



COACHING EDUCATION
(Coaching, NCCP, and Certifications)

OPERATIONS MANUAL

Last Updated: December 5 2023

Related Links

Gymnastics Canada Gymnastique (GymCan): GYMCAN.ORG

Federation Internationale de Gymnastique (FIG): FIG-GYMNASTICS.COM

viaSport Coaches (formerly CABG): VIASPORT.CA/COACHING

Coaching Association of Canada (CAC): COACH.CA

Respect in Sport (RiS): [HTTPS://GYMNASTICSCANADA.RESPECTGROUPINC.COM/](https://GYMNASTICSCANADA.RESPECTGROUPINC.COM/)

Criminal Record Checks (CRC): <https://justice.gov.bc.ca/eCRC/home.htm>

Supporting Documentation

GymCan Coaching website: <http://www.gymcan.org/programs/coaching/coach-resources>

Including:

- [NCCP Operations Manual](#)
- [NCCP Code of Ethics](#)

Coaching, NCCP, and Certifications

Important Note

In the event that any policy contained in this document is contradicted by another policy put into effect by Gymnastics BC, a written inquiry must be submitted to coaching@gymbc.org.

Clarification of Decision-Making Authority

In an effort to provide greater clarity and transparency around the decision-making process and level of authority related to the various rules, policies, and procedures contained in this document, the following updates have been made:

- Numbered items will now be marked to indicate whether they are a rule, policy, or procedure.
- They will also be marked to indicate which body has authority over the decision-making process. Generally, rules will be under the authority of a Technical Committee or an appropriate staff member, policies will be under the authority of the Board of Directors and procedures will be under the authority of staff.*
- Relevant supporting documents will be referenced to provide clarity.

*Where an item does not indicate authority, it is either informational or under the authority of staff.

[Table of Contents](#) (Sections listed below are hyperlinked)

RELATED LINKS	2
SUPPORTING DOCUMENTATION	2
COACHING, NCCP, AND CERTIFICATIONS	2
PART 1: COACHING REQUIREMENTS FOR GYMBC MEMBER COACHES AND CLUBS	5
1.1 COACH REGISTRATION WITH GYMNASICS BC.....	5
1.2 NCCP STATUS	5
1.3 CRIMINAL RECORD CHECKS (CRC's).....	5
1.4 RESPECT IN SPORT (RIS)	6
1.5 REQUIREMENTS FOR THE COACHING STAFF.....	6
PART 2: RECOMMENDED TRAINING FOR GYMBC COACHES	7
2.1 CONCUSSION TRAINING	7
2.2 DRUG-FREE SPORT	7
PART 3: REQUIREMENTS FOR COACHING STAFF	7
3.1 CONFIRMATION OF NCCP CERTIFICATION.....	7
3.1.1 <i>Gymnastics Foundations</i>	8
3.1.2 <i>Beyond Gymnastics Foundations</i>	8
3.1.3 <i>Recreational Parkour</i>	8
3.2 MINIMUM COACHING REQUIREMENTS.....	9
3.3 USE OF TRAMPOLINE IN ARTISTIC PROGRAM (COACH'S CERTIFICATION).....	10
3.4 COACH TO PARTICIPANT RATIO GUIDELINES	11
PART 4: NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)	11
4.1 PARTICIPANT REQUIREMENTS.....	11
4.2 COURSE HOURS AND FEES	12
4.3 COMPLETING MISSED MODULES (APPLIES TO COMP 1, 2, 3 OR LEVEL 2 AND 3 TECHNICAL COURSES ONLY).....	12
4.4 AUDITING A COURSE.....	12
4.5 NCCP EVALUATION CHALLENGE FOR FOREIGN COACHES OR NATIONAL TEAM MEMBERS	12
4.6 APPLYING FOR GYMBC TEMPORARY COACHING CERTIFICATION EXEMPTIONS	13
PART 5: NCCP COURSES AND CERTIFICATION PROCESS	13
5.1 CHECKING YOUR NCCP CERTIFICATION STATUS	13
5.2 GYMNASICS CANADA (GYMCAN) PRE-CIT (COACH-IN-TRAINING) PROGRAM.....	13
5.3 GYMNASICS FOUNDATIONS	14
5.3.1 <i>GF Introduction</i>	14
5.3.2 <i>GF Theory</i>	14
5.3.3 <i>Discipline Specific GF Course (e.g. Artistic, Trampoline, Active Start and Rhythmic)</i>	14
5.3.4 <i>Complete the Respect in Sport training</i>	15
5.3.5 <i>Getting GF Certified</i>	15
5.3.6 <i>Gymnastics Evaluation Process</i>	15
5.4 COMPETITION 1 (COMP INTRODUCTION).....	16
5.4.1 <i>Prerequisites</i>	16
5.4.2 <i>Competition 1 Course Content</i>	16
5.4.3 <i>Getting Comp 1 Certified</i>	16
5.4.4 <i>Gymnastics Evaluation Process</i>	17
5.5 COMPETITION 2 (COMPETITION INTRODUCTION ADVANCED).....	17
5.5.1 <i>Prerequisites</i>	17
5.5.2 <i>Competition 2 Course Content</i>	17
5.5.3 <i>Getting Comp 2 Certified</i>	17
5.6 COMPETITION 3 (COMPETITION DEVELOPMENT)	18

5.6.1.....	18
Prerequisites.....	18
5.6.2 Competition 3 Course Content.....	18
5.6.3 Competition Development Theory Modules.....	18
5.6.4 Getting Comp 3 Certified.....	18
5.7 LEVEL 2 TRAMPOLINE.....	19
5.7.1 Prerequisites.....	19
5.7.2 Level 2 Course Content.....	19
5.7.3 Competition Introduction Theory Modules.....	19
5.7.4 Getting Level 2 Trampoline Certified.....	19
5.8 LEVEL 3 TRAMPOLINE.....	20
5.8.1 Prerequisites.....	20
5.8.2 Level 3 Course Content.....	20
5.8.3 Level 3 Theory Modules.....	20
5.8.4 Getting Level 3 Trampoline Certified.....	20
PART 6: OTHER COACHING COURSES OFFERED BY GYMNASTICS BC	ERROR! BOOKMARK NOT DEFINED.
6.1 GYMBC RECREATIONAL PARKOUR COACH CERTIFICATION.....	ERROR! BOOKMARK NOT DEFINED.
6.1.1 Prerequisites.....	Error! Bookmark not defined.
6.1.2 Recreational Parkour Course Content.....	Error! Bookmark not defined.
6.1.3 Retaining Membership with the WFPF.....	Error! Bookmark not defined.
6.1.4 Checking Your Membership Status.....	Error! Bookmark not defined.
PART 7: NCCP LEARNING FACILITATORS (LF) AND COACH EVALUATORS (CE)	21
7.1 NCCP LEARNING FACILITATOR.....	21
7.1.1 What is an NCCP Learning Facilitator?.....	21
7.1.2 Becoming an NCCP Learning Facilitator.....	21
7.2 NCCP COACH EVALUATOR (CE).....	22
7.2.1 What is an NCCP Coach Evaluator?.....	22
7.2.2 Becoming an NCCP Coach Evaluator.....	22
PART 8: NCCP COURSE HOSTING GUIDELINES	23
8.1 SCHEDULING COURSES.....	23
8.2 MINIMUM REQUIRED PARTICIPANTS.....	23
8.3 HOSTING 'IN-HOUSE' GYMNASTICS FOUNDATIONS COURSES.....	23
8.4 HOST CLUB COURSE RESPONSIBILITIES.....	24
8.5 GYMNASTICS BC COURSE RESPONSIBILITIES.....	25
8.6 LEARNING FACILITATOR RESPONSIBILITIES.....	25
8.7 REMUNERATION AND HOURS OF WORK.....	26

