



COACH EDUCATION HANDBOOK

(Coaching, NCCP, Certification)

2026-2027



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Special Credit

Gymnastics NL would like to extend a huge thank-you to both Gymnastics BC and Gymnastics AB for allowing us to use and combine a significantly large portion of their Coach Education Policy Manual and Handbook, respectively, in the development of this, GNL's, Coach Education/NCCP Handbook.

Related Links

Gymnastics Canada - GymCan: <http://www.gymcan.org/>

Gymnastics Canada – GymCan Trello Board: <https://trello.com/b/R2xunZVn/coach-education-formation-des-entraîneurs>

Coaching Association of Canada (CAC): <https://coach.ca/>

Supporting Documentation

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

Including:

NCCP Operations Manual:

http://www.gymcan.org/uploads/content/coaching/gcg_nccp_operations_manual_2018_en.pdf

And NCCP Code of Ethics:

https://coach.ca/sites/default/files/2020-03/NCCP_Code_of_Ethics_2020_EN.pdf

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SECTION 1: COACHING REQUIREMENTS FOR GYMNASTICS NL COACHES AND CLUBS

1.1 Coach Registration with Gymnastics NL

All coaches must be registered as GNL members prior to actively coaching.

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

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

1.2 Responsible Coaching Movement – Understanding the Rule of Two

All coaches must complete the Understanding the Rule of Two e-learning module. The goal of the Rule of Two is to ensure all interactions and communications are open, observable and justifiable. It is one of three pillars of the Responsible Coaching Movement (RCM), along with background screening and ethics training. This free module will take approximately 30 minutes to complete and can be accessed through CAC's Locker under the E-LEARNING tab.

1.3 Responsible Coaching Movement – Background Screening

Background screening ensures that applicants to your sport organization such as employees, coaches and volunteers meet the important requirements to participate in sport activities. Screening includes comprehensive job postings, visible policies and processes, criminal record checks, interviews, and reference checks. All are equally important. Organizations are encouraged to determine the level of risk of an applicant and define/document how they will undertake the screening of coaches. NOTE: Any coaches representing Team NL at any competition must be a minimum 19 years of age and have a cleared Criminal Record Check with Vulnerable Sector Check within the last three years from the date of the competition.

1.4 Respect in Sport (RiS)

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

New coaches registering with GNL will be granted a 30-day (from date of when their Foundations Introduction and Artistic training is recorded as completed in the Locker) grace period to complete the RiS module. 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-

It is the member club's responsibility to keep a record of all their coaches completed certificate numbers and completion dates.

GNL recommends that Pre-CIT coaches also complete the RiS training.

The RiS – for Activity Leaders training can be found [here](#). The RiS training does cost \$35 and coaches must enter their NCCP# when prompted to have it linked to their coaching transcript.

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

1.5 Concussion Training – Making Headway.

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. The Making Headway module is accessed through the Locker. NOTE: Coaches representing Team NL at any GymCan sanctioned event are required to complete this module.

1.6 Safe Sport

Gymnastics NL recommends that all coaches complete the CAC's Safe Sport Training. Safe Sport training is an accredited program of the Abuse-Free Sport Program and will help anyone involved in sport identify and prevent situations of maltreatment. The Safe Sport training is accessed through the Locker under the e-learning tab and is also free. NOTE: For coaches representing Team NL at any interprovincial or national GymCan sanctioned event, completion of the Safe Sport module is mandatory and must be retaken every five years.

1.7 Requirements for Coaching Staff/Member Clubs

For **ALL** gymnastics-related activities in member clubs, there must be **ALL** of the following present in the gym at **ALL** times:

- ☐ A coach that is at least NCCP Gymnastics Foundations or Competition Intro (C1) Certified. (Specific certification level required is determined by the highest level of athletes who are training).
- ☐ All coaches must have completed the RiS program, regardless of the program or age and level they coach.
- ☐ One adult 19 years of age or older.
- ☐ One person that holds a valid certification in Standard First Aid from a government approved provider such as St. John's Ambulance, Eastern Safety Services, or Red Cross.

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

1.8 Team NL Coaches – Additional Requirements

Along with the above requirements, any coach representing Team NL at any competition or event must also:

- be minimum 19 years of age,
- have a cleared criminal record check within the last three years from the date of the competition. Note: some GymCan events may require a more recent criminal record check.
- meet any other requirements set by the competition's hosting PSO and/or committee,
- and, complete any and all necessary documentation by the deadline set by the competition's hosting committee.

SECTION 2: NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)

Gymnastics Canada's Coach Education Program adheres to the standards of the National Coaching Certification Program (NCCP) as set out by the Coaching Association of Canada (CAC). With the Provincial/Territorial Gymnastics Organizations (PTO's), Gymnastics Canada (GymCan) mandates that any individual coaching in a Gymnastics Canada member club must be a trained or certified coach under the NCCP for the gymnastics discipline in which they are coaching.

2.1 National Coaching Certification Program (NCCP) Status

Coaches should always be aware of their NCCP status which can be found by logging into their Locker through the Coaching Association of Canada (CAC) website, coach.ca, and viewing their transcript under the certifications tab.

