

# Coaches Handbook 2016/2017

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## QUINTE BAY GYMNASTICS

### Coaches Handbook

The following information is included in this handbook to help the coaching staff become aware of the activities, programs, club bylaws and payroll procedures as they pertain to employment with the Quinte Bay Gymnastics Club. Any Questions should be directed towards the Recreational Coordinator–Ashley Copeland. Cell: 613-661-1076 [rec@quintebaygymnastics.com](mailto:rec@quintebaygymnastics.com)



# Quinte Bay Gymnastics Club

## Recreational Coaches Employment

### Expectations & Responsibilities

You are employed by the Quinte Bay Gymnastics Club to teach gymnastics skills appropriate to the age and level of each individual. All gymnasts must be given fair and equal amounts of coaching attention in order to achieve their full potential, different learning styles, level, physical ability, personalities and body types.

All paid coaches must fulfill the duties as outlined in the job descriptions on the following pages. Coaches must be aware of their responsibilities as teachers and recognize that they are role models to children of all ages. Employment with the Quinte Bay Gymnastics Club can be a rewarding experience for all coaches and they are encouraged to express their creativity, and dedication with all assigned classes.

#### • **Coaching Hours**

- **Availability:** a request will be sent out prior to the 10 month term and probationary period, as well as for the summer term, coaches are expected to reply with their availability and we will do our best to accommodate. If you are involved in extracurricular activities you must take this into consideration when submitting your availability as your assigned class children will depend on you. Please remember that you have chosen to work here as your part-time job and thus have chosen coaching as your priority. We will do our best to make accommodations, but please keep in mind it is not always possible.
- **Volunteering:** throughout the year QBGC has many opportunities in which we require volunteers. Although volunteer hours are not expected this is a great opportunity for you to complete required hours for high school, and not only that, it looks great on a resume!
- **Monthly Coach Meetings: are mandatory.** If you are unable to attend we require a doctors note, any other reasons must be communicated with the Recreational Coordinator at least 1 week in advance. Failure to attend with no notice will result in a write-up. Meetings are important and will cover; spotting, circuits, changes within the club, upcoming events, report cards, issues, etc. We will be rewarding a Coach of the Month as well as a CIT of the Month!
- **Performance Appraisals:** Will be done twice a year or as we see fit. They are based on professionalism, attendance, energy level, appropriate attire, creative lesson planning, circuit building, coaching techniques and dedication.

#### What to have on file prior to starting your own class:

#### • **Qualifications**

- All coaches must have on file:
  - Foundations 1 Certification: ***\*New coaches have 3 months to obtain certification, will need to complete a Letter of Intention.***
    - Foundation Introduction
    - Foundation Theory (MED+PP)
    - Foundation Artistic
    - Foundation Trampoline
  - First Aid & CPR = Book or scheduled
  - Risk Management – Part A & B (<http://www.gymnasticsontario.ca/education/coach-ed/risk-management-program/> )
  - Police Record Check ( Including VSS for those 18 and over)
  - HR Downloads training models completed
    - AODA Customer Service Training
    - WHMIS 2015 Including the GHS for Workers, Supervisors – All Jurisdictions
    - Keep it Professional – Telephone, email and Social Media Etiquette