PART 1: COACHING REQUIREMENTS FOR GymBC MEMBER COACHES AND CLUBS

1.1 Coach Registration with Gymnastics BC

Type: Policy

Decision by: Board

Reference Document: None

All coaches must be registered as GymBC members and must fulfill GymBC's compliance requirements prior to actively coaching. Information on GymBC's registration process can be found [online](#).

In order to coach in a GymBC member club and at GymBC sanctioned events, an individual must be a registered member of Gymnastics BC. Attending coaching courses also requires appropriate GymBC membership.

To coach any gymnastics discipline, individuals must hold the minimum NCCP certification level required for the athletes that they supervise. They must also have fulfilled all screening requirements, and are encouraged to complete suggested modules as well. The full list of requirements can be found in the [GymBC Screening Policy](#). The required items for all coaches are:

- Annual Review of the GymBC Code of Conduct
- Criminal record Check including Vulnerable Sector Search (Every 3 years for coaches 19+)
- CAC Safe Sport Training – available via E-Learning in The Locker
- Respect in Sport for Activity Leaders

NOTE: Registered coach behavioral expectations and disciplinary processes are outlined in GymBC's [Complaint Management Handbook](#).

1.2 NCCP Status

Coaches must be aware of their NCCP status, which is available by:

- Logging in at coach.ca and reviewing your certification page.
- Visiting coach.ca and reviewing a [public transcript](#) with your last name and NCCP number

1.3 Criminal Record Checks (CRC's)

Type: Policy

Decision by: Board

Reference Document: <https://www.gymbc.org/media/tgxddstn/screening-policy.pdf>

All coaches who wish to be members of GymBC must complete and file a Criminal Record Check (CRC) with Gymnastics BC if they are 19 years old or older, as per BC Provincial Law ("An employer must ensure that every individual who is hired for employment involving work with children and every employee who works with children undergoes a criminal record check" Criminal Records Review Act, Chapter 86). Police record checks submitted to GymBC must also include a 'Vulnerable Section Search' (VSS) (in some cases the VSS is on the same form but not always - check with your local police detachment). CRCs can be completed through the justice department [here \(volunteers only\)](#), or at your local police station.

CRC's may be reviewed by the GymBC Governance Committee and information collected from reviews will be kept for the duration of CRC validity in the strict confidence. GymBC requires that a criminal record review be renewed every three (3) years.

All GymBC member club staff must complete CRC's through a local police station. Please submit completed CRC reports to info@GymBC.org.

It is possible for a volunteer to access the GymBC online CRC process by contacting coaching@gymbc.org and requesting the volunteer access code. This code is only available to volunteers and cannot be provided to any individual that is receiving pay for their work at a GymBC member club.

1.4 Respect in Sport (RiS)

Type: Policy

Decision by: Board

Reference Document: None

Respect in Sport is a mandatory, grassroots, online training course for coaches and sport leaders. It is designed as a tool to assist coaches in identifying and dealing with abuse, neglect, harassment, and bullying in sport.

As mandated by Gymnastics Canada, **ALL** Gymnastics BC coaches are required to complete this course as part of their registration requirements.

- New coaches registering with GymBC will be granted a 30-day (from date of hire at the club) grace period to complete the program.
- Failure to complete the course after 30 days may result in suspension of membership and insurance coverage for the coach(es) until they complete the program, and a \$50 club penalty.
- Completed certificate (number and completion dates) can be sent to coaching@gymbc.org

GymBC recommends that Pre-CIT coaches (aged 13 to 15 years of age) complete Respect in Sport training.

Gymnastics BC sends notices to clubs two times per year to inform administrators and head coaches which coaches have NOT completed Respect in Sport training.

If after 30 days, a club still has coaches who have not completed the program, the club will be fined \$50 for each coach not in compliance with the Respect in Sport requirement. If the club has coaches who are no longer employed with the club, they must inform GymBC at coaching@gymbc.org immediately.

The Respect in Sport training can be found online through the [Gymnastics Canada portal](#).

Individuals and organizations can verify someone's RiS status using the [online validation tool](#).

1.5 Requirements for the Coaching Staff

Type: Policy

Decision by: Board

Reference Document: Coaching Operations Manual

For ALL gymnastics-related activities, there must be present at ALL times in the gym:

- A coach that is at least NCCP Gymnastics Foundations **certified** (specific certification level required is determined by the level of athletes who are training)
- All coaches must have completed the Respect in Sport program, regardless of the program they coach (recreational or competitive), their NCCP certification level, or the level or age of the participants
- One adult 19 years old or older (as per provincial law)
- One person that holds a valid certification in first aid from one of the following courses:
 - SportMedBC / Gymnastics BC First Aid Course

- Emergency First Aid - Community Care from St. John Ambulance
- Standard First Aid from any of the following providers: Red Cross, St. John Ambulance, Lifesaving Society of BC
- Occupational First Aid Level 1 from WorkSafe BC
- Any other First Aid courses must be approved by GymBC

The above-noted responsibilities may be held by one person or a combination of persons.

PART 2: RECOMMENDED TRAINING FOR GymBC COACHES

2.1 Concussion Training

Type: Recommendation

Decision by: Club or Coach

Reference Document: none

It is recommended that all coaches complete the NCCP Locker eLearning module, 'Making Headway'; this free module teaches the knowledge and skills required to ensure the safety of athletes where there may be a concussion related situation. See this [1-minute summary of the course](#).

To access the 'Making Headway' module go to your NCCP Locker account at coach.ca, access the eLearning tab at the top of the page and locate the eLearning module on the left-hand side of the page.

NOTE: For coaches traveling with Team BC to any interprovincial or national event, completion of the Making Headway module is a mandatory GymCan compliance course.

2.2 Drug-Free Sport

Type: Recommendation

Decision by: Club or Coach

Reference Document: none

GymBC recommends that all coaches complete the Canadian Centre for Ethics in Sport's (CCES) True Sport Clean 101 module. This free module includes information on doping ethics in sport, supplements, steroid use, and more.

To access the True Sport Clean 101 module, go to the Canadian Centre for Ethics in Sport [website](#) and complete the untracked version. Untracked means there is no digital record of completion of this course, so the certificate of completion should be kept carefully.

NOTE: For coaches traveling with Team BC to any interprovincial or national event, completion of the True Sport Clean 101 module is a mandatory GymCan compliance course.

