



**COACHING EDUCATION**  
(Coaching, NCCP, and Certifications)

**OPERATIONS MANUAL**

**2019-2020**

Last Updated: January 22, 2020

## Related Links

Gymnastics Canada Gymnastique (GymCan): [GYMCAN.ORG](http://GYMCAN.ORG)

Federation Internationale de Gymnastique (FIG): [FIG-GYMNASTICS.COM](http://FIG-GYMNASTICS.COM)

viaSport Coaches (formerly CABC): [VIASPORT.CA/COACHING](http://VIASPORT.CA/COACHING)

Coaching Association of Canada (CAC): [COACH.CA](http://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](mailto: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)

<b>RELATED LINKS</b> .....	<b>2</b>
<b>SUPPORTING DOCUMENTATION</b> .....	<b>2</b>
<b>COACHING, NCCP, AND CERTIFICATIONS</b> .....	<b>2</b>
<b>PART 1: COACHING REQUIREMENTS FOR GBC MEMBER COACHES AND CLUBS</b> .....	<b>5</b>
1.1 COACH REGISTRATION WITH GYMNASTICS 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
<b>PART 2: RECOMMENDED TRAINING FOR GBC COACHES</b> .....	<b>7</b>
2.1 CONCUSSION TRAINING .....	7
2.2 DRUG-FREE SPORT .....	7
<b>PART 3: REQUIREMENTS FOR COACHING STAFF</b> .....	<b>7</b>
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).....	11
3.4 COACH TO PARTICIPANT RATIO GUIDELINES .....	12
<b>PART 4: NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)</b> .....	<b>12</b>
4.1 PARTICIPANT REQUIREMENTS .....	12
4.2 COURSE HOURS AND FEES .....	13
4.3 COMPLETING MISSED MODULES (APPLIES TO COMP 1, 2, 3 OR LEVEL 2 AND 3 TECHNICAL COURSES ONLY) .....	13
4.4 AUDITING A COURSE.....	13
4.5 NCCP EVALUATION CHALLENGE FOR FOREIGN COACHES OR NATIONAL TEAM MEMBERS .....	14
4.6 APPLYING FOR GBC TEMPORARY COACHING CERTIFICATION EXEMPTIONS .....	14
<b>PART 5: NCCP COURSES AND CERTIFICATION PROCESS</b> .....	<b>14</b>
5.1 CHECKING YOUR NCCP CERTIFICATION STATUS .....	14
5.2 GYMNASTICS CANADA (GYMCAN) PRE-CIT (COACH-IN-TRAINING) PROGRAM.....	14
5.3 GYMNASTICS FOUNDATIONS .....	15
5.3.1 <i>GF Introduction</i> .....	15
5.3.2 <i>GF Theory</i> .....	15
5.3.3 <i>Discipline Specific GF Course (e.g. Artistic, Trampoline, Active Start and Rhythmic)</i> .....	15
5.3.4 <i>Complete the Respect in Sport training</i> .....	16
5.3.5 <i>Getting GF Certified</i> .....	16
5.3.6 <i>Gymnastics Evaluation Process</i> .....	16
5.4 COMPETITION 1 (COMP INTRODUCTION).....	17
5.4.1 <i>Prerequisites</i> .....	17
5.4.2 <i>Competition 1 Course Content</i> .....	17
5.4.3 <i>Getting Comp 1 Certified</i> .....	18
5.4.4 <i>Gymnastics Evaluation Process</i> .....	18
5.5 COMPETITION 2 (COMPETITION INTRODUCTION ADVANCED).....	19
5.5.1 <i>Prerequisites</i> .....	19
5.5.2 <i>Competition 2 Course Content</i> .....	19
5.5.3 <i>Getting Comp 2 Certified</i> .....	19
5.6 COMPETITION 3 (COMPETITION DEVELOPMENT) .....	20