- Social Media Awareness Training

**\*\*You can register for all NCCP Gymnastics Ontario courses at:\*\***

**<http://www.gymnasticsontario.ca/education/>**

- Click on **Coach Education**
  - #3 – Start NCCP Certification process – click **Calendar**
  - Click **NCCP Course Calendar**
  - Choose desired courses – you will need the following in order to register:
    - **NCCP number** – login to coach.ca
    - **GO number**
    - **Credit Card** to pay for course – if you stay with the club for a year we will fully reimburse you the fees paid for the course
      - **To be reimbursed** you need to submit an expense form **ALONG** with your receipt of purchase upon registering to the Recreational Coordinator
  - Upon completion of course you will need to:
  - **Submit your Certificate** received at the course to the Recreational Coordinator in order to receive your pay increase.
- **Payroll**
    - Payment for hours worked will be done on the 31<sup>st</sup> and 15<sup>th</sup> of every month by direct deposit and Coaches in Training (CIT'S) will be done on the 31<sup>st</sup> of every month by cheque. If you have any concerns regarding your pay, please contact the administrator. All coaches and CIT's are required to record their coaching hours on a coaching control sheet. At the end of every pay, the coach is responsible to start a new coach's control sheet.
    - **Note:** Substitute coaches will only receive their own rate of pay and not that coach for whom they are replacing.
    - **STAY TUNED FOR NEW SIGN-IN/OUT PROCEDURES through the STAFF PORTAL**
- **Staff Portal**
    - Go to [www.quintebaygymnastics.com](http://www.quintebaygymnastics.com) and click on the staff login, password: QBGCstaff
    - Items Here:
      - Clock In/Out – COMING SOON
      - Link to Staff Facebook Page
      - Staff Meeting Info
      - Coach Appreciation – nominations
      - Coach Handbook
      - Coaching Tools – Testing Sheets, Ouch Reports, Accident Reports & Rec Meet Information
- **Coaching Attire**
    - All competitive and recreational coaches must wear their current assigned coaching club t-shirts, enabling parents to identify who the coaches are. The club will provide:
      - 1 Coaching Shirt – working 1-2 days
      - 2 Coaching Shirts – working 3 days
      - 3 Coaching Shirts – working 4-5 days *\*Extras can be purchased through the office.\**
    - All coaches are to wear athletic pants or appropriate length of shorts, if you wear shoes they must be indoor shoes.
    - All hair **must** be tied away from the face, please refrain from playing with your hair while coaching. No hats.

- **Absences**

- Upon Illness: notify recreational coordinator, you are required to find your own replacement. You must replace yourself with a certified coach. Reach out to the Staff Facebook Group.
- Planned Absence: put out a request on the Staff Facebook Group, the Recreational Coordinator will approve all subs by **'liking'** the post.
- CIT's are also in charge of finding their own replacements.
- Consequences and Disciplinary Actions: failure to follow the absence procedures will result in a formal write-up with the possibility of dismissal.
- **If you are unable to find a sub you are expected to be present for your shift.**
- **ALL SUBS MUST GO THROUGH THE FACEBOOK GROUP, SO THE RECREATIONAL COORDINATOR CAN TRACK THE COVERING OF CLASSES – NO EXCEPTIONS.**

- **Professionalism**

- We expect all coaches and CIT's to arrive 15 minutes prior to their shift. During this time coaches and CIT's are expected to be **setting up/adjusting circuits** and **reviewing their coaching binders** – makeups, trials, lesson plans, testing sheets, etc. **\*NEW children are registering/dropping daily\***
- **All** coaches and CIT's must participate in warm-ups, stretching and hands on coaching. **ABSOLUTELY NO SITTING, HANDS IN POCKETS OR LYING DOWN!**
- Coaches are required to follow the dress code laid out under **Coaching Attire** – you are a role model for the children.
- Coaches are expected to be prepared for their shift by having Lesson Plans prepared, student skill testing sheets ready and check over attendance sheets (e.g. Makeups).

- **Coaches Responsibilities for CIT**

- If you have a CIT with your group you need to remember you are their mentor and that you should be giving them something to do at each circuit. At no point in time should your CIT be left alone with your group, nor should you be socializing – this is a learning experience for them and one day they will be coaching.
- If an athlete is ever in need of minor medical assistance such as an ice pack or a Band-Aid, always have a CIT run. Never leave your group only attended by a CIT. If no CIT is available, use another groups CIT or reach out to the SUPERVISOR on shift to assist.

- **Lesson Plans**

- Each coach is responsible for contributing to the Google Docs for Lesson Plans **DUE: 20<sup>th</sup> of each month** – the Recreational Coordinator will print these out and put 1 copy in your binder for the month.
- Lesson plans are prepared to change things up for the child-this year we are focused on keeping our program exciting by introducing new themes monthly. Coaches will work together creating Lesson Plans per class category.
- Please think about testing sheets while contributing to the Lesson Plans, as we want each gymnast to learn the proper progressions to make achievements.
- These plans are expected to be used each and every week, the supervisor will be checking in to ensure this is being done.
- **Failure to contribute may result in a write-up.**

- **Testing Sheets**

- Each coach is responsible for ongoing testing. Binders will be checked weekly by Supervisors and the Recreational Coordinator to ensure testing is being conducted.
- Testing sheets need to be kept in your binders. This is helpful for when you have a sub coach so that they know what levels and skills they should be working on with your group.

