

EVENT: 2026 WAG TOUR - GYMNIX

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/bus meeting point and assist them getting checked in and travel as a team through security and customs as needed
 - 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 (recommended for travel within Canada – coach to have copy)
 - 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(ID), 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.

Name of Coach/Manager (please print)

Signature

Event

Date Signed