5.6.1.....	20
Prerequisites .....	20
5.6.2 Competition 3 Course Content.....	20
5.6.3 Competition Development Theory Modules.....	20
5.6.4 Getting Comp 3 Certified.....	20
<b>5.7 LEVEL 2 TRAMPOLINE.....</b>	<b>20</b>
5.7.1 Prerequisites.....	20
5.7.2 Level 2 Course Content.....	21
5.7.3 Competition Introduction Theory Modules.....	21
5.7.4 Getting Level 2 Trampoline Certified.....	22
<b>5.8 LEVEL 3 TRAMPOLINE.....</b>	<b>22</b>
5.8.1 Prerequisites.....	22
5.8.2 Level 3 Course Content.....	22
5.8.3 Level 3 Theory Modules.....	22
5.8.4 Getting Level 3 Trampoline Certified.....	23
<b>PART 6: OTHER COACHING COURSES OFFERED BY GYMNASTICS BC.....</b>	<b>23</b>
6.1 GBC RECREATIONAL PARKOUR COACH CERTIFICATION.....	23
6.1.1 Prerequisites.....	23
6.1.2 Recreational Parkour Course Content.....	23
6.1.3 Retaining Membership with the WFPF.....	23
6.1.4 Checking Your Membership Status.....	24
<b>PART 7: NCCP LEARNING FACILITATORS (LF) AND COACH EVALUATORS (CE).....</b>	<b>24</b>
7.1 NCCP LEARNING FACILITATOR .....	24
7.1.1 What is an NCCP Learning Facilitator?.....	24
7.1.2 Becoming an NCCP Learning Facilitator.....	24
7.2 NCCP COACH EVALUATOR (CE).....	25
7.2.1 What is an NCCP Coach Evaluator?.....	25
7.2.2 Becoming an NCCP Coach Evaluator.....	25
<b>PART 8: NCCP COURSE HOSTING GUIDELINES.....</b>	<b>26</b>
8.1 SCHEDULING COURSES.....	26
8.2 MINIMUM REQUIRED PARTICIPANTS.....	26
8.3 HOSTING 'IN-HOUSE' GYMNASTICS FOUNDATIONS COURSES.....	26
8.4 HOST CLUB COURSE RESPONSIBILITIES .....	27
8.5 GYMNASTICS BC COURSE RESPONSIBILITIES.....	28
8.6 LEARNING FACILITATOR RESPONSIBILITIES .....	28
8.7 REMUNERATION AND HOURS OF WORK .....	29

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## PART 1: COACHING REQUIREMENTS FOR GBC 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 GBC members and must fulfill GBC's compliance requirements prior to actively coaching. Information on GBC's registration process can be found [online](#).

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

To coach any gymnastics discipline, individuals must hold the minimum NCCP certification level required for the athletes that they supervise.

**NOTE:** refer to the [GBC Policy Conduct and Discipline Policy](#).

### 1.2 NCCP Status

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

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

### 1.3 Criminal Record Checks (CRC's)

*Type: Policy*

*Decision by: Board*

*Reference Document: <https://gymbc.org/public/uploads/criminal-record-policy.pdf>*

All coaches who wish to be members of GBC must complete and file a Criminal Record Check (CRC) with Gymnastics BC if they are 18 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 GBC 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).

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

It is possible for a volunteer to access the GBC online CRC process by contacting [coaching@gymbc.org](mailto:coaching@gymbc.org) and requesting the volunteer access code. All GBC member club staff must complete CRC's through a local police station.

## 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 15 years of age or older are required to complete this course as part of their registration requirements.

- New coaches registering with GBC 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.

GBC 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 GBC at [coaching@gymbc.org](mailto:coaching@gymbc.org) immediately.

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

## 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 (or NCCP Level 1) **certified** (specific certification level required is determined by the level of athletes who are training)
- All coaches 15 years and older 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

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Any other certifications must be approved by GBC's Technical Director.

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

## **PART 2: RECOMMENDED TRAINING FOR GBC 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](http://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*

GBC 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. The completion of this course is not tracked but you can print your completion certificate at the end of the quiz.

To access the True Sport Clean 101 module, go to the Canadian Centre for Ethics in Sport [website](#) and complete the untracked version.