- **Report Cards**

- All coaches are responsible for writing report cards for each of their groups. Report cards will be handed out in December, April and again in August.

- When writing report cards, try to make your comments specific to the athlete being tested. Include:
  - **1 POSITIVE**
  - **1 Critique**
  - **1 Working towards positive – could be for next level**
- Report cards will be due the 1<sup>st</sup> week of December. Hand out week of: Dec 17<sup>th</sup>-23<sup>rd</sup>
- Report cards will be due the 1<sup>st</sup> week of April. Hand out week of: Apr 24<sup>th</sup>-29<sup>th</sup>
- Report cards will be due the 2<sup>nd</sup> week of August. Hand out week of: Aug 21<sup>st</sup>-25<sup>th</sup>
  
- **Recreational Meet**
  - Recreational Meet Saturday, June 17<sup>th</sup> we will expect **ALL** coaches to be in attendance.
  - After testing is done for April report cards, coaches are expected to start working on routines – routines can be found within the Staff Login on our website.
  - Students will be performing routines based on their last level successfully achieved in their discipline.
  - Only students who are actively enrolled in June will be invited to participate.
  
- **Birthday Parties**
  - **Expectations:**
    - **Coach 1 – greeting party attenders in the lobby**
    - **Coach 2 – ensuring party room is acceptable for next party, helping clean/set up**
  - Saturday Parties are responsible for:
    - Taking the garbage to the dumpster out back, recycling (i.e. pizza boxes)
    - Sweeping the party room after the parties leave, ensuring the ENTIRE upstairs is clean and tidy ( wipe tables, chairs, and windows)
    - Sweep and tidy lobby
    - Bathrooms in lobby and change rooms
    - Clean kitchen, competitive break room & under the bleachers plus sweeping
  - Sunday Parties
    - Taking the garbage to the dumpster out back, recycling (i.e. pizza boxes)
    - Sweeping the party room after the parties leave, ensuring the ENTIRE upstairs is clean
    - Sweeping the party room after the parties leave, ensuring the ENTIRE upstairs is clean and tidy ( wipe tables, chairs, and windows)
    - Glass work – cleaning all windows
    - Bathrooms in gym
    - Moving all equipment to the side of the gym as well as piling/stacking mats.

## **Quinte Bay Gymnastic Club Rules**

All coaches are to enforce and follow the gym rules.

1. Proper gym attire
  - Hair tied back (short and long) – elastics can be found in the office
  - No jewelry
  - No bobby pins
  - Bare feet only – socks if warts on feet
  - No belts, zippers, buttons
  - No dresses
  - No 2-piece outfits ( sports bra w/ gym shorts)
2. No running
3. No chewing gum
4. Only water allowed in the gym
5. Only 1 gymnast is to be on a trampoline at one time. **MUST have a sting mat placed on the trampoline at ALL times for the following: BIRTHDAY PARTIES, SCHOOL TRIPS, TYKE CLASSES & UNDER.**

Bum wars can be done with gymnasts in the Jammers (7-9yr) or older only if they can do a proper seat drop. Bum wars should be done sparingly; trampoline is to be used for teaching skills.

- 6. Coaches are expected to clean up the gym at the end of each night and put equipment away in proper places and/or set up circuits for the next day.**

## **Program Outline and Direction**

*\*Gymnasts must be tested by head coach for all advanced, pre-competitive and competitive programs – testing can be scheduled through the office - \$10 testing fee applies.*

### **Recreational**

- Practices the fundamentals of gymnastics
- Works on a badge system and is tested in our level system
- Main focus is fun and fitness
- Ages 5 – 13 years old
- 1 – 2 hours per week

### **Tall & Small**

- Focus on movement, running, jumping, rolling, body awareness
- Emphasizing fun and fitness
- Sticker sheet certificates
- Ages 18 months – 3 years old

### **Tumblebugs**

- Focus on movement, running, jumping, rolling, progressing through our Kinder Level System
- Emphasizing fun and fitness
- Ages 3 – 4 years old