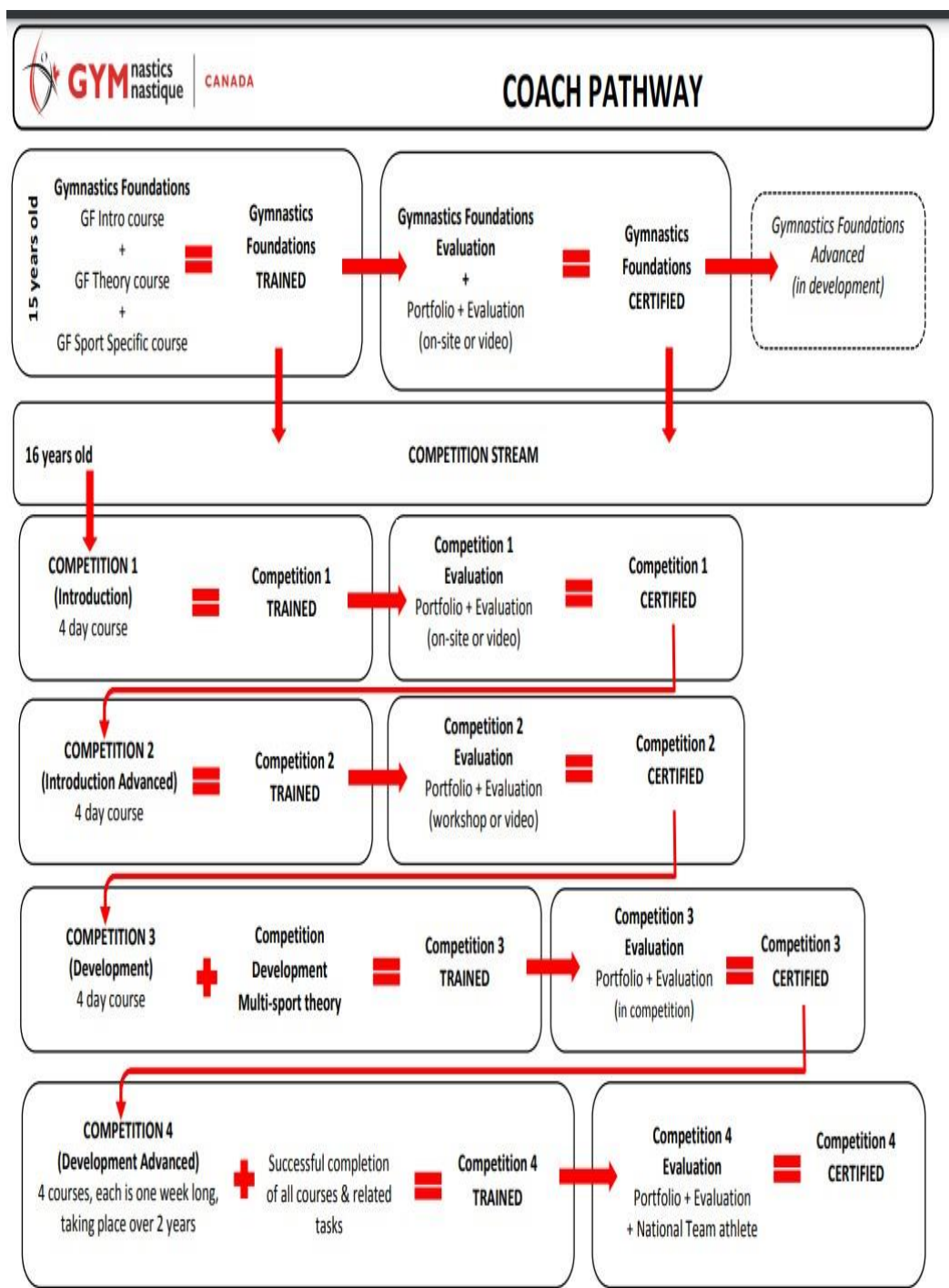
NCCP numbers are created by coaches upon registration for their first NCCP course. Here's a step-by-step guide on how to get an NCCP#:

1. Go to www.coach.ca
2. Click on tab called The Locker.
3. Click on "Don't have an account? Create one now!"
4. Check the box "I agree".
5. Check the box "I want to create a Locker account for access to my transcript, eLearning opportunities, to sign up for coaching events, and more!"
6. Fill in your information and click "Register"
7. Login to your email account and open the verification email that was sent to you.
8. Click on the "click here" at the very end of the email.

Coaches can visit [CAC's - The Locker](#) and log in with their NCCP# to access coaching records, update personal information, obtain an official transcript, and more.

Note: Please wait at least two weeks from the date of completion of an event (course or evaluation) before expecting to see it show up in the locker.

2.2 NCCP Coach Education Pathways and Course Descriptions



2.2.1 Gymnastics Canada Pre-Coach in Training (Pre-CIT) Program

The GymCan Pre-CIT program is a two-year program for participants ages 13-14 years old. The program can be completed in one year if a coach enters the program at age 14 (they would complete the full two-year course 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. GymCan's Pre-Cit Workbook can be found [here](#).

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 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 is NOT permitted to spot any skill (*Appendix A: 5.1*).

2.2.2 Gymnastics Foundations Pathway

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.

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 GF level, by completing GF courses. However, a coach cannot complete the GF evaluation to become certified until they reach the age of 16.

The Foundation Courses are required to start your coaching career. The Foundations Pathway consists of three main courses:

1. **Foundations Theory:** Provides an introduction to coaching principles and sport-specific knowledge.
2. **Foundations Introduction:** Focuses on the basic teaching techniques and understanding of coaching gymnastics.
3. **Foundations Sport Specific:** Covers the core areas of gymnastics, such as:
 - Artistic Gymnastics
 - Trampoline Gymnastics
 - Active Start (targeted towards children 6 years of age and under)

Gymnastics Foundations Course Information

Gymnastics Foundations THEORY (4 hours)	Prerequisite: Minimum age 15, \$85 GF Theory is a self-directed online module. There are 3 modules and one evaluation to complete the Theory requirements. These modules can be found in the Locker under e-Learning>Multi-Sport and ELearning Gymnastics. 1. Emergency Action Plan (EAP) 2. Making Ethical Decisions (MED) Module and Evaluation 3. Lesson Plan for Community Sport Gymnastics: 5 sections to be completed: 1. Fun, Fitness, and FUNdamentals 2. Understanding your Participants 3. Safety Considerations and Risk Management 4. Logistics of Lesson Planning 5. Build a Lesson Plan
Gymnastics Foundations INTRODUCTION (9 hours)	Prerequisite: Minimum age 15 This one-day NCCP course is taught in the gym and is an active course. It is relevant to all gymnastics disciplines (Active Start, Artistic, and Trampoline). The course will cover Fundamentals of gymnastics while developing Fitness abilities and having Fun.
Gymnastics Foundations Discipline Specific Course:	Prerequisite: Minimum age 15 GNL is currently running 3 discipline-specific NCCP courses. Each of these one-day courses will provide discipline-specific information and take place in a gym setting. Active Start (AS): 9 hours Prerequisites: Minimum age 15, GF Theory, and GF Introduction This course is designed for coaches working with preschool-age children. Coaches are introduced to the AS Approach, the AS Child, the AS lesson plan and the AS program. Coaches will be equipped to coach participants under 6 years of age. Artistic (AG): 9 hours Prerequisites: Minimum age 15, GF Theory, and GF Introduction Coaches will learn Fundamental Movement Patterns and basic skills specific to artistic gymnastics. Coaches will be equipped to coach Recreational Artistic participants 6 years of age and older. Trampoline (TG): 9 hours Prerequisites: Minimum age 15, GF Theory, and GF Introduction. Coaches will learn progressions and safety tips for teaching basic jumps, body landing skills, adding twist before or after a skill and combination skills specific to trampoline gymnastics. This course does not include any inverted skills. Coaches will be prepared to coach Recreational Trampoline participants 6 years of age and older.

A coach who has completed one of two of the three required NCCP GF courses, but has not yet completed all three, is considered an “In-Training” GF coach.

A coach who has completed the three NCCP GF courses but has NOT completed the NCCP GF Evaluation is considered a Trained GF coach.