**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 and NCCP GF discipline-specific courses **AND** the NCCP GF discipline-specific evaluation.

As of January 2010, coaches who were certified as 'Level 1' under the old program are now considered 'NCCP Gymnastics Foundations certified' coaches.

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

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

#### Trampoline

Until the Competition Stream for Trampoline is completed by GymCan, the following process is followed for trampoline gymnastics certification:

For Level 2, a coach is considered certified after they complete the Competition 1 Theory course (1-day during the Artistic Comp 1 course), the Level 2 Technical course, and [150 hour Practical sign off sheet](#) components or [Level 2 Trampoline Evaluation package](#).

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 GBC member clubs offering Parkour programming, a Parkour coach must have completed the Recreational Parkour coach training course and maintain their annual membership with the World Freerunning Parkour Federation (WFPF), through their website. The renewal fee is currently \$50 US per year (subject to change at the discretion of the WFPF).

- Maintaining certification provides instructors access to regular updates, merchandise discounts, marketing strategies, and discounts on next-level certifications (including future judging courses).
- GBC clubs are welcome to enroll in the WFPF curriculum and licensing program; the decision to participate is up to each club.



### 3.2 Minimum Coaching Requirements

*Type: Policy*

*Decision by: Board & GymCan*

*Reference Document: Coaching Operations Manual*

The most recent minimum coaching requirements can be found on the next page. The list is applicable for all training and competition environments.

### Minimum Coaching Requirements (applicable for all training and competitive environments)

Coaching status	Role & Responsibilities	Athlete levels they can coach
Pre-CIT (13 or 14 year old who is not eligible to start NCCP Gymnastics Foundations (GF training))	May act as an assistant coach under one-on-one direct supervision of a certified coach (minimum Gymnastics Foundations certified, Comp 1 Trained highly recommended) May NOT supervise a group or spot any skill Follow direction provided by their supervising coach	GFA programming (excluding Interclub, recreational cheerleading and acrobatics) Public access programs
Gymnastics Foundations coach in training (CIT) + RiS certificate (someone who has started GF training (completed 1 or 2 of the 3 course series))	May act as an assistant coach under supervision of a certified coach (minimum Gymnastics Foundations certified, Comp 1 Trained highly recommended) May NOT supervise a group or spot any skill Follow direction provided by their supervising coach	Levels as listed above
Gymnastics Foundations trained + RiS certificate (a coach who has completed the three GF training courses (intro, theory & discipline specific))	May act as a coach or assistant coach under supervision (within reasonable proximity - within eye-sight) of a certified coach (minimum Gymnastics Foundations certified, Comp 1 Trained highly recommended) May NOT teach Comp 1 NCCP skills or inverted skills with flight (flipping) Gymnastics Foundations coaches are required to follow the guidelines as per the relevant NCCP Gymnastics Foundations discipline manual	Levels as listed above WAG - JO 1-2
Discipline specific Gymnastics Foundations certified + RiS certificate (a coach who has completed the three GF courses + GF evaluation, OR was Level 1 Certified in the previous system)	May supervise their own group May act as a supervising coach to Pre-CIT or GF coach in training or trained May NOT teach Comp 1 NCCP skills or inverted skills with flight (flipping) TG: May only coach non-inversion elements (no flipping) Gymnastics Foundations coaches are required to follow the guidelines as per the relevant NCCP Gymnastics Foundations discipline manual	Levels as listed above GFA programming (excluding recreational cheerleading and acrobatics) TG: Provincial level 1 (non- inversion elements only)
Discipline specific Gymnastics Foundations trained + L2 technical or Comp 1 Trained + RiS certificate	May spot athletes performing Level 2 (or Comp 1) NCCP skills May conduct skill assessment for participants who have previous gymnastics experience to determine if aerial inversions are allowed May NOT spot or teach Level 3 (or Comp 3) NCCP skills	Levels as listed above GFA programming (excluding recreational cheerleading) High school programs Level 1-2 WAG - JO 3-5 MAG - Provincial levels 1-2
Discipline specific Gymnastics Foundations certified + L2 technical or Comp 1 Trained + RiS certificate	May supervise Gymnastics Foundations trained coaches May NOT spot or teach Level 3 (or Comp 3) NCCP skills	Levels as listed above
L2 or Comp 1 certified + RiS certificate (a coach who has completed the technical, theory and practical components for Level 2 or the Competition 1 training and evaluation)	May NOT spot or teach Level 3 (or Comp 3) NCCP skills MAG/WAG/TG: Required to access field of play at GBC sanctioned events (including BC Championships and BC Games) and Western Canadian Championships (Western Canada Cup for TG)	Levels as listed above All GFA programming (recreational cheerleading programs must follow GBC program guidelines - see GFA section of the policy and procedures manual) WAG - JO 6-8, Aspire MAG - Provincial level 3-4 TG - Provincial 2-4
L2 or Comp 1 certified + L3 technical or Comp 2 trained + RiS certificate	May coach and spot any gymnastics skill	WAG + TG levels as listed above MAG - Provincial 5, Elite 3+4
L3 certified + RiS certificate	Required to coach MAG/WAG/TG National stream (and higher) athletes (excluding WAG Pre-Novice and MAG Elite 4) Required for selection and to access field of play at national and international events including Elite Canada, Canadian Championships, Canada Cup, Worlds, WAGs, Indos etc.	All levels
L4 certified + RiS certificate	No restrictions	All levels