### **Tyke, Jammers and Tweens - Artistic**

- Focus on basic to advanced artistic skills – beam, bars, floor, vault, progressing through our Artistic Level System
- Emphasizing fun and fitness
- Ages 5 – 13 years old

### **JR. & SR. Tumbling - Tumbling**

- Focus on basic to advanced tumbling skills – rod floor, tumble track and trampoline, progressing through our Tumbling Level System
- Emphasizing fun and fitness
- Ages 5 – 13 years old

### **JR. & SR. Trampoline - Trampoline**

- Focus on basic to advanced skills performed on the trampoline, progressing through our Trampoline Level System
- Emphasizing fun and fitness
- Ages 5 – 13 years old

### **High School Gymnastics**

- Developed with OFSAA rules and regulations for those competing high school gymnastics
- High school aged

## **Advanced Classes**

### **Advanced Kinder**

- Practices more advanced skills without competition
- Must show advanced skills
- Ages 3-4 years old
- 1 hour per week

### **Little Flippers**

- Practices more advanced skills without competition
- Must show advanced skills
- Ages 5-6 years old
- 2 hours per week

### **Mini Flips**

- Practices more advanced skills without competition
- Must show advanced skills
- Ages 7-9 years old
- 3 hours per week

### **Kips & Flips**

- Practices more advanced skills without competition
- Must show advanced skills
- Ages 10+ years old
- 4 hours per week

## **Competitive Programs**

### **Mini Elites**

- Working on basics and important fundamentals necessary for competitive gymnastics
- Ages 4-6 years old
- 3 hours per week

### **Petite Elites**

- Working on basics and important fundamentals necessary for competitive gymnastics
- Ages 7 – 9 years old
- 6 hours per week

### **Provincial Compulsory Level 1-2, 3-4 & 3-4 12+**

- Working on basics and important fundamentals necessary for competitive gymnastics
- Ages 8+
- 6-9 hours per week

### **Pre-Elites Compulsory**

- Working on basics and important fundamentals necessary for competitive gymnastics
- Ages 8+
- 12 hours per week

### **Elite Compulsory**

- Training with a goal of being successful at all Ontario Qualifiers with hopes of qualifying for the Ontario Championships.
- Ages 9+
- 16 hours per week



### **Elite Optional**

- Training with a goal of being successful at all Ontario Qualifiers with hopes of qualifying for the Ontario Championships, Eastern Championships, as well as the Team Ontario Tour Selection.
- Ages 9+
- 12-16 hours per week

### **Competitive Tumbling**

- Working on basics and important fundamentals necessary for competitive gymnastics with hopes of qualifying for the T&T Ontario Championships, Eastern Championships as well as the Team Ontario Provincial Tour Selection.
- Age 5-18+ years old
- 6-9 hours per week

### **Competitive Trampoline**

- Working on basics and important fundamentals necessary for competitive gymnastics with hopes of qualifying for the T&T Ontario Championships, Eastern Championships as well as the Team Ontario Provincial Tour Selection.
- Age 5-18+ years old
- 2-5 hours per week

### **Masters Invitational**

- A group of retired athletes looking for training focused more on fun and personal skill development rather than a training group focused on competition. These athletes must be level 6 +.
- Must be level 6+
- 9 hours per week
- \*Option to compete or not\*

## **FAQ**

### **Q. What does my child wear?**

A. For recreational classes, children can wear shorts and a T-Shirt (something tight fitting so it will not slide over your child's head if they go upside down), or a gymnastics leotard. We have gymnastics leotards available for purchase at the office. Bare feet in the gym is required for safety reasons. Hair should be pulled back. No jeans, belly tops, dresses or jewelry should be worn. Children dressed inappropriately will be asked to change and/or not be admitted into class.

### **Q. How do I register my child?**

A. You can register online through our website by logging into your customer portal, or in person through the office during our office hours. For assistance, please email us [rec@quintebaygymnastics.com](mailto:rec@quintebaygymnastics.com).

### **Q. Is there a viewing area?**

A. Yes, we do have a viewing area located upstairs. We ask viewers not to stand at the entrance door to the gym as this is a safety hazard. There is ample viewing upstairs. For safety reasons Quinte Bay Gymnastics does not allow parents or family members in the gym unless they are participating in the Tall & Small class, however we do allow accessibility viewing within the gym, we ask that you check in with the office prior to entering the gym.