PART 3: REQUIREMENTS FOR COACHING STAFF

3.1 Confirmation of NCCP Certification

Type: Policy

Decision by: Board & GymCan

Reference Document: None

3.1.1 Gymnastics Foundations

A coach is only considered certified after completing all the required components of a particular level.

For NCCP Gymnastics Foundations courses, a coach is considered certified once they complete the NCCP GF Introduction, NCCP GF Theory (including the MED online evaluation), an NCCP GF discipline-specific course **AND** the NCCP GF discipline-specific evaluation.

A coach that has completed the three (3) NCCP Gymnastics Foundations courses but has NOT completed the NCCP GF Evaluation is considered a Trained GF coach.

3.1.2 Beyond Gymnastics Foundations...

Artistic

For Competition Introduction (Comp 1 or C1), a coach is considered certified once they complete all the modules of the Comp 1 course and the [Comp 1 evaluation](#). A Competition 1 coach that has NOT completed the evaluation is considered a Trained Comp 1 coach.

For Competition Introduction Advanced (Comp 2 or C2) and Competition Development (Comp 3 or C3), the same process is followed as for the Competition 1 coach (a workshop followed by an evaluation).

Trampoline

Trampoline is in the process of switching to the Competition Stream. Coaches who are trained under the new system would follow the above certification procedures. For those trained under the level system certification is as follows.

For Level 2, a coach is considered certified after they complete the Competition 1 Theory course, the Level 2 Technical course, and 150 hour Practical sign off sheet components or Level 2 Trampoline Evaluation package. For Competition Introduction (Comp 1 or C1), a coach is considered certified once they complete all the modules of the Comp 1 course and the [Comp 1 evaluation](#). A Competition 1 coach that has NOT completed the evaluation is considered a Trained Comp 1 coach. For Competition Introduction Advanced (Comp 2 or C2), the same process is followed as for the Competition 1 coach (a workshop followed by an evaluation).

For Level 3, a coach is considered certified after they complete a minimum of four (4) of the multi-sport 'Competition Development' modules (formerly known as Theory Level 3), the Level 3 Technical course, and Practical components.

3.1.3 Recreational Parkour

For GymBC member clubs offering Parkour programming, a Parkour coach must have completed the Recreational Parkour coach training course. NCCP Parkour certifications pathways are also currently in the pilot phase. This manual will be updated with parkour information once Foundations Parkour has moved beyond the pilot phase.

3.2 Minimum Coaching Requirements

Type: Policy

Decision by: Staff

Reference Document: Coaching Operations Manual

At all levels all coaches must have completed their Respect in Sport and have passed a current (within 3 years) Criminal Record Check, including a vulnerable sector search.

At all levels coaches should only supervise the areas in which they have been specifically trained. For example, a Comp 1 Artistic trained coach may coach basic trampoline skills taught in their Comp 1 course, but cannot coach skills beyond that scope.

Foundations Level Training/Certification

Status	Roles and Responsibilities	Levels they can coach
No NCCP Training	<ul style="list-style-type: none"> May act as an assistant coach only under 1 on 1 direct supervision by a certified coach May not spot any skill 	<ul style="list-style-type: none"> GFA programming Public access programming
Foundations in training	<ul style="list-style-type: none"> May act as an assistant coach only under supervision by a certified coach May not spot any skill 	<ul style="list-style-type: none"> GFA programming Public access programming
Foundations Trained	<ul style="list-style-type: none"> May coach only under indirect supervision by a certified coach Must follow the guidelines of the relevant NCCP Foundations discipline manual 	<ul style="list-style-type: none"> GFA programming including Fitter for Life Public access programming CanJump 1-4 WAG levels 1-2 MAG level 1
Foundations Certified	<ul style="list-style-type: none"> May coach any foundations level discipline in which they are certified Must follow the guidelines of the relevant NCCP Foundations discipline manual 	<ul style="list-style-type: none"> GFA programming including Fitter for Life Public access programming CanJump 1-4 WAG levels 1-2

Competitive Level Training/Certification - MAG/WAG

Whenever possible, competitive level trained coaches should be under the indirect supervision of a coach of equal or greater certified status.

Coaches are required to be certified to be on the Field of Play. Coaches who are not able to get certified prior to a competition may apply for an exemption (see section 4.6).

Levels listed that they can coach are guidelines only, it does not mean a coach is permitted to coach beyond the scope of their training just because a skill is permissible in a given level

Status	Roles and Responsibilities	Levels they can coach
Competition Introduction (Comp 1)	<ul style="list-style-type: none"> Required to be on the field of play with the levels listed in the next column at Provincial meets 	<ul style="list-style-type: none"> WAG Level 3-5 Xcel Bronze, Silver, Gold MAG Level 1
Competition Introduction Advanced (Comp 2)	<ul style="list-style-type: none"> Required to be on the field of play at BC Winter Games, Westerns, and Optional Provincial Championships with the levels listed in the next column at provincial meets. 	<ul style="list-style-type: none"> WAG Level 6-8, Aspire Xcel Platinum, Diamond MAG Provincial 2*-4, Aspire
Competition Development (Comp 3)	<ul style="list-style-type: none"> Required to be on the field of play at National and International competitions 	<ul style="list-style-type: none"> All levels

	<ul style="list-style-type: none"> Trained coaches will not be permitted on the field of play without an exemption letter from GymCan 	
Competition Development Advanced (Comp 4)	<ul style="list-style-type: none"> No restrictions on competitive artistic roles and responsibilities 	<ul style="list-style-type: none"> All levels

*Due to the range of skills MAG level 2 athletes pay perform, coaches may receive an exemption to be on the FoP with Comp 1 certification if their athletes are only performing Comp 1 skills.

Competitive Level Training/Certification – Trampoline

Whenever possible, competitive level trained coaches should be under the indirect supervision of a coach of equal or greater certified status.

Coaches are required to be certified to be on the Field of Play. Coaches who are not able to get certified prior to a competition may apply for an exemption (see section 4.6).

Levels listed that they can coach are guidelines only, it does not mean a coach is permitted to coach beyond the scope of their training just because a skill is permissible in a given level

Status	Roles and Responsibilities	Levels they can coach
Level 2/Comp 1	<ul style="list-style-type: none"> Required to be on the field of play with the levels listed in the next column at Provincial meets Required to be on the field of play at Westerns 	<ul style="list-style-type: none"> Levels 1-4 CanJump 5-12
Level 3/Comp 2 + 3	<ul style="list-style-type: none"> Required to be on the field of play at National and International competitions Trained coaches will not be permitted on the field of play without an exemption letter from GymCan 	<ul style="list-style-type: none"> All levels
Level 4/Comp 4	<ul style="list-style-type: none"> No restrictions on competitive trampoline roles and responsibilities 	<ul style="list-style-type: none"> All levels

3.3 Use of Trampoline in Artistic Program (Coach's Certification)

Type: Procedure

Decision by: Staff

Reference Document: None

For detailed information on trampoline specific requirements, please consult the [GymBC trampoline insurance page](#).

