimination contrary to the Canadian Charter of Rights and Freedoms or the Ontario Human Rights Code is prohibited. For further information, please consult the Gymnastics Ontario Harassment Policy.

4) DISCIPLINARY ACTIONS/SANCTIONS

- Delegates violating the Rules of Conduct/Ethics and Standards Policy may be subject to disciplinary action(s) in addition to any sanctions or penalties applied by law or other agents.
- The head of delegation, in consultation with team coaches and managers is empowered by the Board of Directors to impose the following sanctions on any delegate who fails to comply with the Rules of Conduct when participating in or travelling to or from any activity sanctioned by G.O. and/or when representing G.O. in any capacity:
 - verbal reprimand
 - written reprimand

- restriction or limitation of on-site activities, including the removal of certain privileges
- restitution of property or reimbursement
- removal of the delegate from competition or event
- sending delegate home at own expense

Should it be necessary for a head of delegation to impose a sanction, the head of delegation shall properly document the incident and ensure, to the maximum extent possible, that the principles of natural justice are followed prior to imposing the sanction.

See Disciplinary Actions/Sanctions and Procedure for Disciplinary Actions in the G.O. Discipline and Sanctions Policy.

Sanctions

- i) The Competition Chief Judge/Head Judge/Judge Responsible/Chair of Judge's Panel is responsible for enforcing the attire/behavior rules and may require any coach who is in violation to correct the situation immediately.
- ii) Children of coaches are not permitted on the floor during clinics, competitions or training camps, unless accredited to perform a specific task,
- iii) Any coach found at fault in dress or appearance will be reported by the Competition Chief Judge/Head Judge/Judge Responsible/Chair of Judge's Panel to the applicable Technical Committee through a competition report.
- iii) Improper or unsportsmanlike behavior, including standing behind judge(s) while an athlete is being evaluated by judges, unfounded or derogatory comments about the judges or the judging, etc. are subject to a sanction.
- iv) Sanctions will be imposed by the Competition Chief/Head Judge/Judge Responsible/ Chair of Judge's Panel as follows:

First Offense:	Verbal Warning
Second Offense During the Same Competition:	Yellow Card
Third Offense During the Same Competition:	Red Card and immediate removal from the competition (training, warm-up and competition floor).

In the interest of the athlete, when there is no other club coach on site, the penalty imposed will be a financial one (as per the August 2001 GCG supplement)
- v) If a coach is given a Yellow Card for one offense and then commits another offense he/she will then be given a Red Card. It is not necessary to have repeated the same offense.
- vi) If a coach deliberately caused a disruption, he/she may be Red Carded immediately.
- vii) All incidents must be submitted in a meet report to the GO office. The Technical Committee will be informed of any "carding" incidents. In the case of a violation, the Technical Committee will write the "carded" party to indicate the seriousness of the situation and offer the opportunity to the coach to further explain the circumstances and what steps can be taken to prevent further occurrences. The letter will be kept on file and c.c. to

- the Head Coach and President of the club that the coach represents. An additional copy will be forwarded to the “offended” judge.
- viii) Should a coach deem a judge(s) behavior to be inappropriate or unsportsmanlike, the “offended” coach may submit a report to the Women’s Program Manager. The incident will be forwarded to the Judging Excellence Committee for review.

Certification Requirements

- i) To coach at the competitive level a coach must have a minimum of NCCP Level 2 certification. Additional requirements (dependent upon the level of the athlete) are listed below.
- ii) In order for a member to be registered as a competitive coach, they must:
- Complete the Risk Management and Respect in Sport On-Line Workshop
 - Coaches must be fully certified in the previous level (theory, technical and practical) before registering for the subsequent technical course.
 - Coaches must be registered with Gymnastics Ontario as a “Coach of Athlete” to be eligible to coach at any GO Sanctioned competition.

Interclub Stream/Women’s Level 2 - 4:

- i) Coaches must have a minimum of NCCP Level 2 Theory and Technical certification to coach Interclub Stream athletes in their gymnasiums or to gain access to the competition floor at any GO sanctioned IC Stream competition, training camp or other activity.

Provincial Stream/Women’s Level 5 - 9:

- i) Individuals must be fully certified NCCP Level 2 Coaches in order to coach Provincial Level athletes in their gymnasiums.
- ii) Coaches must be fully certified NCCP Level 2 in order to gain access to the competitive floor for warm-up or competition for all Qualifying meets, Ontario Championships, training camps and other GO activities.