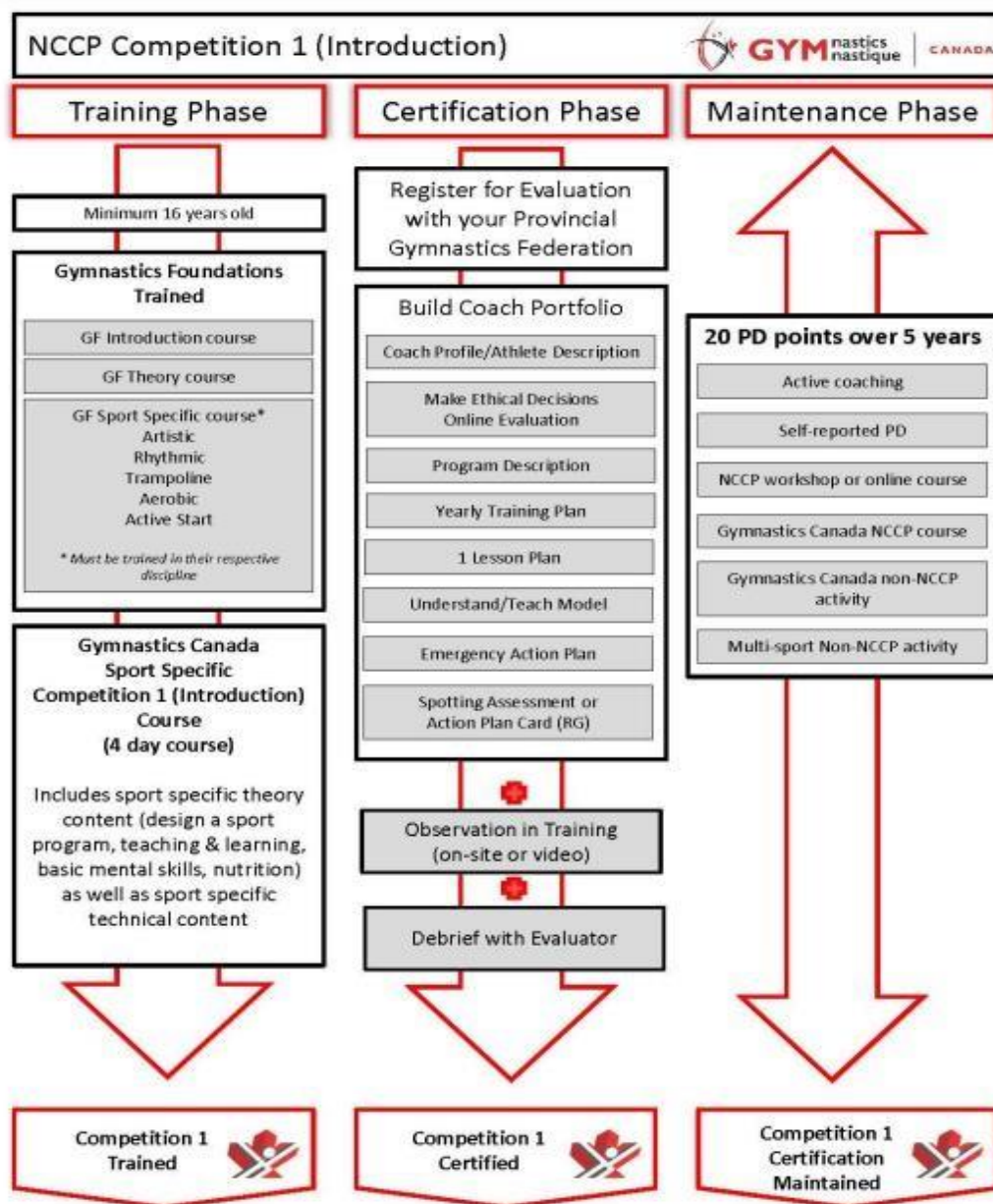
2.2.3 Competition Courses for Continued Education in Gymnastics:

Ongoing learning helps coaches stay current and continue growing throughout their coaching careers. Competition stream courses are required training for coaches wishing to work with competitive level gymnasts. Coaches should refer to the minimum coaching requirements outlined in the Appendix for a detailed breakdown of the training and certification requirements associated with each competitive level, including the coaching eligibility and access permitted within competition environments.

Competition Stream Coaching Courses include:

- Competition Introduction (C1) for Women’s Artistic, Men’s Artistic, and Trampoline
- Competition Introduction Advanced (C2) for Women’s Artistic, Men’s Artistic, and Trampoline
- Competition Development (C3) for Women’s Artistic, Men’s Artistic, and Trampoline
- Competition Development (C4) for Women’s Artistic, Men’s Artistic, and Trampoline

2.2.3 Competition Introduction (C1) Pathway



The Competition Introduction (C1) courses provide coaches with the theoretical and technical knowledge required to prepare them to coach athletes in developmental, pre-competitive, and competitive programs. To become a trained C1 coach, the participant must be 16 years of age and be fully trained in the relevant Foundations discipline. Coaches then attend a series of training courses, as described below.