**Q. Where do we drop off and pick our child?**

A. Children will wait upstairs in our viewing area until it is time for their class at which time each coach will call their classes for that time to follow them downstairs. Ten (10) minutes near the end of their class we ask whomever is picking up the child to meet down in the lobby where the classes will be let out.

**Q. Is everyone required to take their shoes off when they go upstairs to the viewing area?**

A. Yes we ask that everyone take their shoes off even in the warmer nicer weather. Keep in mind all children are going up in bare feet and their little tootsies will appreciate not stepping on dirt and stones.

**Q. Do you offer trial classes or drop-in classes before registration?**

A. Yes, we do offer 1 free trial class to new students only if space is available - this does not apply during peak registration (Fall). Please contact the office if you wish to enroll your child in this class, as we will only hold the spot for 48 hours. Please contact the office for more information.

**Q. How does payment work?**

A. Tuition fees are due on or before the 1st of each month. On the 2nd week of each month we will be posting a \$10 late fee. Payment in full including late fees are required prior to the 2nd class or the child will not be admitted into class, which will result in termination of child's spot.  
NSF will be a charge of \$25.

**Q. Do you offer Family Discounts?**

A. Yes we are proud to offer discounts to families as well as multiple class discounts:  
2nd child or 2nd class 10% off tuition fees  
3rd child or 3rd class 15% off tuition fees  
4th child or 4th class 25% off tuition fees  
\*Discounts will be taken off the lowest fees.  
\*\*Discount only applies to classes (camps and other events do not apply).

**Q. How do I withdraw my student?**

A. Term Session: Your spot is yours September to June unless we receive a WITHDRAWAL FORM. To withdraw from a class an ONLINE Withdrawal Form must be completed and submitted by the 15th of the month prior to the month your student wishes to leave.

**Q. What is your policy on refunds?**

A. CLASS REFUND: There are no class refunds except for medical reasons, accompanied by a medical note presented at the time of withdrawal. Withdrawal for medical reasons will be prorated based on the number of remaining days. For all other reasons please submit an ONLINE Withdrawal Form.  
CAMP REFUND: Up to two weeks prior to the start of the camp a full refund (less the mandatory Gymnastics Ontario Fee of \$30.00) will be provided on written withdrawal notice. Within 1 week prior to the start of the camp, a credit will be provided on written withdrawal notice. The credit is valid for one year from the date of approval and will remain on your account until its use. During the week or day of camp, only withdrawals for medical reasons will be accepted. A medical note signed by a qualified health practitioner must be presented at time of withdrawal. Withdrawal for medical reason will be prorated based on the number of remaining days.

**Q. Can my child transfer to a different class?**

A. Yes space permitting, your child is welcome to transfer to an alternative class. **PLEASE NOTE: A \$10 administrative fee will apply for any changes to your registration.**

**Q. What if my child needs to switch their class due to a change in age?**

A. If there is availability for the desired class we will gladly make the switch for your child. If you know your child will be going up an age bracket we recommend that you put them on a waitlist early on.

**Q. Do you offer makeup classes or refunds for classes missed?**

A. We do not offer makeup classes, refunds or credits for missed classes. However, classes that are cancelled on behalf of the club, due to hosted meets, holidays and/or inclement weather will be offered a makeup class (no monetary compensation), which must be used while the child is still actively enrolled in a class and used within 2 months from the date of issue. You can schedule the makeup once the cancelled class has occurred.

**Q. What if the weather is bad?**

A. Weather updates - notifications regarding gym closures will be posted on our Facebook page along with an email sent out to all families. Please see above for makeup information.

**Q. Do you offer Private Lessons?**

A. Yes we do offer private lessons, please email us at [rec@quintebaygymnastics.com](mailto:rec@quintebaygymnastics.com) or call the office to arrange times. Private lessons can be arranged with any qualified Level 2 coach.

**Q. When do you hold tryouts for your Competitive Gymnastics and Advanced Classes?**

A. If your child is interested in pursuing the advanced stream of gymnastics they will need to be tested. Please contact the office to arrange testing. Tryouts for our competitive team are held in the spring every year. **PLEASE NOTE: There is \$10 testing fee.**

**Q. When do I get my Child Fitness Tax Credit Receipt?**

A. Child Fitness Tax Credit Receipts will be automatically e-mailed in February. If you need a receipt prior to that, please let us know. You can always view your transaction history by logging into your customer portal.