3.4 Coach to Participant Ratio Guidelines

Type: Procedure

Decision by: Staff

Reference Document: None

The recommended coach to participant / athlete ratios are:

SUGGESTED RATIO					
Participant Age Group	Competitive Programs 1 coach to:	Recreational Classes 1 coach to:	Birthday Parties 1 coach to:	*School Programs (including Daycare) 1 coach to:	
PARTICIPANTS	3-18 months	N/A	8-12 max participants (plus parents)		
	18 months to 3 years	N/A	8-10 max participants (plus parents)		
	3 - 5 years old	N/A	6 participants		
	6 - 11 years old	6 - 12 max participants	10 max participants		15 max participants Full class if teacher is active and participating
	12 +	The more advanced the skills, the lower the ratio should be. Higher level competitive may reduce the ratio to lower than 1:6	8-10 max participants	10 max participants	15 max participants Full class if teacher is active and participating
	Fitter for Life	N/A	10-15 max participants	N/A	N/A

*Volunteers (parents or teachers assisting) are not included in the ratios except for school programs where the teacher is present or otherwise indicated.

PART 4: NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)

Part 4 summarizes the current certification opportunities through NCCP training. To get a more detailed review, visit the GymCan website and view section 1.4 of the [NCCP Operations Manual](#).

4.1 Participant Requirements

A participant must be a minimum of 15 years old on the weekend of a course (as per GymCan) to be granted credit for a Gymnastics Foundations course. They must successfully complete all modules of the course, pay the full registration fee and be a registered GymBC member at the time of the course in order to attain a pass and receive credit for the course.

A coach cannot complete the Gymnastics Foundations evaluation to become certified until they reach the age of 16.

4.2 Course Hours and Fees

NCCP COURSE COSTS AND HOURS				
	Foundations		C1	C2/C3
Hours per course	Intro	8	Technical 24 Theory 8	32
	Theory	4.5		
	Disc:	8		
Registration Fee for GymBC Members (plus GST)	Intro	\$80	Technical \$225 Theory \$75	\$300
Non-members must pay GymBC member fee	Theory	\$40		
	Disc	\$80		
Late Registration Fee	If late registrations are able to be accommodated GymBC will charge a late fee equivalent to 25% of the course fee.			
Audit Fee (plus GST)	25% (¼) of the original course fee (manual cost or LMS fee is additional if desired)			
Refund and Course Cancellation policies				

4.3 Completing Missed Modules (applies to Comp 1, 2, 3 or Level 2 and 3 Technical courses only)

If a coach misses a module, they may make it up at another course. GymBC requires a \$25.00 administration fee for making up a module. This applies to Competition Stream, Level 2 and 3 Technical courses only (NOT available for Gymnastics Foundations courses).

Missed modules must be completed within 3 years. After that time, if the coach has not made-up the module(s) they must repeat the entire course and pay the audit registration fee. No additional LMS (Learning Management System) access or manual (Level 3 only) will be included when they audit the course.

4.4 Auditing a Course

Any coach who is currently registered with GymBC may audit an NCCP course that they already successfully completed for 25% of the registration fee plus GST. No manual or GymCan Learning Management System (LMS) access will be included. Coaches who wish to get access to the LMS when auditing will have to request it specifically from the Coaching Education Coordinator, and will be billed the additional cost of LMS access.

4.5 NCCP Evaluation Challenge for Foreign Coaches or National Team Members

Coaches who are recent arrivals to Canada or past GymCan National Team members may apply for an NCCP Evaluation Challenge. The applicant must be a full time resident of Canada and must be working in Canada. Note that being a full time resident does not require that a person has permanent residency or citizenship. Applications will be reviewed by GymCan and experts identified by the program committee of the concerned gymnastics discipline, will determine an appropriate level of competence on a case-by-case basis.

For more information on Evaluation Challenges visit the GymCan website at [here](#).

4.6 Applying for GymBC Temporary Coaching Certification Exemptions

Coaches must meet the minimum NCCP certification standard for the level of athletes they are assigned to (see 3.2 above). This applies for both training (regular every day training) and competition environments. Coaches that do not meet the minimum standard can apply for an exemption, however no exemption will grant a coach the ability to coach skills beyond the scope of their training. The primary purpose of an exemption is to allow coaches who are trained, not certified, onto the field of play under supervision.

If a coach needs to apply for an exemption from the NCCP minimum standards, they must provide a written request to Gymnastics BC's Coaching Coordinator at coaching@gymbc.org. This should be done at the beginning of the season, prior to training, or when the coach is assigned to their athlete(s).

Approved exemptions will be valid for training and GymBC sanctioned events, only for that particular requested competition/membership season. Exemptions for a particular level may only be granted for one (1) season or until an appropriate leveled course is offered for the coach to upgrade their training. Exemptions may only be extended to a second year if an education plan demonstrating active progress towards certification is submitted to GymBC and approved.

For specific GymCan competitions (Elite Canada, Canadian Championships, etc.), all exemption inquiries must be made directly to GymCan's Program Manager for the specific discipline. Requests may be subject to application fees (as determined by GymCan) and late applications may be refused. There is usually a process listed in the specific event work plan.

PART 5: NCCP COURSES AND CERTIFICATION PROCESS

5.1 Checking your NCCP Certification Status

NCCP numbers are created by coaches upon registration for their first NCCP course. If an NCCP number is unknown, coaches can use the Lookup my NCCP# function on coach.ca.

Coaches can visit the [CAC Locker](#) and log in with their NCCP number to access coaching records, update personal information (name, address, e-mail address etc.), obtain a printable official transcript (showing your name and address), and more.

NOTE: Please wait at least one month from the date completion of an event (course or evaluation) before expecting to see if show up on a locker transcript.

5.2 Gymnastics Canada (GymCan) Pre-CIT (Coach-in-Training) Program

The GymCan Pre-CIT Program is a two-year program intended for 13 and 14-year olds; the Pre-CIT program can be completed in one year if a coach enters the program at age 14 (they would complete the two years in one). This program allows young would-be-coaches to gain the experience and knowledge necessary to excel as coaches as soon as they are old enough to be trained.

A candidate for this program is someone who wants to coach and is a minimum of 13 years old but less than 15 years old.

This person can act as an assistant coach to a certified coach, but cannot have sole responsibility of a group. A Pre-CIT must always be under the direct supervision of a certified coach. Direct supervision is defined as one certified coach supervising one Pre-CIT coach.

A Pre-CIT coach must NEVER be given sole responsibility for a group of children, or spot any skills.

As per the Coaching Association of Canada (CAC) policies, a person must be a minimum of 16 years old at the time of taking a course for the course to be credited. As an exception, GymCan has gained approval from the CAC to allow coaches 15 years of age to gain trained status at the Gymnastics Foundations level, by completing GF courses. However, a coach cannot complete the Gymnastics Foundations evaluation to become certified until they reach the age of 16.

For detailed information on the [GCG Pre-CIT Program](#) please visit the GCG website.