Competition Introduction (C1) Pathway Continued

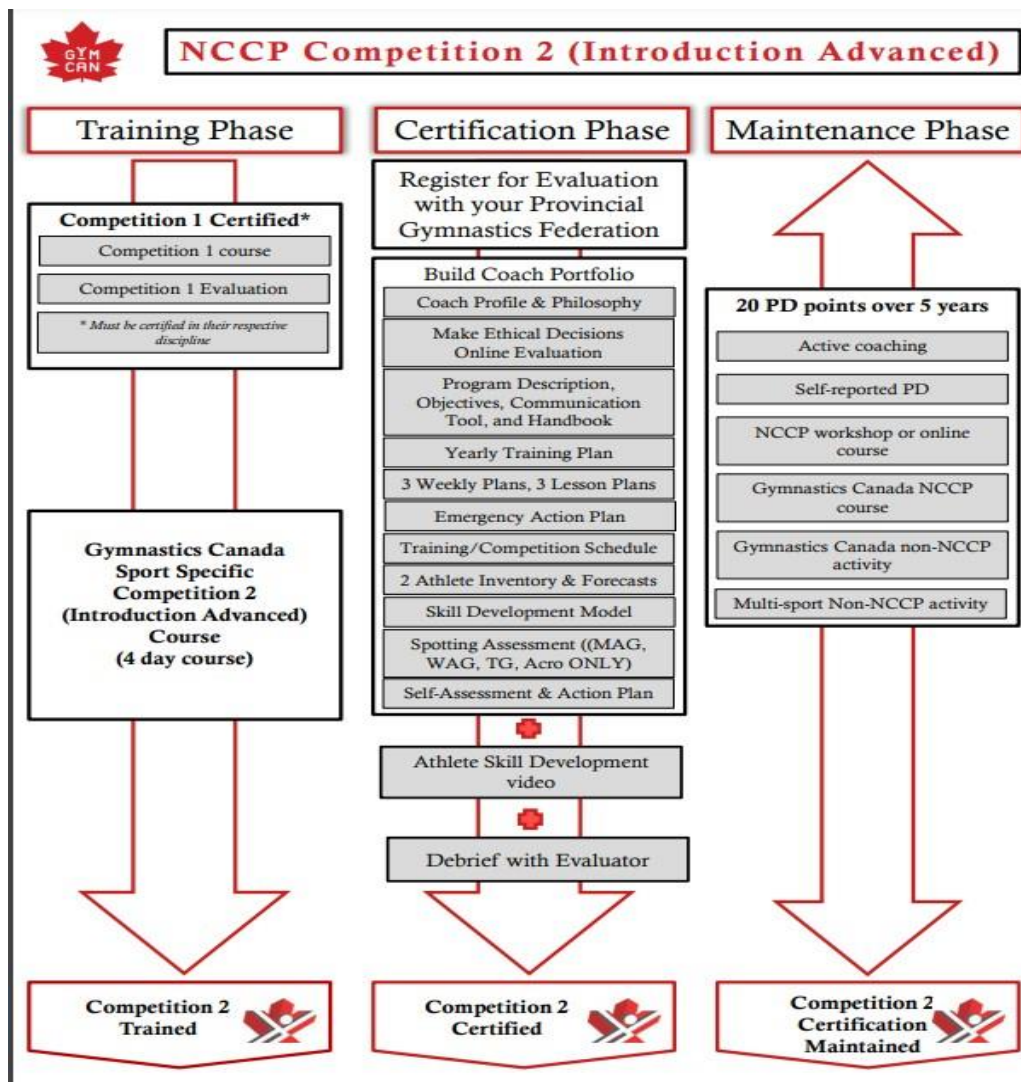
Competition Introduction THEORY C1 Theory (8 hours)	Prerequisite: Must be fully trained in relevant discipline and completed GF Theory, and minimum age 16. This course takes place in an online classroom setting and will cover the following NCCP modules: • Nutrition • Basic Mental Skills, • Design a Basic Sport Program • Teaching and Learning
Competition Introduction - Day 1 (9 hours)	Prerequisite: Minimum age 16 who are fully trained in Foundations Artistic. This is a 3-day NCCP course taught in the gym. Day 1 of the Competition Introduction Training focuses on general tumbling and floor skills, spotting and safety that is applicable to both Artistic and Trampoline coaching. Coaches choosing to coach in either discipline Artistic or Trampoline are required to take the first day of the Competition Introduction training.
Competition Introduction - Artistic, Women's Artistic Gymnastics (C1 WAG) (18 hours)	Prerequisite: Minimum age 16 and fully trained in Foundations Artistic and who have completed the one-day Competition Introduction module for both Artistic and Trampoline. This is an additional 2 days training taught in the gym and coaches will learn how to safely coach and spot athletes on all four women's artistic gymnastics apparatus; vault, beam, bars, floor and artistry. Coaches will be equipped to coach developmental athletes, precompetitive athletes, and beginner provincial level competitive athletes.
Competition Introduction - Artistic, Men's Artistic - Add On. (C1 MAG) (add-on)	Prerequisite: Minimum age 16 and fully trained in Foundations Artistic and who have completed the one-day Competition Introduction module for both Artistic and Trampoline. Most coaches will complete the Competition Introduction Artistic - WAG training modules and then complete the 1 day add-on module specific to Men's Artistic Gymnastics. This 1-day add on module will cover instruction on coaching pommel horse, parallel bars and rings. Completing the WAG modules and then the additional MAG modules will grant a coach trained status in both C1 WAG and C1 MAG disciplines. If a coach solely wishes to be C1 trained in MAG, then they will have to complete the 1-day Introduction Common module specific to floor, tumbling, spotting and safety, the common modules within the WAG training that cover Vault, and Bars, and the MAG specific modules; Pommels, Pbars, and Rings. Coaches choosing this option do not have to complete the WAG beam modules
Competition Introduction - Trampoline (C1 TG) (18 hours)	Prerequisite: Minimum age 16 and fully trained in Foundations Trampoline and who have completed the one-day Competition Introduction module for both Artistic and Trampoline. This is an additional 2 days training taught in the gym and coaches will learn how to safely coach and spot developmental, pre-competitive, and beginner provincial level competitive trampoline athletes.

2.2.4 Competition Introduction Advanced (C2) Pathway

The competition Introduction Advanced course provides the coach with the theoretical and technical knowledge required to prepare them to coach advanced competitive athletes.

To become a trained Competition Introduction Advanced (C2) coach, the participant must be fully certified in the relevant Competition Introduction (C1) discipline and attend a training course described below.

Competition Introduction Advanced - WAG C2 WAG (4-days)	Prerequisite: Must be Certified in Competition Introduction Women's Artistic Gymnastics. Coaches will learn how to: • Develop the physical attributes athletes require at this level of gymnastics • Develop a detailed yearly training plan • Acquire the required teaching and technical competencies to apply at this level of gymnastics specific to Women's Artistic Gymnastics.
Competition Introduction Advanced - MAG C2 MAG (4 days)	Prerequisite: Must be Certified in Competition Introduction Men's Artistic Gymnastics. Coaches will learn how to: • Develop the physical attributes athletes require at this level of gymnastics • Develop a detailed yearly training plan • Acquire the required teaching and technical competencies to apply at this level of gymnastics specific to Men's Artistic Gymnastics.
Competition Introduction Advanced - Trampoline (C2 TG) (4 days)	Prerequisite: Must be Certified in Competition Introduction Trampoline Gymnastics. Coaches will learn how to: • Develop the physical attributes athletes require at this level of gymnastics • Develop a detailed yearly training plan • Acquire the required teaching and technical competencies to apply at this level of gymnastics specific to Trampoline Gymnastics.



2.2.5 Competition Development (C3) Pathway

A coach must be C2 Certified in the discipline of the C3 course they wish to take. In order to become a trained C3 gymnastics coach in any discipline, a participant must attend a four-day training course, similar to those described for C2 training, but with higher level skills. Coaches are also required to complete the multi-sport theory component which is the completion of four Competition Development Modules and Leading a Drug-Free Sport. The required multisport competition development modules are;

- Managing Conflict
- Psychology of Performance

- Coaching and Leading Effectively
- Manage a Sport Program
- Leading a Drug-Free Sport Sport

These multisport Competition Development courses can be found on Sport NL's [CoachingNL](#) website.

2.2.6 Competition Development Advanced (C4) Pathway – High Performance/International Gymnastics

This is by invitation by Gymnastics Canada only.

This coaching pathway combines the principles and technical elements for more sophisticated gymnastics. This training is for high level coaches who will attend week-long intensive session and prepare extensive assignments to complete these levels, including training an athlete to the Canadian National Team.

2.3 NCCP Training vs Certification

The NCCP model distinguishes between training and certification. Coaches can participate in training opportunities to acquire or refine the skills and knowledge required for a particular coaching context (i.e. Competition – Introduction) as defined by a sport (i.e. Gymnastics Canada) and be considered “trained”. To become “certified” in a coaching context, coaches must be **evaluated** on their demonstrated ability to perform within that context in areas such as program design, practice planning, performance analysis, program management, ethical coaching, support to participants during training, and support to participants in competition.

NCCP coaches are described as follows:

In Training – when they have completed some of the required training for a context. (Referred to as Coach-In-Training, CIT). For example, a coach has completed the Foundations Theory module but has not completed Foundations Introduction and one of the sport specific modules. They would be considered Foundations In-Training.

Trained – when they have completed all required training for a context. For example, a coach who has completed Foundations Theory, Foundations Introduction and one of the three sport specific modules such as Foundations Trampoline. This coach is considered Foundations Trampoline Trained.