**Respect in Sport (RiS):** a grass-roots online training program required by ALL BC coaches, CITs and recommended for Pre-CITs  
**Criminal Record Checks (CRC)** with vulnerable sector search (VSS) are required for ALL BC coaches and CITs who are 18 years or older

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

*Type: Procedure*

*Decision by: Staff*

*Reference Document: None*

**As of January 1, 2020:** For all clubs using trampoline devices in their gym, there MUST be an NCCP Level 2 Certified Trampoline coach in the gym, indirectly supervising the trampoline activities. This rule is for insurance compliance. There is one exception as explained below.

For all programs using trampoline devices, one coach with the appropriate training/certification must directly supervise the trampoline when in use. Direct supervision means: at or in the trampoline area and focused only on trampoline activities.

Coaches who have NCCP Competition 1 certification (or NCCP Level 2 Technical certification) in Artistic Gymnastics can use the trampoline as a teaching tool (for single saltos and aerial skills), as long as they are GF Trampoline trained, and may supervise an artistic group doing non-inverted skills, as long as the coach supervising the group on trampoline has successfully completed the Gymnastics Foundations Trampoline course (or the Level 1 Technical Trampoline course under the old NCCP system).

It is recommended that coaches using trampoline devices in their programs complete the appropriate NCCP Trampoline Gymnastics certification.

To view a chart on who is able to coach on trampoline devices, see the '[Who Can Coach? Guide](#)'. After reviewing the guide, if you have any questions, feel free to contact [coaching@gymbc.org](mailto:coaching@gymbc.org).

**Important Note:**

Coaches who are only Trained/Certified Gymnastics Foundations Artistic coaches are not permitted to teach any skills on the trampoline, including non-inverted skills.

### 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  The more advanced the skills, the lower the ratio should be. Higher level competitive may reduce the ratio to lower than 1:6	10 max participants		15 max participants  Full class if teacher is active and participating
	12 +		8-10 max participants	10 max participants	15 max participants  Full class if teacher is active and participating