5.3 Gymnastics Foundations

In order to become a trained Gymnastics Foundations (GF) coach, a participant must attend a series of three training courses as described below. **The minimum age for a coach candidate is 15 years old as of the weekend of the course.**

5.3.1 GF Introduction

Coaches-in-Training learn the three Fs: Fun, Fitness, and Fundamentals of gymnastics during this course.

This can be the **first** or **second** course a Coach-in-Training attends.

5.3.2 GF Theory

The Theory course is a half-day online course that is applicable to all gymnastics disciplines. The content covered in this course includes “Making Ethical Decisions” (MED) and “Planning a Lesson” components.

GF Theory can be the **first** or **second** course a Coach-in-Training attends.

Make Ethical Decisions (MED) evaluation

Following completion of the Theory course, coaches must complete the online MED evaluation. The MED online evaluation can be accessed in the NCCP locker with your NCCP number. Go to the eLearning tab for the evaluation link. Coaches who do not have the online MED evaluation on file have not met the requirements for completing the course and are unable to obtain status as a certified coach.

EAP training

In order to fully complete the theory course coaches must complete the Emergency Action Plan module online. Go to the e-Learning tab of your locker to take the module. Coaches who do not complete this module will not be considered fully trained.

5.3.3 Discipline Specific GF Course (e.g. Artistic, Trampoline, Active Start and Rhythmic).

The discipline specific course is the **third** course a coach attends.

- Artistic - coaches learn the Fundamental Movement Patterns (FMP's): stationary positions, landings, locomotion, rotation, spring and swing. Coaches also learn basic skills specific to artistic gymnastics and will be prepared to coach recreational artistic participants aged six years to teens (Both MAG and WAG).

- Trampoline - coaches learn progressions and safety tips for teaching basic jumps, body landing skills, adding twists before or after skills, and combination skills specific to trampoline gymnastics. Coaches will be prepared to coach recreational trampoline participants in non-inverted activities.
- Active Start - coaches are introduced to the active start approach and learn how to work with preschool-aged children. They will be prepared to coach participants aged six months to six years.
- Rhythmic - coaches learn about body posture, locomotion, apparatus manipulation for rope, hoop, ball, ribbon, and scarves as well as basic skills specific to rhythmic gymnastics. Coaches will be prepared to coach recreational rhythmic participants; Gymnastics BC does not currently offer this discipline— please contact BC Rhythmic Sportive Gymnastics for these course offerings.
- Parkour – This course is in the pilot phase. More details will be available soon.

5.3.4 Complete the Respect in Sport for Activity Leaders program

[Respect in Sport \(RiS\)](#) educates youth leaders, coaches, officials and participants (14 years and up) to recognize, understand, and respond to issues of bullying, abuse, harassment, and discrimination. The Activity Leader and Parent programs are the Safe Sport Canada solution.

It is mandatory for you to successfully complete the [Respect in Sport \(RiS\)](#) to coach in Canada. If you enter your NCCP # when registering for RiS it will show up on your locker transcript. Otherwise it can be tracked using the [Respect in Sport validation tool](#).

Request that your club forward your Respect in Sport certificate number and date of completion to coaching@gymbc.org.

5.3.5 Getting GF Certified

Following completion of the three Gymnastics Foundations courses (including the online MED evaluation), you must assemble your “Coaching Portfolio” and complete the Gymnastics Foundations evaluation process. **The minimum age for a coach to complete the evaluation process is 16 years old.**

- Step 1: Coaching Portfolio - Download and complete the [GF Coach Evaluation Guide](#).
- Step 2: Complete your coach evaluation (see 5.3.6 for the Evaluation Process)
 - In order to become certified, you must be evaluated by a GymCan Trained Coach Evaluator. To organize your evaluation, inquire with your club lead coach or supervisor, The coach evaluator will require a copy of your completed GF Coach Evaluation Guide (see above).
- Step 3: Submit your completed evaluation.

Your coach evaluator must submit your completed evaluation to Gymnastics BC, via email at coaching@GymBC.org

5.3.6 Gymnastics Evaluation Process

There is no time requirement between a coach taking Gymnastics Foundation courses and completing the Gymnastics Foundations evaluation, provided they are 16 years old.

Evaluations should take between 2.5 and 4 hours to complete, and the GymCan coach evaluation package and evaluator guide must be used (available in electronic format). Evaluator guides are available upon request from Gymnastics BC.

There are no fees payable to GymBC when submitting coach evaluations. The expected rate of pay for GF Coach Evaluators is \$100, and is paid directly from the coach being evaluated or club to the Evaluator. The fee can be waived or reduced at the Evaluator's discretion (ex: if they are evaluating a coach within their own club and conducting evaluations is within their terms of employment for that club).

5.4 Competition 1 (Comp Introduction)

In order to become a trained Competition 1 (C1) Artistic Gymnastics coach, a participant must attend a four-day training course, as described below.

5.4.1 Prerequisites

- A coach must be 16 years old in order to access a C1 course.
- A coach must be Gymnastics Foundations Trained in the discipline of the C1 course they wish to attend.

5.4.2 Competition 1 Course Content

- **Technical Component** – Three days are dedicated to apparatus specific content. The two-day common components for MAG and WAG are Tumbling, Vault and Bars. The final day can be either MAG (Pommel Horse, Rings and Parallel Bars) or WAG (Beam and Artistic Preparation).
- **Theory Component** – 8 hours of the C1 course is dedicated to theoretical knowledge and will cover the following multi-sport modules; Design a Sport Program, Teaching and Learning, Basic Mental Skills, and Nutrition. This may be run as an additional day in conjunction with the technical component, or on its own virtually.

5.4.3 Getting Comp 1 Certified

Following completion of the C1 course, a coach must assemble their “Coaching Portfolio” and complete the Competition 1 Evaluation process.

Step 1: Coaching portfolio

Download and complete the [C1 Evaluation Guide](#).

Step 2: Complete your coach evaluation (see 5.3.5 for the Evaluation Process)

In order to become certified, you must be evaluated by a GymCan Trained Coach Evaluator. To organize your evaluation, inquire with your club lead coach or supervisor. The coach evaluator will require a copy of your completed C1 Evaluation Guide (see above).

Step 3: Submit your completed evaluation

Your coach evaluator must submit your completed evaluation to Gymnastics BC, via email at coaching@GymBC.org (the coach should retain the originals).

5.4.4 Gymnastics Evaluation Process

There is no time requirement between the coach taking the Competition 1 course and completing the Comp 1 evaluation.

Evaluations should take between 2.5 and 5 hours to complete. The GymCan coach evaluation guide and evaluator guide must be used. These are available in on the [Gymnastics Canada website](#).

There are no fees payable to GymBC when submitting coach evaluations. The expected rate of pay for C1 Coach Evaluators is \$150, and is payed directly from the coach being evaluated or club to the Evaluator. The fee can be waived or reduced at the Evaluator's discretion (ex: if they are evaluating a coach within their own club and conducting evaluations is within their terms of employment for that club).

5.5 Competition 2 (Competition Introduction Advanced)

In order to become a trained Competition 2 (C2) Artistic Gymnastics coach, a participant must attend a four-day training course, as described below.