Certified – when they have completed all evaluation requirements for a context. To learn more about the Certification Process see Section 4 of this manual.

Note: For coaches to take any C2 or higher training courses they must be Certified at the level prior of the same discipline.

SECTION 3: NCCP COACHING REQUIREMENTS

3.1 Minimum Coach Training Requirements

GNL's minimum coach training requirements are outlined in Appendix A. The minimum training requirements are founded based on recommendations from GymCan's NCCP Operations Manual. These minimum training requirements are for GNL sanctioned events within the province. Coaches representing Team NL athletes at any interprovincial or national event must meet minimum training requirements of either the hosting province and/or Gymnastics Canada, for Gymnastics Canada sanctioned events.

Special Notes:

- At all levels, coaches should only coach/teach skills in which they have been specifically trained. Even if a coach has met the minimum training requirements outlined in the chart, they should never coach or spot a skill that is beyond their level of comfortability and/or scope of training, even if the skill is permissible in a given level.
- Head coaches/supervisors of recreational and/or competitive clubs must be minimum certified at the highest level of athlete training and a minimum of 19 years of age.
- To access competition floors at any GNL sanctioned event, coaches must possess the appropriate level NCCP certification with respect to the athletes they are coaching. If a coach does not have minimum coaching requirements they must apply to GNL for a [coach exemption](#).

3.2 Coach to Participant Ratio Guidelines

The recommended coach to participant and athlete ratios, are as follows:

Participant Age	Competitive Program	Recreational Program	Birthday Parties
	coach:athlete		
3-18 mos	N/A	1:8-12 max (+ parent)	
18 mos – 3yrs	N/A	1:8-12 max (+ parent)	
3-5 yrs	N/A	1:5-6	1:8-10 max (+ parent)
6-11 yrs	1:6-12 The more advanced skills, the lower the ratio	1:10	1:8-10 max (+ parent)
12+ yrs	1:8	1:10	1:8-10 max (+ parent)

3.3 NCCP Course Fees

Foundations Introduction (GF Intro)	\$75
Foundations Artistic (GF AG)	\$90
Foundations Active Start (GF AS)	\$75
Foundations Trampoline (GF TG)	\$125
Competition Introduction (C1) - Theory	\$60
Competition Introduction (C1) - WAG/MAG/TG	\$300
Competition Introduction (C1) MAG add-on	\$150
Competition Introduction Advanced (C2) - WAG/MAG/TG	\$325

Coaches who are not registered with GNL will be charged an additional registration fee of \$111.60 when registering for their first NCCP coach training course of the season. This fee reflects coach registration for that season and will be reviewed and updated annually by GNL.

3.4 Minimum Required Participants

GNL follows an NCCP funding model, which is based on the minimum number of required participants.

Region	Gymnastics Foundations (GF)	Competition Introduction (C1)	Competition Introduction Advanced (C2)
Labrador	6	6	NA
Western and Central	8	8	NA
Eastern	10	10	8

To ensure the sustainable use of resources, the funding model is based on minimum participant requirements and considers regional variations in delivery costs.

The minimum numbers for Gymnastics Foundations by regions vary between 6 and 10 per course depending on factors such as the availability and location of the facilitator, and any travel expenses that may be incurred.

Minimum numbers are based upon full-paying participants only. Auditing participants are not included in the minimum number requirement. GNL reserves the right to cancel any courses with insufficient

registration 1 week before the commencement of the course. 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.

3.5 NCCP Course Registration, Invoicing, and Payment

Registrations will be accepted until the posted deadline date. Once registration closes, GNL will determine if there are enough registrations for the course to proceed. If the decision is made to proceed with the course, there will be no cancellations allowed and no refunds.

Pending availability, late registrations will be accepted up until two (2) business days before the NCCP course begins. There will be a late registration fee of \$50/per participant charged.

GNL will generate invoices from Sage Accounting and email to clubs once registration closes.

Payment is required one month from the date of the Sage Accounting invoice. Clubs can send payment earlier if they prefer!

Once payment is processed, GNL will email a receipt via Sage Accounting to the Club.

Coaches who are not registered with GNL will be charged an additional registration fee of \$111.60 when registering for their first NCCP coach training course of the season and may only register if the course is not full. Registered GNL members are given priority registration. This fee reflects coach registration for that season and will be reviewed and updated annually by GNL.

3.6 Completing Missed Modules of NCCP Courses

If a coach misses a module, they may make it up at another course providing there is space. GNL requires a \$50 administration fee for making up a module. A coach who misses a module will be considered “In Training” until all modules are 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.

3.7 Auditing a Course

Any coach who is currently registered with GNL may audit an NCCP course that they already successfully completed for 25% of the registration fee and providing there is space in the course.

Participants who are auditing course should expect to primarily participate as observers. If the Learning Facilitator running the course invites them to actively participate they may do so, but the participants who are not auditing will be prioritized.

3.8 Requesting an NCCP Course

Gymnastics NL plans and organizes all NCCP courses and is responsible for all logistics, including registration, facility rental, and the hiring and paying coach developers. If your club would like to request an NCCP course, please fill out the [online Request an NCCP Course Form](#)

SECTION 4: THE NCCP COACH CERTIFICATION PROCESS

A “Certified” coach means that a coach has demonstrated competency and has met professional guidelines within the National Coaching Certification Program (NCCP). Gymnastics NCCP education in Canada is highly regarded, and certification provides professional status. It provides the participants and their parent’s assurance that you have been evaluated within your specialty to provide safe, yet challenging programs (Gymnastics Canada, 2021).

4.1 How to Certify

Following completion of the required training, coaches must assemble their "Coaching Portfolio" and complete the discipline-specific evaluation process to become certified. A full list of "Coaching Portfolio's" for the various NCCP Levels and disciplines is available below.

Completed portfolios are submitted to GNL along with payment of the evaluation fee. GNL will then match you with a suitable Coach Evaluator (CE). Coach Evaluation fees depend both on the level of certification you are applying for and on who and what province your CE is affiliated with, but approximate costs are indicated below.

Coaches wishing to take C2 training in any of the disciplines, must be C1 certified in that discipline.

Gymnastics Foundations (Artistic, Active Start and Trampoline) – [GF Evaluation Portfolio](#) (\$110)

Competition Introduction (C1), WAG, MAG and TG – [C1 Evaluation Portfolio](#) (\$150)

Competition Introduction Advanced (C2), WAG, MAG, and TG – [C2 Evaluation Portfolio](#) (\$200)

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

4.2 Applying for GNL Temporary Coaching Certification Exemptions

Coaches must meet the minimum NCCP certification standard for the level of athletes they are assigned to (Appendix A: Minimum Coaching Requirements). 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 fill out a written request form [Coach Certification/Training Exemption](#). The exemption request form should be submitted 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 GNL-sanctioned events only within the specific competition/membership season for which they are granted. Exemptions for a particular level may be approved for a single season, or until a reasonable opportunity has been provided for the coach to upgrade their qualifications - either by attending a course out of province or participating in one if and when it is offered within NL. For higher-level coaching courses, coaches will most likely need to travel out of province, as it is not feasible for GNL to host these courses due to low demand.

