

**EVENT: 2025 WAG TOUR - TEXAS**

**CLUB COACH/MANAGER**

- facilitates all assigned administrative needs of their athletes prior to, during and after the competition/tour, as requested by the GO Program Manager
- is responsible for the club's athlete's members' safety entire trip (on and off the competition floor)
- is responsible for ensuring that the club athlete's conduct is in compliance with Gymnastics Ontario's Rules of Conduct and Code of Ethics and responsible coaching movement (ie. rule of two)
- ensure that all attending club members are familiar with and comprehend the Gymnastics Ontario Rules of Conduct and Code of Ethics
- capable to administer fair disciplinary actions when necessary
- participate as part of the team for a productive and positive competitive and social experience for all athletes
- acts as a role model for all Team Ontario delegation members
- promotes and fosters team spirit/morale

**ELIGIBILITY**

Coaches must have the following:

- be a member in good standing with Gymnastics Ontario
- ability to work as a team (excellent written/verbal communication skills, organizational skills)
- sound knowledge of Gymnastics Ontario Rules of Conduct and Code of Ethics
- must have NCCP Competition 1 Certified for Level 6-8 and NCCP Competition 2 Trained for Level 9-10 athletes
- must be 25 years of age minimum
- must have current passport (valid within 6 months of return date)
- complete police record check (valid within the past 12 months) – [mybackcheck](#) available
- has Respect in Sport, Safe Sport and MED Evaluation
- follow [Responsible Coaching Movement](#) and [Rule of Two](#)

**PRE-EVENT**

- attend Team Ontario training camp
  - work with other club coaches to create a positive "team" environment and get to know each other
  - work to create a "team" warm-up
  - rotate as a "team" from event to event and practice competition order (based on Tour Selection results)
  - observe athletes' routines on all events
  - designate a Team Captain
  - verification of athlete with the Program Manager

**DURING EVENT/ONSITE**

- **General**
  - attend meeting upon arrival at hotel outlining behavior, expectations, curfews etc.
  - ensure all athletes are aware of and adhere to the set curfews
  - be prepared to navigate family requests to see athletes (only if don't conflict with team activities/bonding). Reminder that parents are not permitted in the athlete's rooms as it is a shared space.
  - attend all on-site meetings during the event and convey all pertinent information to all any club athletes
  - arrive at all planned meetings well in advance of specified time
  - work with other team coaches to attend team cheer time and coordinate team activities outside the competition (educational development and cultural exposure should be considered when making plans for sightseeing)
  - ensure that your club athletes are well-informed regarding meal times, competition schedule, receptions, departure times, training hours, wake-up times, check-out procedures, etc.

- ensure athletes' attendance at all required functions, including training, cheering and team meetings
  - ensure that the dress code is observed during all scheduled activities ( i.e. during travel, March-In, training sessions, competition, cheering on other team, Opening Ceremonies, Awards Ceremony, Banquet, ...)
  - provide direction and take appropriate action on disciplinary actions after consultation with Team Manager/Head of Delegation, if required
- **Travel (departure and return)**
    - meet and check-in with Head of Delegation/Team Manager at airport
    - meet with club athletes at airport and assist them getting checked in and travel as a team through security and customs
    - advise club athletes of any pertinent information regarding customs regulations (i.e. laws pertaining to the province/country team is traveling to, declaration of all photographic equipment at customs before departing Canada)
    - carry a letter of permission from the parent/guardian of all minors in your care when traveling outside of Canada
    - ensure that all athletes wear their Gymnastics Ontario team jacket while traveling to and from the tour destination (unless otherwise stated)
    - regular head counts/check-in with athletes about whereabouts and meeting times etc. and travel with a buddy (at least 1 other athlete)
    - ensure that all baggage is properly identified
    - ensure all athletes have/keep all passports, birth certificates and airline tickets in a safe spot
    - Ensure club athletes are picked up at airport and notifying the head of delegation before departing yourself
- **Safety**
    - know the whereabouts of all team members at all times
    - carry all applicable medical consent forms, blank accident report forms, rooming list and all other pertinent information at all times
    - communicate and repeat all pertinent rules, curfews and subsequent meeting times
    - be prepared to deal with any on-site problems/crisis and be knowledgeable regarding emergency procedures (i.e. outside of Canada you may need to investigate the local water and take appropriate measures should the water be deemed unacceptable)
    - be prepared to be on call twenty-four (24) hours a day while responsible for athletes
- **Training and Competition**
    - attend training, coordinate arrival/travel times etc. to and from the competition venue, team outings, etc. with all team members, in cooperation with other club coaches
    - ensure that all athletes have received their accreditation and keep that with them at all times/have a competition number (where applicable)
    - ensure athletes are aware of the order of competition and any changes are agreed upon by all coaches and communicated to athletes
    - check march-in, march-out and awards procedures
    - find out the protest procedure before the start of the competition
    - if competition and/or training is during meal times, arrange for packed lunches
    - have music for club athletes (and back up available if needed), ensure it is available on-site/handed in to the correct person or ready to play yourself (all music should be correctly labeled with the athlete's name, competitive number, etc.)
- **IN THE EVENT OF AN EMERGENCY/FIRE/ACCIDENT/INJURY/ILLNESS:**  
 Be prepared to follow steps listed below if a team member becomes injured or ill while in your care:
    - any emergencies/fire alarms & evacuations, have meeting spot for team, make sure they know what to do if need to get a hold of you, etc.
    - seek medical attention as needed
    - arrange to have any athletes supervised by another club Team Manager/Head of Delegation
    - give all the pertinent information to the person you have asked to supervise the rest of the group/delegation

- if possible and if time permits, contact Head of Delegation and contact parents or emergency contact person before treatment is initiated
- contact the athlete's parent if in attendance, and have present, if possible, during treatment
- authorize only minimal treatment to stabilize the athlete if corrective surgery is not immediately needed (the athlete's parents/guardians/emergency contact and/or personal physician should be contacted first)
- ensure that all relevant medical information, authorization for treatment, and health card go to the hospital with the athlete (always carry medical release forms with you)
- an accident/illness report must be filled out for each and every occurrence.

**POST EVENT**

- Submit a completed Event/Competition Trip Report (Forms Section), Photos/Videos, injury reports etc. within fifteen (15) working days of returning from the event.

**SIGNATURE**

**I HAVE READ AND UNDERSTAND MY ROLE AND RESPONSIBILITIES AS A CLUB COACH/MANAGER AND AGREE TO FULFILL MY ROLE AND RESPONSIBILITIES AS OUTLINED.**

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**Name of Coach/Manager (please print)**

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**Signature**

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**Event**

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**Date Signed**