5.5.1 Prerequisites

- A coach must be 16 years old in order to access the C2 course.
- A coach must be Competition 1 Certified in the discipline of the C2 course they wish to attend.

5.5.2 Competition 2 Course Content

- **Technical Component** – All four days of the course are dedicated to an apparatus-specific content. The three-day common components for MAG and WAG are Tumbling, Vault, Bars and Planning*. The final day can be either MAG (Pommel Horse, Rings and Parallel Bars) or WAG (Bars, Beam, Leaps and Turns and Artistic Preparation).
 - *Planning may be run virtually as a separate 2 hour course
- **Theory Component** – There are no formal multi-sport Theory components needed to complete Competition 2 Trained or Certified status.

5.5.3 Getting Comp 2 Certified

Following completion of the four day C2 course, a coach must build their “Coaching Portfolio” and complete the C2 Evaluation process.

- Step 1: Coaching Portfolio
 - Download and complete the [C2 Evaluation Guide](#).
- Step 2: Complete your coach evaluation (see the [C2 Evaluation Guide](#))
 - In order to become certified, you must be evaluated by a GymCan Trained C2 Coach Evaluator. To organize your evaluation, contact the GymBC Coaching Coordinator. The coach evaluator will require a copy of your completed C2 Evaluation Guide.
 - There are no fees payable to GymBC when submitting coach evaluations. The expected rate of pay for C2 Coach Evaluators is \$200, and is payed directly from the coach being evaluated or club to the Evaluator. The fee can be waived or reduced at the Evaluator's discretion (ex: if they are evaluating a coach within their own club and conducting evaluations is within their terms of employment for that club)
- Step 3: Submit you completed evaluation

- Your coach evaluator must submit your completed evaluation to Gymnastics BC, via email at coaching@gymbc.org (the coach should retain the originals).

5.6 Competition 3 (Competition Development)

In order to become a trained Competition 3 (C3) Artistic Gymnastics coach, a participant must attend a four-day training course, as described below.

5.6.1 Prerequisites

A coach must be C2 Certified in the discipline of the C3 course they wish to attend.

5.6.2 Competition 3 Course Content

Technical Component – All four days of the four-day course are dedicated to apparatus-specific content, similar to the schedule for C2.

5.6.3 Competition Development Theory Modules

A C3 candidate can complete the multi-sport Theory modules any time after completing their C1 Training. The modules which must be completed for C3 Trained status are:

- Coaching and Leading Effectively
- Manage a Sport Program
- Managing Conflict
- Psychology of Performance

These courses can be found on the viaSport website in their [events calendar](#).

The True Sport Clean 101 online course can be completed through the GymCan portal [here](#).

5.6.4 Getting Comp 3 Certified

Following completion of the four-day C3 course, a coach must build their “Coaching Portfolio” and complete the C3 Evaluation process.

- Step 1: Coaching Portfolio
 - Download and complete the [C3 Evaluation Guide](#).
- Step 2: Complete your coach evaluation (see C3 Evaluation Guide)
 - In order to become certified, you must be evaluated by a GymCan Trained C3 Coach Evaluator. To organize your evaluation, contact the GymBC Coaching Coordinator. The coach evaluator will require a copy of your completed C3 Evaluation Guide (see above).
 - There are no fees payable to GymBC when submitting coach evaluations. The expected rate of pay for C3 Coach Evaluators is \$200, and is paid directly from the coach being evaluated or club to the Evaluator. The fee can be waived or reduced at the Evaluator’s discretion (ex: if they are evaluating a coach within their own club and conducting evaluations is within their terms of employment for that club)
- Step 3: Submit you completed evaluation
 - Your coach evaluator must submit your completed evaluation to Gymnastics BC, via email at coaching@GymBC.org (the coach should retain the originals).

5.7 Competition Introduction Trampoline

5.7.1 Prerequisites

A coach must be GF Trampoline Trained or Level 1 Trampoline Certified in order to attend a **Comp 1** Technical Trampoline course.

5.7.20 Competition 1 Course Content

- Technical Component – The Comp 1 Technical course is a 24 hour course including Trampoline, Double Mini Trampoline, Synchronized Trampoline, and Tumbling. The tumbling module is identical to the C1 Artistic Tumbling Module, so coaches who are C1 artistic trained are exempt from this module.
- Participant Expectations – A Comp 1 Technical Trampoline course has an expectation that the participants will practice spotting techniques used during the course.
 - Practice jumping on the trampoline prior to attending the course.
 - Review the NCCP Level 1 or GF Trampoline spotting practices (from the manual).

5.7.3 Competition Introduction Theory Modules

- Theory Component – In order to complete the Theory course requirements, a coach must complete the Comp 1 theory modules.
- Comp 1 theory may be run as one day during a comp 1 course, or it may be run on its own online. The modules are
 - Design a Sport Program
 - Teaching and Learning
 - Basic Mental Skills
 - Nutrition

5.7.4 Getting Comp 1 Certified

Following completion of the C1 course, a coach must assemble their “Coaching Portfolio” and complete the Competition 1 Evaluation process.

Step 1: Coaching portfolio

Download and complete the C1 Evaluation Guide.

Step 2: Complete your coach evaluation (see 5.3.5 for the Evaluation Process)

Step 3: Submit your completed evaluation

Your coach evaluator must submit your completed evaluation to Gymnastics BC, via email at coaching@gymbc.org (the coach should retain the originals).

*Certification for those who completed the Level 2 Technical

- Option 1: complete 150 hours of trampoline coaching of Level 2 skills and their progressions and submit the [Practical Form](#).
- Option 2: complete the [Level 2 Trampoline Evaluation Guide](#) and have a lesson observation by a minimally Level 3 Trampoline certified coach. Preferably with Coach Evaluator experience. Once

the evaluation is complete, the evaluator must send an electronic version to the Coaching Coordinator via email at coaching@GymBC.org (the coach should retain the originals).

5.8 Competition Introduction Advanced Trampoline

5.8.1 Prerequisites

A coach must be Comp 1 or Level 2 Trampoline Certified in order to attend a Competition Introduction Advanced (Comp 2/C2) course.

5.8.2 Comp 2 Course Content

- **Technical Component** – All four days of the course are dedicated to an apparatus-specific content – Trampoline, Synchro, Double Mini Trampoline, and Tumbling.
*Planning may be run virtually as a separate 2 hour course
- **Theory Component** – There are no formal multi-sport Theory components needed to complete Competition 2 Trained or Certified status..

5.8.3 Getting Comp 2 Certified

Following completion of the four day C2 course, a coach must build their “Coaching Portfolio” and complete the C2 Evaluation process.

- **Step 1: Coaching Portfolio**
 - Download and complete the C2 Evaluation Guide (this is currently under development by GymCan and will be released soon).
- **Step 2: Complete your coach evaluation (see 5.5.3 for the evaluation process)**
- **Step 3: Submit you completed evaluation**
 - Your coach evaluator must submit your completed evaluation to Gymnastics BC, via email at coaching@gymbc.org (the coach should retain the originals).