National Stream:

- i) Individuals must be fully certified NCCP Level 3 Theory and Technical Coaches in order to coach National Level athletes in their gymnasiums.
- ii) Coaches must have NCCP Level 3 Theory and Technical in order to gain access to the competitive floor for warm-up and competition for GO sanctioned National Stream activity.
- iii) Coaches must be fully certified Level 3 to gain access to the competitive floor for GCG events. Exemptions may be requested through GO for special circumstances.
- iv) Any coach wishing to be eligible for selection as Team Coach to the Canadian Championships or for a funded position to the Canadian Championships must be fully certified at N.C.C.P Level 3 prior to the competition where the selection takes place.

Obtaining Certification

Theory

Competition Development modules (formerly Level 3 Theory) and Introduction to Competition A and B (formerly Level 1 and 2 Theory) courses are governed by the

Coaches Association of Ontario. Courses are open to anyone 16 years of age and older. To take Level 2 theory you must have successfully completed Level 1 theory. To take Level 3 theory you must be fully certified at Level 2 (completed theory, technical and practical at Level 2).

i) Workshop

The Introduction to Competition A and B courses are both approximately 15 hours in length. Competition Development course consists of four modules and requires the completion of an assignment over and above course time. To obtain a schedule of courses please contact Coaches Association of Ontario at 416 426 7086.

Technical

To be allowed entry into an NCCP Technical Course the candidate must be a registered member of Gymnastics Ontario (or pay an additional fee). For a complete listing of Technical Courses please refer to the Gymnastics Ontario website at www.gymnasticsontario.ca

Pre-Requisites:

- i. Level 2 Technical – The candidate must be at least 16 years of age on the commencement date of the course, be fully certified at Level 1 or Foundations trained and must have completed Level 2 Theory or Introduction to competition Part B. The candidate must attend and actively participate in the 33 hour Level 2 Technical course and fulfill all necessary evaluation requirements to receive certification.
- ii. Level 2 Practical – The coach must fulfill a minimum number of hours of coaching after completion of the Level 2 technical course (Artistic = 200 hours; Rhythmic = 180 hours; Trampoline = 150 hours). Coaches are required to submit a Practical Coaching Hours Form to the Gymnastics Ontario office for approval.
- iii. Level 3 Technical - The candidate must be fully certified at Level 2 for a minimum of two years, and must have completed Level 3 Theory. The candidate must attend and actively participate in the 45 hour Level 3 Technical course and fulfill all necessary evaluation requirements to receive certification.
- iv. Level 3 Practical - The coach must fulfill a minimum number of hours of coaching after completion of the Level 3 technical course and complete a practical coaching assignment. Please contact Gymnastics Ontario for more information. Coaches are required to submit a Practical Coaching Hours Form to the Gymnastics Ontario office for approval.

Accident Procedures

- i) In the event of an injury, it is the responsibility of the Head Coach to complete an accident report form (Appendix). The completed form must be submitted to Gymnastics Ontario immediately following the completion of the competition. An additional copy should be kept on file at the host club.

Sanctions for Travel

- i) When GO clubs, athletes, coaches and judges wish to travel outside of Ontario, they must request a “Sanction to Travel” from Gymnastics Ontario. Request for travel to other provinces need only be approved by Gymnastics Ontario. Request for travel outside of Canada must also be approved by GCG. The Request for Travel Sanction Forms (GO and GCG – in Appendix) are to be submitted to the GO office at least 6 weeks prior to the date of the departure and must be accompanied by the sanction fee of \$25 made payable to Gymnastics Canada

Coaches Selection Policy

The following selection procedures and rules will be applied for all Ontario teams.

- i) An athlete’s performance earns the club a specific number of points for the selection of Team Coach. Points are calculated based on the performance of team athletes only – alternates scores do not factor in the selection of a Team Coach. For a team of 4 traveling gymnasts, points would be awarded as follows:

<u>Athlete Rank</u>	<u>Club Points</u>
1 st	4
2 nd	3
3 rd	2
4 th	1

- ii) In the event of a tie, the highest gymnast rank will serve to break the tie. In the case where 1 coach is being named for a team with several categories of athletes, the coach with the highest level athlete may be selected.
- iii) If an athlete must withdraw from the travel opportunity for any reason, it will be as if that athlete never competed. No points will be allotted to the athlete’s Club in determining the named coach (es) to the Team.
- iv) No points are awarded for team alternates.
- v) Coaches are not required to be in attendance at the selection opportunity to be considered for travel.
- vi) The club with the greatest number of points is entitled to name the 1st coaching position, which is defined as the Coach/Manager of the team. The club with the 2nd highest points total will name the 2nd coaching position, defined as the Manager/Coach of the team.
- vii) Both traveling coaches will be provided with a detailed job description and will be required to sign as acceptance of this requirement.
- viii) The name submitted for the team coach will be ratified by Program Committee, based on specific criteria including:
 - Member in Good Standing with the Federation
 - Possession of the Appropriate Level of Certification