Coaching Certification Exemption inquiries and requests for specific GymCan competitions (Elite Canada, Canadian Championship, CWG, etc.), are at the discretion of GymCan's Program Manager for the specific discipline and event. Requests may be subject to application fees (as determined by GymCan) and late applications may be refused.

4.3 NCCP Evaluation Challenge – For International Coaches or National Team Members GymCan Equivalency and Exemption

Senior National Team Athlete/Experienced International Coach:

Gymnastics Canada provides an opportunity for experienced National Team Athletes and International, previously trained gymnastics coaches living and working in Canada to ‘challenge’ evaluations, so that instead of taking the required courses and then completing the evaluation, the coach proceeds directly to the evaluation.

This is a direct application to Gymnastics Canada, who will review and determine an appropriate level of competence on a case-by-case basis. Please note that depending where the coach’s certification is from this process can take a long time.

[Senior National Team Athlete Challenge](#)
[International Coach Challenge](#)

4.4 Maintenance of Certification and Professional Development

In order for NCCP coaches to maintain their certified status, they will be required to obtain Professional Development (PD) points. PD points can be earned through a multitude of activities that coaches already participate in, including: national and provincial sport organization conferences and workshops, eLearning modules, NCCP workshops, coach mentorship programs, and active coaching.

Maintenance of certification is essential to:

- Ensuring coaches stay current with new coaching practices and knowledge;
- Maintaining the integrity of the NCCP;
- Maintaining consistency with the standards of other professions;
- Reinforcing the values of lifelong learning and continuous improvement.

Certification within the NCCP is valid for a maximum period.

Context	Period for Renewal	PD Points Required
Gymnastics Foundations	5 years	10 points
Competition 1 (Introduction) Competition 2 (Intro Advanced)	5 years	20 points
Competition 3 (Development) Competition 4 (Dev Advanced)	5 years	30 points

Professional Development opportunities and points allocated are as follows:

	Active Category	Points	Limitations
Sport Specific	Active Coaching	1 point/year for every season coached and 1 point/year for Learning Facilitator or Evaluator activity	To a maximum number of points equal to the number of years of the certification renewal period, e.g. 3 points, if certification period is 3 years
	NCCP Activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP Activity	1 point/hour of activity up to 3 hours maximum	No minimum or maximum
	Coach self-directed activity	3 points for the valid certification period	Maximum of 3 points for certification renewal period
	Re-evaluation in context	100% of the points required for PD credit in the context	No other PD is required if coach chooses re-evaluation
Multi-sport	NCCP activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP activity	1 point/ hour of activity up to 3 points maximum	To a maximum of 50% of the required PD credit for the context in a certification renewal period

(GymCan's 2018 NCCP Operations Manual)

SECTION 5: NCCP COACH DEVELOPERS

5.1 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 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 GNL, and as a resource to coaches seeking to advance their coaching abilities.

All learning facilitators must sign and return the Coach Developer Code of Conduct form (Appendix B) to GNL at the beginning of each season.

A candidate wishing to become a qualified LF is required to be a current GNL member in good standing. 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 (GF, Artistic or trampoline). Additional education will be considered 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 NL, prospective LFs must complete an application form. The [application](#) (online application link) to attend LF training includes: applicant information, curriculum vitae or resume, references, photocopies of diplomas, certificates, and coaching transcript.

All out-of-province applications to attend a LF training course must first be directed to GNL's Coach Development Specialist for endorsement. GNL will endorse applicants based on their experience, their location in the province, and the need for additional LFs. The acceptance of a coach as an LF is dependent upon experience, ability to represent GNL/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 [CoachingNL](#). 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. Learning Facilitator Core Training may also be taken through another province.

After completing training, an LF must complete a minimum of one co-facilitation with an experienced LF who acts as a mentor or two co-facilitations if the other LF is also new, before they are able to deliver courses on their own.

For more information regarding Learning Facilitator honorarium and how GNL selects them, please see section 6.4 below.

5.2 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. Coach Evaluators 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. Coach Evaluators act as ambassadors of the NCCP, GymCan and GNL, and as a resource to coaches seeking to augment and validate their coaching abilities.

A candidate wishing to become a qualified CE is required to be a current GNL 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 considered an asset in the selection process. CE training courses occur infrequently and are run virtually by Gymnastics 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 GNL's Coach Development Specialist for endorsement. GNL will endorse applicants based on their experience, their location in the province and the need for additional CEs.

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

A potential CE must also complete the CE Core Training as offered by [CoachingNL](#) or through another province. This should be done prior to the gymnastics specific CE training, but must be completed before the new CE completes their first co-evaluation. 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.

All Coach Evaluators must sign and return the Coach Developer Code of Conduct form (Appendix B) to GNL at the beginning of each season.

SECTION 6: NCCP COURSE HOSTING GUIDELINES

When hosting an NCCP course, clubs are expected to adjust their training schedules and reduce regular training activities as needed to accommodate course participants. This includes providing access to specific equipment and spaces required for course delivery. Failure to meet these expectations may result in the club not being granted permission to host future courses.

Clubs must also have appropriate equipment needed, FIG apparatus for Competition 1 and above.

6.1 Gym Rental for Hosting NCCP Courses

Clubs hosting an NCCP course are entitled to a gym rental fee in the amount of:

- \$200/full-day
- \$100/half-day

Clubs must submit an expense claim form to GNL in order to receive gym rental payment.

6.2 NCCP Course - Athlete Demonstrators

When hosting a C1 or higher-level training course athlete demonstrators are required. It is the responsibility of the host club to arrange for athlete demonstrators. GNL will provide a shared spreadsheet in advance outlining the required skills and demonstrator schedule; however, recruiting and coordinating demonstrators remains the responsibility of the host club.

Athlete demonstrators will receive a gift card for each block of training they participate in. GNL will provide the facilitator with the gift cards in advance for distribution.

6.3 NCCP Courses - GNL Responsibilities/Expenses

Gymnastics NL plans and organizes all NCCP courses and is responsible for all logistics, including registration, facility rental, and the hiring and paying coach developers.

6.3.1 Athlete Demonstrator Gift Cards

GNL provides the Learning Facilitator with the athlete demonstrator gift cards in advance for distribution.

6.3.2 Mileage

Learning facilitators required to travel to a host site for a course will have their airfare (GNL will book it) and mileage paid for by GNL. Learning Facilitator mileage will be reimbursed at the applicable government mileage rate in effect at the time of the course. GNL also covers the cost of any taxis/uber that may be required, to and from hotel and host club and the airport.

6.3.3 Accommodations

GNL will book and pre-authorize payment for any accommodations for Learning Facilitators when required.

6.3.4 Honoraria – Learning Facilitators

GNL will pay NL LF's an hourly honorarium of \$30/hr for conducting coaching courses plus an additional 1 hour of prep time for every 4 hours of a course. If it is a facilitators first time conducting the course the prep time is doubled.

GNL is required to pay out-of-province learning facilitators the honorarium that is set by their PSO.