\*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 and pay the full registration fee 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	ARTISTIC			TRAMPOLINE		
	Foundations	Comp 1	Comp 2	Foundations	Level 2	Level 3
Hours per course	Intro 8 Theory 4 Disc: 8	32	32	Intro 8 Theory 4 Disc: 8	21	23
Registration Fee for GBC Members (plus GST) Non-members must pay GBC member fee	Intro \$80 Theory \$80 Disc \$80	\$300	\$300	Intro \$80 Theory \$80 Disc \$80	\$180	\$285
Late Registration Fee	Add \$20 if you register after the registration deadline (only \$10 if the course fee is \$100 or less)					
Audit Fee (plus GST)	25% (¼) of the original course fee (manual cost or LMS fee is additional if desired)					
GBC Recreational Parkour (plus GST)	\$595					
<a href="#">Refund and Course Cancellation policies</a>						
Evaluation Fees are paid directly to the Coach Evaluator						
Gymnastics Foundations Evaluation Fee = <i>estimated</i> to be \$100-125 (completes Gymnastics Foundations certification)						
Competition 1 Evaluation Fee = <i>estimated</i> to be \$125-150 (completes Competition 1 certification)						

## 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. GBC 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). The coach must present a make-up form to the Learning Facilitator, who will sign it, once the missed module is completed.

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 2 and 3 only) will be included when they audit the course.

## 4.4 Auditing a Course

Any coach who is currently registered with GBC 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.

#### 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. 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 GBC 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.

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](mailto:coaching@gymbc.org). This should be done at the beginning of the season or when the coach is assigned to their athlete(s).

Approved exemptions will be valid for training and GBC sanctioned events, only for that particular 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.

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

When you registered for your first course, you created an NCCP number. You can use that number to check the status of your certification.

Visit the [CAC Locker](#) and log in with your NCCP number to access your coaching records, update your 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 of your coach evaluation submission or course completion to check your locker.

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

The GymCan Pre-CIT Program is a two-year program 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).

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.

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 classroom 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.

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

The discipline specific courses are 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.

#### 5.3.4 Complete the Respect in Sport training

[Respect in Sport \(RiS\)](#) is a grassroots online program designed to assist coaches in identifying and dealing with abuse, neglect, harassment, and bullying in sport.

It is mandatory for you to successfully complete the program within 30 days of course completion in order to proceed with becoming certified.

Request that your club forward your Respect in Sport certificate of completion to [coaching@gymbc.org](mailto: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](mailto: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 GBC when submitting coach evaluations. Each club may decide if and how much their club evaluator(s) will be compensated and if there is to be a charge to the coach being evaluated.

If a Coach Evaluator is brought in from another area, that evaluator will need compensation. This should be negotiated between the coach and the evaluator or the club and evaluator.

### Information for Club Evaluators

Evaluator responsibilities are as follows:

- Prior to the Evaluation
  - Review the coach's portfolio to ensure it is properly completed (detailed portfolio content requirements are available in the evaluator guide)
  - Schedule an evaluation session with the coach
- During the Evaluation and Follow-Up
  - Observe the coach actively coaching a class/lesson
  - Conduct a debriefing session with the coach and design an action plan to assist the coach in developing long and short-term goals
- Send an electronic copy of the Evaluation Package to Gymnastics BC (the coach should retain the originals).

It is imperative that club evaluators complete the evaluation process as laid out in the evaluator guide.

If there are any questions about the quality of evaluation that BC coaches receive, Gymnastics BC or GymCan has the authority to refuse the certification process.

## 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 of the four-day course 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** – One day 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.

- **Integrated Courses** – It is possible and preferred to have the Theory component integrated throughout the four-day course, however with many coaches needing only the Theory component, it is easier for those individuals if the Theory component occurs all in one day.

### 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](mailto: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 GBC when submitting coach evaluations. Each club may decide if and how much their club evaluator(s) will be compensated and if there is to be a charge to the coach being evaluated. If a Coach Evaluator is brought in from another area, that evaluator will need compensation. This should be negotiated between the coach and the evaluator or the club and evaluator.

#### **Information for Club Evaluators**

Evaluator responsibilities are as follows:

- Prior to the Evaluation
  - Review the coach’s portfolio to ensure it is properly completed (detailed portfolio content requirements are available in the evaluator guide)
  - Have your head coach/supervisor complete your spotting evaluation form with you
  - Schedule the Observation session with the coach
- During the Observation and Follow Up
  - Observe the coach actively coaching a class/lesson
  - Conduct a debriefing session with the coach and design an action plan to assist the coach in developing long and short-term goals

- Send an electronic copy of the entire Comp 1 Evaluation Guide to Gymnastics BC at [coaching@gymbc.org](mailto:coaching@gymbc.org) (The coach should retain the originals).

