



Coaches Contract

(This Document is Under Development and Subject to Change)

Nipawin Revolution Gymnastics Club inc Coaches Agreement

As a Coach at Nipawin Revolution Gymnastics Club inc. your responsibilities will be:

- To arrive 15 minutes before the first class of the day.
- To prepare for class, including lesson plan, class list, and gymnastics attire, including your staff shirt, sweater, sweat pants etc.
- To be 1 week ahead in your lesson planning. You may use the Lesson plan template available at the Nipawin Revolution Gymnastics Club Facility.
- To follow the Nipawin Revolution Gymnastics Dress Code.
- To attend 95% of classes eg. you may miss 2 (two) classes in a 14 week session, 1 (one) class in a 8 week session. More absences in this may result in a written reprimand that will be placed in your permanent file.
- To Inform the Head Coach, Amber Gudnason (306-812-7476) of the dated ant time of any planned absences, by phone call and/or text message and, if applicable, the name of an appropriate substitute coach.
- To be responsible for finding an appropriate substitute for your class.
- To be an enthusiasts, happy, and dynamic leader for your child athletes.
- To conduct classes according to the Nipawin Revolution Gymnastics Club coaches code of conduct.
- To attend clinics and staff meetings hosted by the Nipawin Revolution Gymnastics Club.
- To further develop yourself professionally by searching out and attending clinics, workshops, online training classes, youtube tutorials etc. not offered at Nipawin Revolution Gymnastics Club.
- To check the Gymnast File and ensure the proper level of report card is being worked on for your group and your athletes.
- To work on your report cards 4-5 weeks before the end of the session.
- To have the report card done and the file updated 2 weeks before the end of session.
- To report to the Head Coach (Amber Gudnason) if one of you athletes is excelling or needs more advanced training, extra assistance or difficulties addressed that cannot be addressed on a class coaching level.
- To inform parents regarding the progress of their child and make suggestions as to the appropriate level for enrollment in the next session. (on report card is adequate unless they are to move into competitive levels)
- To follow the guidelines set by Gymnastics Saskatchewan for Badge labels requirements placing kids in the appropriate level for their AGE and ABILITY, not unnecessarily passing athletes on.
- To fill out the timesheets in a clear and timely manner. All hours must be posted by the end of the month. Your pay starts 15 min before your first class and ends 15 min after your last unless you are on cleaning or otherwise agreed upon.
- To carry out and assist with theme weeks accordingly and being aware and prepared ahead of time. This includes a theme appropriate lesson plan.

As an employee of the Nipawin Revolution Gymnastics Club inc. you will be awarded the following rights and privileges:

- Access to the gym during the off times, when accompanied by one adult coach (over 18 yrs certified) you may bring one additional person.

Nipawin Revolution Gymnastics Club inc Coaches Agreement

- Access to all information both written, video and verbal form regarding the latest gymnastics literature.
- Free access to training in the gym during the adult drop in time with coach instruction as requested.
- One free Coach T-shirt or Sleeveless shirt every year you coach for Nipawin Revolution Gymnastics Club inc.
- A positive reference if earned.
- Access to the Nipawin Revolution Gymnastics Club, the best Club in the North East.
- Payment within 7 (seven) business days at the end of every month you are coaching.
- All rights and regulations under the Saskatchewan Labour Standards Act.
 - Coaches in Training are students, not employees until they have completed the Gymnastics Canada Foundations training. We pay an honorarium as a Thank You for learning and to hopefully encourage Trainees to continue to work for Nipawin Revolution Gymnastics Club inc in the future.

Failure to perform these duties up to the standard of the Nipawin Revolution Gymnastics Club inc can result in reprimand or termination during or immediately following the current session of instruction.

*****Please note that all coaching positions are seasonal. At the end of each session coaching hours are subject to change.**

Nipawin Revolution Gymnastics Club inc Coaches Agreement

I _____ (name of coach) will be employed
with the Nipawin Revolution Gymnastics Club in the position of
_____ for the (fall) (winter) (Fall/Winter) (spring) (summer)
session of _____ (year) Rinning for _____ weeks.