5.8.4 Certification for those who took Level 3 trampoline

In order to be certified as a Level 3 Trampoline coach a candidate must complete the Competition Development Theory modules listed below:

- Coaching and Leading Effectively
- Manage a Sport Program
- Managing Conflict
- Psychology of Performance

These courses can be found on the viaSport website in their [events calendar](#).

The True Sport Clean 101 online course can be completed through the GymCan portal [here](#).

Following completion of the Level 3 Technical Trampoline course, a coach has to complete the tasks on the [Practical Completion Form](#). One of these tasks is logging 300 hours of coaching time with athletes at the Level 3 skill level.

Once completed the Practical form and all supporting documentation can be submitted electronically to the Coaching Coordinator via email at coaching@GymBC.org (the coach should retain the originals).

For more information regarding the NCCP programs or how to become certified, please visit the GymBC website (www.GymBC.org), the GymCan website (<http://www.gymcan.org>) and/or the CAC website (www.coach.ca).

PART 7: NCCP LEARNING FACILITATORS (LF) AND COACH EVALUATORS (CE)

7.1 NCCP Learning Facilitator

7.1.1 What is an NCCP Learning Facilitator?

A Learning Facilitator (LF) is an experienced coach interested in a role to contribute to the development of coaches' NCCP training. They are a person who has successfully completed the required training and evaluation required to facilitate coach learning/training during NCCP workshops. LF's act as ambassadors of the NCCP, GymCan and GymBC, and as a resource to coaches seeking to advance their coaching abilities.

7.1.2 Becoming an NCCP Learning Facilitator

A candidate wishing to become a qualified LF is required to be a current GymBC member in good standing and be certified a minimum of five (5) years at the level they wish to facilitate.

LF's must also be a minimum of 21 years old and have a minimum of five years of experience in teaching/coaching the respective discipline (artistic or trampoline). Any additional education will be an asset in the selection process.

LF training courses occur infrequently. As such, an interested candidate may apply for training in any Province/Territory of Canada. To apply within BC, prospective LFs can [complete this form](#).

The application to attend LF training includes: applicant information, curriculum vitae or resume, references, photocopies of diplomas, certificates, degrees etc. (including NCCP transcript/passport) and course training fee. Applications missing any of these will not be considered.

All out-of-province applications to attend a LF training course must first be directed to the GymBC Coaching Coordinator for endorsement. GymBC will endorse applicants based on their experience, their location in the province and the need for additional LF's. GymBC will forward all accepted applications to GymCan, who must then also endorse applicants based on their experience.

The acceptance of a coach as an LF is dependent upon experience, ability to represent GymBC/GymCan philosophies and policies, and ability to instruct in a classroom setting.

A LF must be prepared to devote time to conduct training courses.

A potential LF must also complete the Learning Facilitator Core Training as offered by viaSport. This can be done prior to, or after the gymnastics specific LF training, but must be completed before a course can be taught by the new LF.

After completing training, an LF must complete a co-facilitation with an experienced LF who acts as a mentor or with another new LF before they are able to deliver courses on their own.

7.2 NCCP Coach Evaluator (CE)

7.2.1 What is an NCCP Coach Evaluator?

A Coach Evaluator's (CE) role is to contribute to the development of coaches after they have acquired their NCCP training. Their responsibilities include assessment, evaluation, debriefing and follow-up with coaches who are trying to achieve certified status. CE's are experts in the observation process and have in-depth knowledge of the outcomes, criteria, and evidence that comprise the evaluation tools that establish NCCP standards for coaches of a particular sport context. CEs act as ambassadors of the NCCP, GymCan and GymBC, and as a resource to coaches seeking to augment and validate their coaching abilities

7.2.2 Becoming an NCCP Coach Evaluator

A candidate wishing to become a qualified CE is required to be a current GymBC member and be certified at the level they wish to become a CE for a minimum of five (5) years. For example, a coach wishing to become a Gymnastics Foundations CE must be GF Certified in that discipline or higher.

CEs must also have minimum five years of experience in teaching/coaching a respective discipline (artistic or trampoline). Any additional education will be an asset in the selection process.

CE training courses occur infrequently and are run virtually by Gymnastics Canada. They are also added to the GymBC Education Calendar

The application to attend CE training includes: applicant information, resume, references, etc. (including NCCP transcript) and course training fee. Applications missing any of the above noted items will not be considered.

Applications to attend a CE training course must first be directed to the GymBC Coaching Coordinator for endorsement. GymBC will endorse applicants based on their experience, their location in the province and the need for additional CEs. GymBC will forward all accepted applications to GymCan for their endorsement.

The acceptance of a coach as a CE is dependent upon experience and the ability to represent GymBC/GymCan philosophies and policies. A CE must be prepared to devote time to evaluating coaches in BC, not just their club.

A potential CE must also complete the CE Core Training as offered by viaSport. This should be done prior to the gymnastics specific CE training, but must be completed before the new CE completes their first evaluation.

There is currently CE training available for Gymnastics Foundations Artistic, GF Trampoline and GF Active Start, WAG + MAG + TG Competition 1, MAG + WAG Competition 2, and MAG + WAG Competition 3.

After completing training, a CE must complete a co-evaluation. Ideally this is completed with an experienced evaluator, but can also be completed with another new evaluator.

PART 8: NCCP Course Hosting Guidelines

8.1 Scheduling Courses

A club or zone that wishes to host a course is encouraged to apply by contacting the Coaching Coordinator at coaching@gymbc.org. Applications for courses should be submitted to the Coaching Coordinator a minimum of 6-weeks prior to the desired course date.

It is a zone's responsibility to work with GymBC to select a suitable location and date for zone-requested courses, based on the demand in that zone. Every effort should be made to utilize a regionally located Learning Facilitator.

Clubs requesting to host a course at their facility will not be paid a facility rental fee. If GymBC contacts a club to host a course, a rental fee will be paid based on the number of hours the facility is required.

- ½ day (5-hours or less) \$150.00
- Full day (over 5 hours) \$300.00
- or free registration for up to two course participants

GymBC will make every effort to ensure Gymnastics Foundations courses are offered annually throughout the eight regional zones.

The course must meet minimum participant numbers in order to run, unless the host club or zone has agreed to cover course losses.

8.2 Minimum Required Participants

For courses that are not subsidized by GymBC, the following numbers of participants may be required. To qualify, a participant must be registered and paid in full or the course may be cancelled.

Zones	Min #s Gymnastics Foundations (each course)	Min #s Artistic Comp 1 + 2	Min #s Trampoline Comp 1 + 2
1, 7 & 8	6	6	5
2 & 6	7	7	5
3, 4 & 5	12	10	8

Minimum numbers are based upon full-paying participants only. Auditing participants are not included in the minimum number requirement. If minimum numbers are not attained by two weeks prior to the course start date, the course may be cancelled (at GymBC's discretion). In the event of a cancelled course, all paid registrants will be notified of the cancellation and registration fees will be refunded to the appropriate parties.