**Q. Can I request a specific coach/teacher?**

A. We will do our best to accommodate you, however, there is no guarantee as staffing decisions are based on scheduling.



# Pay Structure

## Pre – CIT:

- Required to put in 40 Volunteer Hours
- Record volunteer hours in the Time Control Binder on their own Pre – CIT time sheet.
- Recreational Coordinator to sign off upon the completion of 40 hours after which Pre – CIT will move up to CIT

## CIT:

- Record hours worked in the Time Control Binder on their own CIT time sheet.
- Each time sheet runs from the 16<sup>th</sup> of the month to the 15<sup>th</sup> of the current month.
- CIT's will receive a CIT Honorarium for their hours volunteering on the last day of the month.
- \$6.00/hour as a cit.
- \$9.00/hour if filling in a sub coach.

## Starting Coach:

- Must sign **Letter of Intent (3 months to attain your Foundations Training Certificate)**
- Minimum Wage Students under 18 years of age: \$10.70/hr
- Minimum Wage 18 years of age and over: \$11.40/hr

## Junior Coach – Foundations (Level 1): (add)

- Foundation Introduction \$ 0.15/hr
- Foundation Theory (MED+PP) \$ 0.15/hr
- Foundation Artistic \$ 0.15/hr
- Foundation Trampoline \$ 0.15/hr
- Trained + Workbook signed off: \$ 0.15/hr  
*To be fully level one, coaches must be trained in foundations, theory, artistic, trampoline, risk management Part A/B, and have completion of their workbook and practical hours. All certificates and documents must be handed in and approved by the recreational coordinator before increase in pay is made.*
- Certified workbook, portfolio, submitted video to GO. \$0.25/hr

## Intermediate Coach –Competition Introduction WAG (Level 2): (add)

- Level 2 Technical & Theory \$ 1.15/hr
- Certification pathway \$ 0.25/hr  
*To be fully level two, coaches must be certified in technical, theory, risk management Part A/B, and have completion of their practical hours. All certificates and documents must be handed in and approved by the head coach before increase in pay is made.*

## Additional Level 2 Technical Course: (add)

- Possesses both Level 2 Trampoline and Level 2 Artistic: \$ 0.50/hr

## Senior Coach – Level 3: (add)

- Level 3 Fully Certified with practical hours: \$ 0.50/hr

*To be fully level three, coaches must be certified in technical, theory and have completion of their practical hours. All certificates and documents must be handed in and approved by the head coach before increase in pay is made.*

## Additional Level 3 Discipline:

- Possesses both Level 3 Trampoline and Level 3 Artistic: \$ 1.00/hr

## Prior Related Education:

- Examples: \$ 1.00/hr

- Early Childhood Education
- Recreational & Leisure Degree

**Supervisor Position (i.e. Friday evenings):** (add) \$ 1.00/hr

- This added rate is only for the hours worked in this capacity.
- The supervisory position is held by the coach with the highest level of training or is 18 years of age or older.

### **Yearly Employee Wage Increase Program**

- Employee wage increase will be based on performance and in connection with the years of service working at the Quinte Bay Gymnastics Club.

### **Minimum Wage Increases**

- When the government changes the minimum wage for students under 18 years of age and anyone 18 years of age and older the employee will receive the amount of increase (i.e. \$ 0.25) on top of their current wage if they are already above the previous minimum wage.
- GO is in the process of updating their courses and since we base our pay structure on course development, this pay structure will change to accommodate those changes.

### **How to Access your PayStubs**

**You will receive your paystubs each pay cycle via email.**

**Open the attachment and you will be prompted to type in your unique password. Here's how to figure out what your unique password is:**

Step 1: Use the 3 middle digits of your SIN Number. Example: ( 123- **456** – 789 )

Step 2: Use the 2 digits that correlate to your birth month. Example: ( January = **01** )

Step 3: Use the 4 digits of your birth year. Example: ( **1998** )

Step 4: Using the information above you will be able to create your unique password to access your PayStubs each pay cycle. Example: ( **456011998** )