I will instruct the following Classes:

_____	Day _____	Time _____
_____	Day _____	Time _____
_____	Day _____	Time _____
_____	Day _____	Time _____
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_____	Day _____	Time _____
_____	Day _____	Time _____
_____	Day _____	Time _____

I have read, understand and accept the job description for this position ans mine dated in the town of Nipawin, Saskatchewan on the the _____ day of _____ in the year _____

Signed _____
(Coach)

Signed _____
(Head Coach, Amber Gudnason)

Signed _____
(Nipawin Revolution Gymnastics Club inc. President)

NIPAWIN REVOLUTION GYMNASTICS CLUB
Coach In Training Program
TERMS OF PARTICIPATION:

As a participant in the Nipawin Revolution Gymnastics Coach in Training Program you, the candidate shall:

- Arrive promptly, punctually and prepared to assist the coach you are assigned to.
- Inform your coach of absence ahead of time and arrange a substitute or replacement as necessary.
- Adhere to the Nipawin Revolution Gymnastics Club inc. Dress code.
- Once provided wear your Nipawin Revolution Gymnastics Club inc. clothing to every class you are assisting with.
- Enhance your learning experience by attending all meetings and clinics, watching videos, listening to and reading materials provided to you by your coach.
- Strive to learn and improve as a coach.
- Show enthusiasm and activity participation, including theme weeks, during all practices to ensure maximum benefit of the coach in training opportunities.
- Mark in your time on the timesheet.
- Assist with testing and Nipawin Revolution Gymnastics Club Fun Meets as a volunteer.
- Ensure to complete all assigned tasks on time and to the expected standard.

The Coach in Training program is evaluated periodically throughout the year and coaching assignments may be adjusted.

The Coach in Training can expect:

- To receive instruction from the coaches
- Practical experience in spotting technical correction and analysis, equipment use, safety and planning.
- A fair evaluation from the Senior Coaching Staff and Head Coach.
- After 2 (two) months volunteering you may be paid an honorarium based on the number of classes you assist with. You are not an employee yet, but we like to award participants in the coach in training program.
- Opportunities to attend educational clinics and courses.
- Access to the North East's Finest Gymnastics Facility!
- Opportunity for advancement and a national training program that is transferable to ANY gymnastics club\facility in CANADA!

NIPAWIN REVOLUTION GYMNASTICS CLUB Staff Policy

Attendance and Late Policy:

ATTENDANCE:

It is expected that all coaches will attend all of their scheduled classes for each session. We do recognize that situations will arise that may make you unable to attend classes, we do expect that they will be kept to a **minimum**. Excusable reasons are as follows:

- Illness
- Physical ailments such as broken bones or severe injuries.
- Death of a family member.
- Pre-approved professional development opportunities.
- Exams scheduled during class time.

Reasons that will not be accepted as valid:

- Personal Plans ie. Date, supper out, concerts, going out with friends etc.
- Studying purposes, all classes are pre scheduled and you are expected to plan accordingly.
- Other work schedules, again your schedule is **known** at the Nipawin Revolution Gymnastics Club months in advance, please book your time accordingly.

Recreation Specifically:

It is the Policy of the Nipawin Revolution Gymnastics Club inc that a Coach is not allowed to miss more than 2 of the same class per session. It is preferred that none be missed. All absence will be assessed and those coaches that are above the limit with no valid reason will be subject to disciplinary action.

Latenes:

It is the Policy of the Nipawin Revolution Gymnastics Club inc that it is unacceptable for staff to be late because of the nature of the coaching position. Our clients pay by the hour, therefore lateness takes away from our clients. It is also recognised that our coaches are role models to the athletes. Being late, especially on a regular basis, represents irresponsibility, unreliability and a poor role model.