It is imperative that club evaluators complete the evaluation process as laid out in the evaluator guide.

If there are any questions as to the quality of evaluation that B.C. coaches receive, Gymnastics BC or GymCan has the authority to refuse the certification process.

## 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).
- **Theory Component** – There are areas of Theory covered which include Planning, Injury Prevention and Recovery and Developing Athletic Abilities. However, none of these components are currently strong enough for integrated CAC approval. 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 GBC Coaching Coordinator. The coach evaluator will require a copy of your completed C2 Evaluation Guide.
- Step 3: Submit you completed evaluation
  - Your coach evaluator must submit your completed evaluation to Gymnastics BC, via email at [coaching@gymbc.org](mailto: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 GBC Coaching Coordinator. The coach evaluator will require a copy of your completed C3 Evaluation Guide (see above).
- Step 3: Submit you completed evaluation
  - Your coach evaluator must submit your completed evaluation to Gymnastics BC, via email at [coaching@gymbc.org](mailto:coaching@gymbc.org) (the coach should retain the originals).

## 5.7 Level 2 Trampoline

**NOTE:** When GymCan rolls out a completed Comp 1 Trampoline course the Level 2 Technical Trampoline course will no longer be available.

### 5.7.1 Prerequisites

A coach must be GF Trampoline Trained or Level 1 Trampoline Certified in order to attend a Level 2 Technical Trampoline course.

### 5.7.2 Level 2 Course Content

- Technical Component – The Level 2 Technical course is a two and a half-day course dedicated to trampoline specific content.
- Participant Expectations – An NCCP Level 2 Technical Trampoline course has an expectation that the participants will practice spotting techniques used during the course. As previously took the NCCP Level 1 Trampoline or NCCP Gymnastics Foundations Trampoline Course, please ensure you:
  - Practice jumping on the trampoline prior to attending the Level 2 course.
  - Review the NCCP Level 1 or GF Trampoline spotting practices (from the manual).
  - The list of skills below will be covered during all NCCP Level 2 Technical Trampoline Courses. The expectation, at the end of the course, is that you are able to demonstrate your ability to coach and spot these skills on a trampoline.
  - All NCCP Level 2 Trampoline courses conclude with a written exam and a spotting proficiency test. These two components MUST be successfully completed in order to attain a Course Completion Certificate. If a coach receives a Course Make-Up form instead, it means they MUST complete the required task(s) and be re-evaluated by one of the GBC Level 2 Technical Trampoline Course Conductors before they will receive their Course Completion Certificate.
- Level 2 Technical Skill List:
  - From Hand and Knee (doggy) drop to front somersault
  - Front Somersault (tuck + pike)
  - Back Pullover (from back drop, back somersault to feet)
  - Back somersault (tuck, pike + layout)
  - Front  $\frac{3}{4}$  somersault (from feet, front somersault to back)
  - Porpoise (from back, front somersault to back)
  - Ball Out (from back, front somersault to feet)
  - Back  $\frac{3}{4}$  somersault (from feet, back somersault to stomach drop)
  - Back  $1\text{-}\frac{1}{4}$  somersault (from feet, somersault to back drop)
  - Barani (front somersault with  $\frac{1}{2}$  twist)
  - Back somersault full (1/1) twist
  - Arabian front somersault ( $\frac{1}{2}$  turn to front  $\frac{3}{4}$  somersault)

### 5.7.3 Competition Introduction Theory Modules

- Theory Component – In order to complete the Level 2 Theory course requirements, a coach must attend the Theory portion of a Comp 1 Artistic course.
- One day of the Comp 1 Artistic course is dedicated to theoretical knowledge and will cover the following multi-sport modules;
  - Design a Sport Program
  - Teaching and Learning
  - Basic Mental Skills
  - Nutrition

### 5.7.4 Getting Level 2 Trampoline Certified

Following completion of the Level 2 Technical Trampoline course, a coach has two options to complete the necessary practical component:

- 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](mailto:coaching@gymbc.org) (the coach should retain the originals).