6.3.5 Per Diem – Learning Facilitators

GNL provides a per diem of \$65/day (breakfast: \$15, lunch: \$20, Supper: \$30) for meals to Learning Facilitators that are required to stay overnight near the hosting club.

6.4 How GNL selects Learning Facilitators

Selection of the learning facilitator is based on several factors, such as experience, seniority, co-facilitation/training and maintenance requirements. When possible, every effort will be made to utilize a regionally located Learning Facilitator.

APPENDIX A: MINIMUM NCCP COACHING REQUIREMENTS FOR NCCP TRAINING/CERTIFICATION LEVELS

(All minimum coaching requirements listed below are applicable for all training and competitive environments)

7.1 Minimum Coaching Requirements for Pre-Coach In-Training through to Gymnastics Foundations (GF) Certified.

Coaching Status	Minimum training requirements	Role and responsibilities	Athlete levels they can coach
Pre-Coach In-Training (Pre-CIT) (No NCCP Training)	Min. 13 years old 13-15 yrs Club directed program using the GymCan Pre-CIT Mentorship Manual and Workbook as a program guide. Mentorship program can take 1-2 years.	Coaching tasks may include assisting coaches with: Circuit set-up and take down Class management (keeping children in their group, leading games or other activities) Skill demonstration and basic skill instruction or assistance. The Pre-CIT must NOT: Be left alone with a group at any time Be given sole responsibility for development or delivery of any activity Be given responsibility for communication with parents of gymnasts Be given responsibility for disciplining children NO SPOTTING of any skill or supervise a group. One-on-one direct supervision is required. Supervising coach must be minimum, 18+ years and minimum Foundations Certified in the appropriate age and level of class.	Gymnastics For All Recreational Programming (athletes ages 3-10 yrs)
Gymnastics Foundations IN TRAINING = Coach in Training (CIT)	Min 15 years old. Refers to coaches who have only completed the NCCP Gymnastics Foundations Introduction and/or Theory course(s). (Have only completed 1 or 2 of the 3-series mandatory Foundations courses.)	Same as Pre-CIT above	Same as Pre-CIT above

Gymnastics Foundations (GF) Artistic or Active Start - TRAINED	Min. 15 yrs Refers to coaches who have completed: • Making Ethical Decisions Module and Evaluation • Lesson Planning for Community Sport Gymnastics Module • Emergency Action Plan Module • Understanding the Rule of Two • GF Introduction, and • GF Sport-Specific (Artistic Gymnastics and/or Active Start).	May act as coach or assistant coach under indirect supervision (within reasonable proximity/within eye sight) of a certified coach (18+) and with minimum Gymnastics Foundations Certified, C1 highly recommended). May NOT teach any C1 NCCP skills or inverted skills with flight. Spotting is for safety only May NOT supervise a group Coaches who have not completed the GF Trampoline course are not permitted to coach any trampoline skills.	Levels as listed above. Artistic - CanGym badge levels: • Burgundy – Purple Only Active Start Trained coaches can work with athletes 0-5 years of age. Pre-Competitive: • WAG CCP 1 & 2 • MAG P1
Gymnastics Foundations (GF) Artistic CERTIFIED	Min. 16 years old. Refers to coaches who have completed all of the above and GF Evaluation	May supervise their own group. If 18+ yrs, may act as a supervising coach to Pre-CIT or GF coach in Training or Trained. May NOT teach any C1 NCCP skills or inverted skills with flight. Coaches who have not completed the GF Trampoline course are not permitted to coach any trampoline skills.	Levels as listed above and: • XCEL - Bronze & Silver

7.2 Minimum Coaching Requirements for Competition Introduction (C1) and Competition Introduction Advanced (C2). – WAG/MAG.

Coaching Status	Minimum training requirements	Role and responsibilities	Athlete levels they can coach
Competition Introduction (C1/Comp 1) TRAINED in either Women's Artistic Gymnastics (WAG) and/or Men's Artistic Gymnastics (MAG)	Min. 16 years old. Refers to coaches who have completed Competition Introduction (C1) Theory (including MED online evaluation the EAP online module) and Competition Introduction Technical Modules (WAG and/or MAG). Prerequisite: Gymnastics Foundations (GF) Trained.	May act as coach or assistant coach under <u>supervision</u> (within reasonable proximity/within eye sight) of a C1/Comp 1 certified coach (minimum 18 years of age). May not spot or teach C2 and C3 NCCP skills. CANNOT use a trampoline as a training aid for saltos unless coach has C1 TG May not coach beyond scope of training. Required to be on the field of play with the levels listed in the next column at Provincial meets.	Levels as listed above. CanGym badge levels: • Blue - Yellow Competitive Provincial events: • WAG CCP 3-6* • XCEL Bronze, XCEL Silver, XCEL GOLD and • MAG L1 – L2 *For Atlantics and above, coaches with athletes competing at levels CCP 4+ and Xcel Gold+ must be min. C1 Certified to be on the field of play.

Competition Introduction (C1/Comp 1) CERTIFIED in either Women's Artistic Gymnastics (WAG) and/or Men's Artistic Gymnastics (MAG)	Min 16 years old. Refers to coaches who have completed Competition Introduction (C1) Theory (including MED online evaluation the EAP online module) and Competition Introduction Technical Modules (WAG and/or MAG) AND C1 Evaluation in either WAG, MAG or both.	May act as a supervising coach to C1 coaches in Training/Trained. May act as coach, not requiring direct supervision, for the athlete levels listed in the next column. Required to be on field of play with levels listed in the next column at Provincial meets.	Levels as listed above and: • XCEL Platinum
Competition Introduction Advanced (C2/Comp 2) TRAINED in either Women's Artistic Gymnastics (WAG) and/or Men's Artistic Gymnastics (MAG)	Refers to coaches who have completed C2 Theory and C2 Technical modules. Prerequisite: C1 Certified.	May act as coach or assistant coach under <u>supervision</u> (within reasonable proximity/within eye sight) of a C2 certified coach. May spot athletes performing C2 skills. Required to be on the field of play with the levels listed in the next column at Provincial meets.	Levels as listed above. CanGym badge levels: • Green – Gold Competitive: • WAG Levels 7-8 & Aspire, XCEL Platinum & Diamond • MAG Levels 3-5
Competition Introduction Advanced (C2/Comp 2) CERTIFIED in either Women's Artistic Gymnastics (WAG) and/or Men's Artistic Gymnastics (MAG)	Refers to coaches who have completed C2 Theory, all C2 Technical modules, AND C2 Evaluation in either WAG, MAG or both.	May act as a supervising coach to C1 and C2 coaches in training/trained. May act as coach, not requiring direct supervision, for the athlete levels listed in the next column. Required to be on field of play with levels listed in the next column at Provincial meets.	Levels as listed above.