The LATE POLICY is as follows:

Any Lateness of 1-10 minutes will be recorded on your staff file.

Any Lateness of 10 minutes or more will result in a pay reduction and be recorded in your staff file.

ANY "NO SHOW" will be followed by a written reprimand that will be put in your permanent file and will result in disciplinary action, barring extenuating circumstances beyond your control, ie injury or accidents.

**NIPAWIN REVOLUTION GYMNASTICS CLUB
Rules of the Facility**

1. Children Must Listen to Coaches at all times for Safety.
2. Wait Your Turn.
3. **NO** persons shall be allowed on the equipment without the permission and supervision of a Nipawin Revolution Gymnastics Club Certified Coach.
4. No foul language or insults will be tolerated and will result in disciplinary action.
5. For safety **NO** jewelry should be worn during class, small stud earrings are the only exception.
6. Bare feet only for participants in all programs, gym slippers allowed.
*****WARTS MUST be treated to avoid spreading*****
7. Long Hair must be tied back.
8. No loose clothing or baggy t-shirts(exception: theme week costumes)
9. Underwear must be covered by clothing.
10. Parents may watch classes from the viewing area **ONLY**. Except in parent participation classes.
11. Gymnasts must wait for their instructor to call them for classes in the front area. They are not to enter the gym floor area before classes begin, unless given specific permission by their coach.
12. ***NO UNREGISTERED PERSON, including parents, siblings, friends*** are allowed on the gymnastics floor and equipment at any time. This includes Birthday Parties.
13. Athletes that form personal relationships (ie. Dating) will act appropriately during class times, no public display of affection thank you. Athletes are here to practice gymnastics, anything else is a distraction to all athletes and can wait for outside the facility.
14. Have fun, participate and enjoy!

***Thank You for your cooperation and making Nipawin Revolution
Gymnastics a Safe and Fun place for Everyone!***

Any Questions or concerns can be directed to:

Head Coach Amber Gudnason (306) 812-7476
Men's Coach/Admin Doug Gudnason (306) 769-7224
Recreational Coach Joshua Nickel (306) 812-8213
Club President Alanna MacDonald (306) 541-4747
Call or Text

Nipawin Revolution Gymnastics Club inc. Facility Cleanness

As you are all aware, we like to keep our facility clean. It is essential that coaches all do their part to ensure that the facility is clean and tidy ALL the time.

Daily Responsibilities:

- 1. Once your class is done in an area, please put everything back where it is needed for the following group as you can.**
- 2. At the end of classes you MUST ensure ALL equipment is ready for the following day.**
- 3. Do a "Tidy up" once your class is done, put everything in the proper place by the lesson plan on the wall or ready for the next class (ie clear floor for competitive)**
- 4. If you see a gap in the mats or feel something is damaged or out of place please correct it or tell the Head Coaches so it can be repaired.**
- 5. If you see a little job that needs doing (ie. Dust Bunnies in the corner, mat out of place, lint on the carpet) do it NOW, it will not get done later in an efficient manner.**
- 6. All food is eaten in designated areas, no exceptions. Front tables, back by the projector. NEVER ON EQUIPMENT. Clean up before moving on.**
- 7. Direct All Athletes/Participants NOT to PICK at the FOAM. The mess it makes is HUGE and it reduces the impact safety of anything they pick at.**
- 8. Vacuum up Food Debris (Cake, chips etc.) right after Party Groups. It can attract insects and other pests.**

Remember: You are Part of the Solution to keeping a Clean Facility. It is Embarrassing to have a reputation of being Messy. These things Should become a habit and you must take the initiative to make it so.