- Communication skills (verbal and written) – The coach is able to communicate with the athletes/host club and complete any necessary reports.
 - Previous experience in traveling with Athletes
- ix) Should a club not have a suitable candidate, the club with the 3rd highest points total will be invited to submit a name for the position of Manager/Coach.
 - x) If the club with the highest points total does not have a suitable coach then the club with the 2nd highest points total will assume the position of Coach/Manager and the club with the 3rd highest points total will assume the position of Manager/Coach.
 - xi) For all teams with female athletes, 1 coach must be female.
 - xii) The integrity of the team must not be compromised. A coach may not be assigned as the Team Coach if non-team gymnasts from the same club are attending the same competition (unless another coach from the club is attending also).
 - xiii) The GO office will not make arrangements for non-team gymnasts and coaches and/or family members of team gymnasts and coaches.

Team Coach Role and Responsibilities

Prior to departure for Team activity:

- i) Verify coach/athlete status with the Program Manager
- ii) Communicate with personal coaches to discuss athletes' needs.
- iii) Complete and sign the "Team Coach Role and Responsibilities" form (Forms Section)

Training Camps (when applicable):

- i) Create a positive 'team' environment
- ii) Convene 'team' meeting at the start of camp
- iii) Create a 'team' warm-up
- iv) Ensure rotation as a 'team' from event to event.
- v) Convene a positive 'team' meeting to conclude camp
- vi) Observe athletes' routines on all four events
- vii) Consult with personal coaches re: specific athlete needs.
- viii) In consultation with personal coaches:
- ix) determine order of passage
- x) designate named Team members for each event or all-around, as applicable

On-Site at GO Tours, Canadian Championships and Other GO Team Activities:

- i) Actively participate in all scheduled Team meetings, training sessions and competitions; be familiar with each athletes' requirements (equipment, spotting etc).
- ii) Be prepared to **fully** supervise the athletes (24 hours per day).
- iii) Conflicts between 'team' responsibility and 'club' responsibility will not be accepted. The 'team' responsibility will be the sole focus during all

- training and competition sessions (on 4 events, plus warm-up and warm down)
- iv) Team Coach must constantly display equal attention and concern for each team member.
 - v) Team Coach must maintain all responsibilities mentioned in this document until the end of the trip, not just the end of the 'team' competition component.
 - vi) In conjunction with the Team Manager: ***These responsibilities will be carried out jointly unless no Manager is assigned; in which case, the Team Coach will assume all of the following:***
 - cooperate and communicate regarding issues of concern
 - set daily schedule/program, meal times, etc.
 - schedule meetings before and after training and prior to competition to discuss status of each athlete (injuries, general well-being), concerns etc.
 - ensure that all team members are wearing appropriate leotard and tracksuit
 - ensure that all team members have submitted adequately labeled floor music
 - during competition, ensure that each competitor receives proper and adequate warm-up
 - submit protests as directed by the athletes' personal coach, if in attendance
 - Maintain the 'Esprit de Corps' at all times
 - ensure that there is time scheduled for some out-of-gym non-gymnastic related leisure time activities
 - coordinate all out-of-gym activities (i.e. site seeing, etc.)

Evaluation process:

- i) In order to ensure the best possible environment for Ontario athletes, a complete written evaluation of Team and Personal Coaches, Team Managers and athletes will be done by all participants.
- ii) The evaluation form must be completed and submitted to the Gymnastics Ontario office within 3 weeks of the event.
- iii) The Team Coach may be removed immediately on site and replaced by the next ranking coach if they are negligent in the care of the athletes. For this to occur, the personal coaches of the Team athletes must unanimously agree to this action.
- iv) If a Team Coach is found to be negligent in fulfilling all the listed responsibilities after a complete evaluation, that coach will not be eligible to be named as "Team Coach" for any activity for the period of 13 months.

The Role of Personal Coaches:

Personal coaches will be allowed floor access whenever possible, provide they are dressed in the appropriate attire and meet GO and GCG NCCP requirements. Any additional expenses occurred (coach registration fee, accommodation, meals etc) are the responsibility of the personal coach.

Gymnastics Ontario Membership and NCCP Verification Process

Host Clubs are required to verify a coach's membership with Gymnastics Ontario and their NCCP certification levels on site, prior to allowing access to the competitive floor. Therefore, it is mandatory for all coaches to be in possession of and present their Coaching ID's at the time of registration on-site. If a coach can not confirm their membership and/or NCCP level then they are not eligible on the competition floor. Sanctions will be applied to coaches who falsely represent themselves.