

## **EVENT: 2026 TG TOUR**

### **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/Managers 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 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 36 months) – [mybackcheck](#) available
- has Respect in Sport, Safe Sport and MED Evaluation
- follow [Responsible Coaching Movement](#) and [Rule of Two](#)
- coaches must meet the minimum NCCP requirements (please refer to the TG Rules & Regulations)

### **DURING EVENT/ONSITE**

- **General**
  - 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 club athletes
  - arrive at all planned meetings well in advance of specified time
  - work with other coaches to 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, training, competition, cheering on other team members, Awards Ceremony, ...)
  - 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 pick-up point
  - meet with club athletes at pick-up point and assist them getting checked in and travel as a team
  - 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 in a safe spot
  - Ensure club athletes are picked up at drop-off point 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)
  - check march-in, march-out and awards procedures
  - find out the protest procedure before the start of the competition
- **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 FOR TG TOUR 2026  
AND AGREE TO FULFILL MY ROLE AND RESPONSIBILITIES AS OUTLINED BY GYMNASTICS ONTARIO.**

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

TG Tour 2026 – Repentigny, QC

**Event**

**Signature**

**Date Signed**