Nipawin Revolution Gymnastics Club inc.
Class Code of Conduct:

- Be enthusiastic at all times, build the fun.
- Plan and be organized for all your classes.
- Adhere to the Discipline Policy consistently.
- Do your best to ensure each child has FUN and feels good about it.
 - Caveat: DO NOT leave the class to pursue one child acting out, this puts the rest of the class at risk. Refer to the discipline policy for this.
- Start and finish your class on time. Do not be Late or Finnish Early.
- Ensure your Class is Safe.
- Talk to the Parents whenever Possible; let them know if their child is doing well or not so well etc.
- Complete Report cards *as discreetly as possible* (DO NOT stand with a pen and paper in hand) No child feels good if they do not get a check mark and some children will feel intimidated by the testing process. You may have to take a few minutes at the end of your classes to make some notes. Evaluations can be done over several weeks.
- **NEVER SIT** while coaching.
- Replace equipment once you are done in an area/apparatus.
- Ensure all apparatuses are safe and there are no gaps in the mats if something is out of place, put it back, if something is broken, fix it or tell Doug Gudnason (306) 769-7224 asap!!
- Keep up with the rotation schedule.
- Implement FUN activities into your everyday class routine.
- ALWAYS use circuits whenever possible. NEVER have a group stand and wait in line for a turn. This creates opportunity for budging and chaos.
- Make sure you have your report cards printed out by mid session for you to work on.
- Help build the Nipawin Revolution Gymnastics Club reputation, support the club, talk it up, bring ideas to the Senior staff for classes, lessons. We Welcome your ideas.
- Conduct yourself as an ambassador of the club at all times during your employment as a coach. If you have a concern, address it to the appropriate person. (i.e. the person who can do something about it.)
- Notify the Senior staff of any pertinent events immediately after class whenever possible. (Injuries, disciplinary issues, parent concerns, conflicts with rotations or staff etc.)
- Always use positive reinforcement. Our job as coaches can be critical, don't make it more so by stating your correction in a negative manner.

Communication Policy

Purpose:

This Policy is intended to ensure Nipawin Revolution Gymnastics Club has courteous communication among it's members, gymnasts, parents, coaches, other staff and board of directors. All inquiries, suggestions and concerns are welcome and shall be directed to the appropriate person and will be delivered in a courteous constructive manner.

Policy:

1. The Nipawin Revolution Gymnastics Club inc. is committed to being an organization where everyone is safe and treated with courtesy and respect. Any sort of HARASSMENT will not be tolerated. This policy of courtesy and respect extends to criticisms any member may have for persons or policy.
2. Any comment, criticism or praise shall be directed to the appropriate coach, staff member, executive or volunteer in a courteous and respectful manner. This means no gossip, not critical talk behind someone's back or harsh words in the club facility.
3. You may speak at an executive meeting by contacting the President and asking to be put on the meeting agenda. You may also write a letter to the Executive or you may ask an Executive member to raise your inquire/concern at the next meeting. Meetings are held on a monthly basis.
4. Coaches are busy when teaching classes. If you cannot speak to them before or after class, please write a note or text them your concerns.

Concern Resolution Policy:

1. Where a parent has a concern regarding their child or classes they are to follow these steps:
 - a. Talk to or write to the coach affected. If the parent is not satisfied with the response from the coach;
 - b. Talk to or write to the Head Coach (Amber Gudnason) If the parent is not satisfied with their response;
 - c. Write to the President of the Board of Directors. The President will bring the concern to the Board of Directors and provide a formal response.
2. Where a parent has a concern about any other matter, they are to communicate their concern to and Board member. If the parent wishes their concern to be handled at the Board level they may write their concerns to the President of the Board of Directors who will add the concern to the next board Meeting.
3. Where a coach has a concern they are to communicate this to the Head Coach. If the coach is not satisfied they are to communicate their concern to the President of the Board of Directors.

Nipawin Revolution Gymnastics inc.
Disciplinary Policy

If a child is not listening to the coach or staff discipline will be handled in the following manner:

1. WARNING:

The child will be given a verbal warning (up to three strikes) that one must listen to the instructions and obey the rules or a privilege, such as their next turn, will be removed.