7.3 Minimum Coaching Requirements for Competition Development (C3) and Competition Development Advanced (C4). – WAG/MAG

Coaching Status	Minimum training requirements	Role and responsibilities	Athlete levels they can coach
Competition Development (C3/Comp 3) TRAINED in either Women's Artistic Gymnastics (WAG) and/or Men's Artistic Gymnastics (MAG)	Refers to coaches who have completed C3 Theory and all C3 Technical modules. Prerequisite: C2 Certified.	May act as a coach or assistant coach under <u>supervision</u> (within reasonable proximity – within eye sight) of a C3 certified coach. May spot athletes performing NCCP C3 skills.	Levels as listed above and: Competitive: WAG CCP 9-10, MAG Open

Competition Development (C3/Comp 3) CERTIFIED in either Women's Artistic Gymnastics (WAG) and/or Men's Artistic Gymnastics (MAG)	Refers to coaches who have completed C3 Theory, all C3 Technical modules AND the C3 Evaluation in either WAG, MAG or both. Required to be on the field of play at all National and International competitions. Trained coaches will not be permitted on the field of play without an exemption letter approved by GymCan.	May act as a supervising coach to C1-C3 coaches in training/trained.	All levels.
Competition Development Advanced (C4/Comp 4) TRAINED in Women's Artistic Gymnastics (WAG) and/or Men's Artistic Gymnastics (MAG)	Refers to coaches who have completed C4 Theory and all C4 Technical modules. Prerequisite: C3 Certified.	May act as a coach or assistant coach under supervision (withing reasonable proximity – within eye sight) of a C4 certified coach. May spot athletes performing NCCP C4 skills.	All levels.
Competition Development Advanced (C4/Comp 4) CERTIFIED in Women's Artistic Gymnastics (WAG) and/or Men's Artistic Gymnastics (MAG)	Refers to coaches who have completed C4 Theory and all C4 Technical modules AND the C4 Evaluation in either WAG, MAG or both. Required to be on the field of play at all International Competitions. Prerequisite: C3 Certified.	May act as a supervising coach to C1-C4 coaches in training/trained. No restrictions on competitive artistic roles and responsibilities.	All levels.

7.4 Minimum Coaching Requirements for Trampoline from GF to C2

	Minimum training requirements	Role and responsibilities	Athlete levels they can coach
Gymnastics Foundations (GF) Trampoline TRAINED	Min. 15 years old. Refers to coaches who have completed: GF Theory, GF Introduction, and GF Trampoline.	May act as a coach or assistant coach under supervision (within reasonable proximity – within eye-sight) of a C1 TG Certified coach. May not coach beyond scope of GF TG training. May NOT teach any C1 TG skills or inverted skills.	Recreation Beginner Levels only with focus on safety. Coaches must be GF TG TRAINED to permit or take participants on trampoline, and tumble tracks/fast traks. CanJump: Levels 1-4.

Gymnastics Foundations (GF) Trampoline CERTIFIED	Refers to coaches who have completed: GF Theory, GF Introduction, GF Trampoline specific module AND GF Trampoline Evaluation.	May coach their own group under <u>indirect supervision</u> of a C1 TG Certified coach. May NOT teach any C1 TG skills or inverted skills.	Levels as listed above.
Competition Introduction (C1) Trampoline TRAINED .	Min. 16 years old. Refers to coaches who have completed: C1 Theory, C1 Introduction, and all C1 TG technical modules.	May act as a coach or assistant coach under <u>supervision</u> (within reasonable proximity – within eye-sight) of a C1 TG Certified coach. May act as supervising coach for a GF TG trained coach.	Levels as listed above and: Competitive Provincial levels 1 and 2 CanJump: Levels 5-12. For provincial competitive events coaches with athletes competing at level 3-4 or who are performing double saltos must be min. C2 Trained to be permitted on the field of play.
Competition Introduction (C1) Trampoline CERTIFIED .	Refers to coaches who have completed: C1 Theory, C1 Introduction, and all C1 TG technical modules. Required to be on the field of play with the levels listed in the next column at Provincial meets.	May coach their own group under <u>indirect supervision</u> of a C2 TG Certified coach. May not coach beyond scope of C1 TG training.	Levels as listed above.
Competition Introduction Advanced (C2) Trampoline TRAINED/CERTIFIED (*C3 TG and C4 TG not GymCan/CAC approved NCCP courses)	Refers to coaches who have completed: C2 Theory, and all C2 TG technical modules. Certification required to be on the field of play at National and International competitions. Trained C2 TG coaches will not be permitted on the field of play without an approved exemption letter from GymCan.	May act as supervising coach for GF TG – C1 TG trained coaches.	Levels as listed above and: Competitive Provincial levels 3 and 4 For all national GymCan sanctioned (levels 5+) events coaches must be min. C3 certified.

APPENDIX B: COACH DEVELOPER CODE OF CONDUCT – Learning Facilitators and Coach Evaluators

It is expected that every Coach Developer will read, understand, and sign this Code of Conduct.

Preamble

In my role as a Coach Developer in the National Coaching Certification Program (NCCP) for Gymnastics Canada, I, _____ (Name and NCCP#), expressly agree to conduct myself in a manner consistent with this Code of Conduct.

I understand that my failure to abide by this Code of Conduct can result in sanctions being imposed, including the revocation of my Coach Developer certification status.

Code of Conduct

I shall:

- ☐ Participate in all required training and evaluation components of the Coach Developer pathway.
- ☐ Support the common goals and objectives of Gymnastics Newfoundland and Labrador as it services the membership at large.
- ☐ Avoid discrediting specific sponsors, suppliers, employers, or other partners.
- ☐ Support key personnel and systems of the NCCP and partner organizations (Coaching Association of Canada, Sport Canada, Provincial/Territorial Delivery Agencies, National Sport Organizations).
- ☐ Demonstrate ethical behaviour at all times and commit to the *NCCP Code of Ethics*.
- ☐ Attend all professional development required for my growth as a Coach Developer and continuously seek to improve my personal abilities and performance.
- ☐ Exhibit exemplary professional behaviour at workshops or evaluation sites.
- ☐ Approach technical and non-technical problems and issues in a professional and respectful manner, seeking solutions that support due process.
- ☐ Place the best interest of those taking part in the workshops/evaluation events ahead of my personal interests.
- ☐ Refrain from all forms of harassment: physical, emotional, mental, or sexual. For the purposes of this Code of Conduct, sexual harassment includes any of the following:
 - ☐ Using power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses of power include explicit or implicit threats of reprisals for non-compliance or promises of reward for compliance.
 - ☐ Engaging in deliberate or repeated unsolicited sexually oriented comments, anecdotes, gestures, or touching that are offensive and unwelcome or create an offensive, hostile, or intimidating environment and can reasonably be expected to be harmful to the recipient or teammates.

Responsibility

If there is disagreement or misalignment on issues, it is the responsibility of the Coach Developer to seek alignment with the objectives, goals, and directives of Gymnastics Newfoundland and Labrador.

Please be advised that the Board of Directors of Gymnastics Newfoundland and Labrador will take the necessary disciplinary action should any material breach of the Code of Conduct occur.

I hereby declare that I have read the above and understand and accept the terms and conditions outlined.

Name (please print) Signature Date