## 5.8 Level 3 Trampoline

**NOTE:** When GymCan rolls out the completed Comp 2 and 3 Trampoline course, the Level 3 Technical Trampoline course will no longer be available.

### 5.8.1 Prerequisites

A coach must be Level 2 Trampoline Certified in order to attend a Level 3 Technical Trampoline course.

### 5.8.2 Level 3 Course Content

- Technical Component – The Level 3 Technical course is a two and a half-day course dedicated to a trampoline specific content.
- Participant Expectations – Prior to attendance at an NCCP Level 3 Technical course coaches should re-familiarize themselves with the spotting techniques used during their NCCP Level 2 Technical course.
- All NCCP Level 3 Trampoline courses conclude with a written exam and a spotting proficiency test. These components must be successfully completed in order to attain a Course Completion Certificate. If a coach receives a Course Make-Up form instead, it means they must complete the required task(s) and be re-evaluated by one of the GBC Level 3 Technical Trampoline Course Conductors before they will receive their Course Completion Certificate.

### 5.8.3 Level 3 Theory Modules

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](#).

### 5.8.4 Getting Level 3 Trampoline Certified

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](mailto:coaching@gymbc.org) (the coach should retain the originals).

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

## PART 6: OTHER COACHING COURSES OFFERED BY GYMNASTICS BC

### 6.1 GBC Recreational Parkour Coach Certification

#### 6.1.1 Prerequisites

- A coach must have completed both the NCCP Gymnastics Foundations Introduction and NCCP Gymnastics Foundations Theory courses in order to be eligible to attend the GBC Recreational Parkour Coaching Certification course.
- A coach must be 16 years of age at the time of the course.
- A coach must be affiliated and registered with a GBC full member club.

#### 6.1.2 Recreational Parkour Course Content

The three (3) day course will cover Level 1 – 5 skills in the World Freerunning Parkour Federation (WFPF) Academy Curriculum, without trampoline (as the NCCP already has a coach certification course for trampoline).

- Day 1: will include a Physical Assessment of the participants and focus on Parkour based techniques, so it's more about the philosophy (A to B as fast as you can) & basics in going over, under or through any and all obstacles in your way.
- Day 2: will transfer the focus to Freerunning by taking all those same core basics in Parkour and using the events now as tools instead of obstacles to help find your students own artistic expression.
- Day 3: will complete your training with each participant teaching a portion of a lesson and doing a visual skills exam.

#### 6.1.3 Retaining Membership with the WFPF

Once a coach has successfully completed this course, they will receive an email including their electronic certificate and WFPF Coach ID.

The coach must maintain their current WFPF membership – renewal is completed online through the WFPF website. The renewal fee is currently \$50 US per year (subject to change at the discretion of the WFPF).

### 6.1.4 Checking Your Membership Status

Visit the [WFPP website](#) to check your membership status.

## 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 GBC, 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 GBC member and be certified a minimum of one (1) level higher than the level they wish to become a LF. For example, a coach wishing to become a Gymnastics Foundations LF must be Level 2 certified or higher.

LF's must also have a minimum of four 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.

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 applications to attend a LF training course must first be directed to the GBC Coaching Coordinator for endorsement. GBC will endorse applicants based on their experience, their location in the province and the need for additional LF's. GymCan must also endorse all applicants prior to their being accepted for LF training. GBC will forward all accepted applications to GymCan for their endorsement.

The acceptance of a coach as an LF is dependent upon experience, ability to represent GBC/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.



## 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 GBC, 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 GBC member and be certified at the level they wish to become a CE. 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 four 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. As such, an interested candidate may apply for training in any Province/Territory of Canada.

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 GBC Coaching Coordinator for endorsement. GBC will endorse applicants based on their experience, their location in the province and the need for additional CEs. GBC 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 GBC/GymCan philosophies and policies.