2. PRIVILEGE REMOVAL:

The coach will tell the child that he or she will be missing an specific, immediate privilege because of a specific reason such as not following the rules.

3. TIME OUT \ BEING BENCHED

If the child still continues to misbehave, he or she will be asked to have a time out in an area where the coach can supervise the child yet he or she is removed from the group, or sent to sit with their parents or a CIT for a specified time.

No attempt will be made to give the child any extra attention for the duration of the time out, usually 1-3 minutes. The time out will never exceed the child's age (ie. 2yr = no more than two minutes).

If disobedient behaviour continues the coach will inform the Head Coach who will assign appropriate interventions (ie. Assigning an assistant, talking to parents etc.)

FOUL LANGUAGE, INSULTS and PHYSICAL ASSAULT (hitting)

These will not be tolerated.

1. One verbal warning and a Time out will be issued, parents will be informed after class.
2. Repeat of the offence will be met with immediate call to the parent and the child will be sent home and suspended from the following class as well.
3. Repeat of the offense will result in the child being immediately expelled with no refund of class fees.

We at Nipawin Revolution Gymnastics Club wish to ensure safety for all participants. These guidelines are to encourage appropriate and consistent methods of dealing with inevitable occurrences requiring disciplinary action from our coaching staff.

We provide fun and safe programming and hope that the use of this policy is minimal. The gym is a busy place with several classes happening at the same time, rules and discipline ensure participants are safe. We are not strict disciplinarians, however, should we need to be, the policy is well defined and ready to be implemented.

**NIPAWIN REVOLUTION GYMNASTICS INC.
DRESS CODE**

- Whenever possible Nipawin Revolution Gymnastics Shorts, or T-shirts will be worn on the floor at all times. One Tshirt will be provided per year of employment. Shorts and other clothing are available upon request for the cost of the item.
- Indoor shoes, bare feet or tramp shoes only.
- No oversized baggy clothing. This is not a matter of fashion, bur one of safety and professionalism.
- No Jeans, Jean shorts, or inappropriate slogans, alcohol labels. We are working with children, conduct yourself appropriately.
- No crop tops, no spaghetti straps, No short shorts. Your underwear must not be visible and must be under your clothing, this includes Mens underwear. Male coaches must keep their shirts on.
- Jewelry must be simple and safe. (stud earrings, no chains, no bracelets, recommend silicone wedding band replacements while at gym).
- Long Hair must be tied back.
- Exception: are here 5 days a week and you have run out of clean Nipawin Revolution Gymnastics wear.
- Please dress appropriately and promote your club. Smile, be professional, you are the public face of our GREAT CLUB! Coaching is a privilege, respect it.

**Nipawin Revolution Gymnastics Club inc.
Accident Report Procedure**

In the event of an accident where someone is injured you are required to take the following steps:

1. Inform a Senior coach, provide first aid if you are trained to, or inform the Senior coach who has first aid training or better.
2. Fill out an injury report form and submit it to the Head Coach within 24hrs.
3. Notify the Parents of the injury and that they are covered under the GymSask insurance policy and they can recover medical expenses through there.
4. If they have questions that you cannot answer, direct them to the Head Coach.
5. Avoid all accidents, watch for hazards, gaps in mats, and always have fun safely.

Facility Checklist

1. Check all the doors to see that they are closed and locked.
2. Turn off and charge speakers.
3. Ensure projector and stereo is off.
4. Ensure the gym is tidy and free of any food debris on the floor (ie. cake or chips from a party) before you leave.
5. Ensure mats are in their place according to the coming days' lesson template, posted by the coaches mail slots.
6. Check bathrooms for supplies, inform facility admin (Doug Gudnason) to order when you notice there is just one or two rolls or one extra bottle of soap left.
7. Take out garbage on a weekly or biweekly basis and as needed.
8. Turn off all lights, turn fans off or to Winter mark, turn thermostats down to 61 f, Lock door, check you have your keys, exit facility and check the door before leaving.