The Learning Facilitator may be contracted for a reduced rate if minimum participant numbers are not met (with Learning Facilitator and GymBC Coaching Coordinator approval).

8.3 Hosting 'In-House' Gymnastics Foundations Courses

A club-employed coach or administrator trained as a Gymnastics Foundations Learning Facilitator (LF) can request to run an 'in-house' GF course.

An 'in-house' course:

- is defined as a course that is planned and administered by a club, and run by the LF.
- must cover exactly the same materials as a GymBC-hosted course would cover.
- does not need to meet the same minimum number of participants that a GymBC-hosted course does.

Steps to host an 'in-house' course:

1. At least 21 days prior to the desired course start-date, an LF or club must contact coaching@gymbc.org to request to run an 'in-house' GF course, and identify the modules they wish to offer.
2. GymBC will send the club a registration link which will not charge a fee to registrants.
3. One week prior to the course date GymBC will email the participant list to Didacte in order for access to be granted to the course materials.
4. GymBC will request that Learning Management System access be granted to all registered participants, and invoice the club for:
 - a. The cost of access to the Learning Management System + GST, and
 - b. A \$100 administration fee
5. The LF must take attendance for all courses and send certificates of completion to all participants.
6. Once the course is complete, the club will be sent a payment page for all outstanding fees. Once those fees are paid, the course will be entered into the locker.

It is the host's responsibility to charge the participants for course attendance at the rate they determine to be fair.

It is the host's responsibility to reimburse the LF for their time presenting the course materials, as well as any other associated costs such as travel or accommodations.

8.4 Host Club Course Responsibilities

The host club assumes responsibility for facility reservations. There will only be rental fees paid to the host club if GymBC contacts the club to host a course. GymBC tries to host all courses at clubs that don't have to pay separate facility rental fees. Preference will be given to host clubs that don't have to rent space to run a course. The host site must provide:

- LCD projector, white or chalk board, and chart paper (if requested by the Learning Facilitator)
- demonstrators for Artistic and Trampoline courses (in some cases coaches may be asked to bring their own demonstrators)
- an empty gym, free from distractions (sometimes a course can be run with competitive groups training in the gym, but this must be pre-arranged with the Coaching Coordinator and Learning Facilitator); a classroom setting is helpful to accompany in-gym courses
- FIG apparatus for Competition 1 and above

Other equipment may also be requested. The Coaching Coordinator and/or the Learning Facilitator will discuss those requirements with the host club.

The host club is responsible for an out-of-town Learning Facilitator's transportation (to and from the airport and hotel, and to and from the course site as required).

Host clubs may not request a specific Learning Facilitator unless that LF is employed at their club. Learning Facilitators are chosen based on proximity to the course and quality. The even distribution of courses is also taken into consideration.

8.5 Gymnastics BC Course Responsibilities

Learning Facilitators required to travel to a host site for a course will have their airfare (GymBC will book it) or mileage paid for by GymBC. Mileage is paid at a rate of \$.55/km.

GymBC will book accommodation for the Learning Facilitator when required. Learning Facilitators have the right to choose whether they stay in a hotel or billeted accommodation.

GymBC provides a per diem (max of \$50.00 per day) for meals to Learning Facilitators that are required to stay overnight in the host city. Per diems are not given for Learning Facilitators that live within 40 km of the course location.

GymBC will publicize the course schedule via various communication methods (i.e. GymBC website and emails).

In the event of a cancelled course, the Coaching Coordinator will ensure all paid registrants are notified and registration fees refunded.

In the event of a rescheduled course, the Coaching Coordinator will notify all registrants of the new course date and will refund all registration fees for those that cannot attend the rescheduled date.

8.6 Learning Facilitator Responsibilities

All GymBC Learning Facilitators (LF) will be given a copy of this section of the Operations Manual and by providing their LF services to GymBC, they agree to their responsibilities.

The LF must complete their attendance on Activity Messenger for each day the course runs. The LF must also send course completion emails with attached certificates to every participant who successfully completed the course.

Please Note: If attendance is completed late (more than ten (10) days after a course), a \$50 late fee may be withheld from the course honorarium. If the LF provides a reasonable explanation of why attendance was completed late, the late fee may be waived. If an LF is consistently late with their administrative duties (i.e.: three (3) times in a row or more), this fee may increase to \$100.

The LF is responsible for contacting GymBC to ensure all transportation costs, accommodation, and food expenses are prearranged. If an unusual course-related expense has incurred, the LF is required to submit a receipt. Upon presentation of the receipt to GymBC, a decision will be made by the Coaching Coordinator about reimbursement. *GymBC does not guarantee reimbursement for any items that are not pre-approved by the Coaching Coordinator.* An expense form must be submitted within one month of the course date for the LF to receive their honorarium and reimbursed expenses.

Prior to the course, an LF must contact the host club to ensure that all equipment and demonstrator requirements are in place.

LF's must notify the Coaching Coordinator of an inability to perform duties a minimum of one (1) week prior to the course. In the event of an inability to perform his or her duties, an LF is responsible for finding a suitable replacement for the course. LF's may only cancel courses for documented medical reasons.

LF's are responsible for delivering courses, and promoting and representing GymBC/GymCan philosophies.

LF's are not allowed to recruit coaches for their own clubs and programs while they are delivering courses.

LF's found to be violating GymBC/GymCan policies and procedures will be subject to processes outlined gym [GymBC's Complaint Management Handbook](#).

8.7 Remuneration and Hours of Work

The LF understands that they are not an employee of Gymnastics BC; they are a contractor. As a contractor, the LF is responsible for all statutory deductions (Income Tax, CPP and Employment Insurance etc.).

Gymnastics BC will pay the LF an hourly honorarium for conducting coaching courses. The rates below will apply unless other arrangements are made between the Coaching Coordinator and LF:

Flat Rate	\$35 per hour	\$40 per hour	\$45 per hour	\$50 per hour
GF Theory - \$250	GF Intro	Comp 1 MAG	Comp 2 MAG	Comp 3 MAG
Comp 1 Theory - \$500	GF Artistic	Comp 1 WAG	Comp 2 WAG	Comp 3 WAG
	GF Trampoline	Comp 1 TG	Comp 2 TG	Comp 3 TG
	GF Active Start			LF training (all)
	GF Parkour			

Please Note: A Learning Facilitator's preparation time is considered in the hourly rate.

NEW Learning Facilitators

A newly trained LF must complete a co-delivery. Ideally they complete this co-delivery with an experienced LF. This first co-delivery is considered part of the LF training process and will be remunerated with a \$180 honorarium per full day (8-hours) or \$90 honorarium per ½ day (4-hours). If two new LFs complete the course together they will each be remunerated at the regular rate for the number of hours they were individually responsible for instruction.

If an LF is being mentored, after their initial co-delivery, by a Master Coach Developer, they will be paid an hourly honorarium of \$25 for their portion of the course, unless other payment arrangements are made with the Coaching Coordinator.

LF's will be paid as quickly as possible once GymBC has received all applicable course materials, including completed GymBC Expense Form. Payments will not be released until all administrative tasks are completed.