A CE must be prepared to devote time to evaluating coaches in their region, 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 Competition 1 Artistic and MAG + WAG Competition 2 Artistic (as of March 2019).

## 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](mailto: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 GBC 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 GBC 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

GBC 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 GBC, 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 Level 2 + 3
1, 7 & 8	7	7	6
2 & 6	8	8	6
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 GBC'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 NCCP 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. If a club employs an LF who is not already a club-employed coach or administrator, they are not eligible to run 'in-house' courses.

An 'in-house' course:

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

Steps to host an 'in-house' course:

1. At least 14 days prior to the desired course start-date, an LF must contact [coaching@gymbc.org](mailto:coaching@gymbc.org) to request to run an 'in-house' GF course, and identify the modules they wish to offer (GF Introduction, GF Theory, GF Artistic, Trampoline, and/or Active Start).
2. GBC will send the LF a blank course registration form to collect participant information.
3. The LF will inform the Coaching Coordinator the number of manuals required for each module and the shipping location at least one week prior to the course start date.
4. GBC will send the manuals and other course materials to the club and invoice the club for:
  - a. The cost of each manual + gst, and
  - b. A \$100 administration fee
5. Once the course is complete, the LF must return all necessary paperwork to GBC and once the invoice is paid, the course will be entered into the CAC Locker for approval.

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.

#### 8.4 Host Club Course Responsibilities

The host club assumes responsibility for facility reservations. Any rental fees must first be discussed with the Coaching Coordinator. GBC 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 or Level 2 Technical, 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 requesting a specific Learning Facilitator from outside their immediate area will be responsible for travel expenses, unless there is no local Learning Facilitator to teach the course.

## 8.5 Gymnastics BC Course Responsibilities

Learning Facilitators required to travel to a host site for a course will have their airfare (GBC will book it) or mileage paid for by GBC (must be at least 80 km round trip for mileage reimbursement). Mileage is paid at a rate of \$.50/km.

GBC 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.

GBC provides a per diem (max of \$40.00 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.

GBC will publicize the course schedule via various communication methods (i.e. GBC 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 GBC Learning Facilitators (LF) will be given a copy of this section of the Operations Manual and by providing their LF services to GBC, they agree to their responsibilities.

When possible, an LF is responsible for picking up and returning all course-related materials from GBC (if the facilitator lives less than 20 km one-way from the GBC office). Otherwise, GBC is responsible for material delivery.

The LF must return the following to GBC within ten (10) days of completion of the course:

- Participant Registration form (with contact information updates as required)
- Participant Attendance List
- Unused manuals
- Completed Learning Facilitator Report and GBC Expense form
- Course Payments (if any were handed in at the course)

**Please Note:** If materials are submitted 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 the materials are late, the late fee may be waived. If materials are consistently submitted late by a LF (i.e.: three (3) times in a row or more), this fee may increase to \$100.

The LF is responsible for contacting GBC 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 GBC, a decision will be made by the Coaching Coordinator about reimbursement. *GBC does not guarantee reimbursement for any items that are not pre-approved by the Coaching Coordinator.*

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 GBC/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 GBC/GymCan policies and philosophies will be subject to the discipline policies of GBC.

### 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:

<b>Courses at \$35.00 per hour</b>		<b>Courses at \$40.00 per hour</b>	
GF Intro	8 hours	Comp 2 WAG	32 hours
GF Theory/Disc	8 hours	Comp 2 MAG	32 hours
Comp 1 WAG	32 hours	Level 2 Tech TG	21 hours
Comp 1 MAG	32 hours	Level 3 TG	23 hours
Comp 1 TG	32 hours		
Comp 1 Add-on	8 hours		

**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 with an experienced LF. This first co-delivery is considered part of the LF training process and will be remunerated with a \$100 honorarium per full day (8-hours) or \$50 honorarium per ½ day (4-hours).

When 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 GBC has received all applicable course materials, including completed GBC Expense Form. Payments will not be released until all course materials are submitted to GBC.