



# Morden Magics Gymnastics Club

## **Morden Magics Lead Kindergym Coach Job Description**

Valid for the 2023-2024 year

- Reports to HR team
- In charge of coaches for program
- Schedule coaches
- Coaches will report to lead coach
- Make groups for each class
- Assign coaches to each group
- make a warm-up schedule
- make a rotation schedule
- make sure stations are set up at every apparatus for every class. This can be done by the lead coach or coaches can be asked to do this, but it is the responsibility of the lead coach to make sure it is done.
- guide and teach coaches and apprentices - lead by example
- Be an active coach
- Help and assist with coaching clinics
- Take attendance for every class
- Give monthly reports to the HR team (in person meetings)
- Communicating with parents verbally or via email
- Communicate with parents and HR team about events, closures etc.
- Take some pictures
- Monthly detailed report of hours worked in and out of the gym
- Approve apprentice hours worked
- Show all coaches how to properly fill out incident reports and where to file them
- Complete monthly coach evaluations and hand them out to your coaches. Be open to talk about successes and areas of improvement for each coach.
- Any time something is taken from the first aid kit, the injury, regardless of how minor needs to be recorded.
- Be on time
  
- Wear appropriate clothing (leggings and coaching shirt)
- Give adequate notice if you can't make it or are sick. Please try to find someone who can fill in for you in your absence and let the HR team know of the changes.
- Throughout the season there may be other jobs that could be added to your job description. For example, being in charge of ordering water for the water cooler. A conversation will be had with you prior to the job being added.
- No cell phones on the floor
- No food in the gym
- 3 strike system will be implemented. A verbal warning, written warning, and a final warning. After the final warning it will be taken as a breach of contract.

## **Morden Magics Lead Rec Coach Job Discription**

Valid for the 2023-2024 year

- Reports to HR team
- In charge of coaches for program
- Schedule coaches
- Coaches will report to lead coach
- Make groups for each class
- Assign coaches to each group
- Make a warm-up schedule
- Make a rotation schedule
- Make sure stations are set up at every apparatus for every class. This can be done by the lead coach or coaches can be asked to do this, but it is the responsibility of the lead coach to make sure it is done.
- Guide and teach coaches and apprentices- lead by example
- Be an active coach
- Help and assist with coaching clinics
- Take attendance for every class
- Set up and organize rec leveled evaluation forms for each gymnast (group). Have the forms ready on clipboards for each coach and explain how to properly fill them out. Do weekly check-ins that the forms are being filled out. At the end of the season, organize and hand out the levelled wrist bands to gymnasts who have completed their level(s).
- Give monthly reports to the HR team (in person meetings)
- Complete monthly coach evaluations and hand them out to your coaches. Be open to talk about successes and areas of improvement for each coach.
- Communicating with parents verbally or via email
- Communicate with parents and HR team about events, closures etc.
- Take pictures
- Cleaning:
  - Making a rotation schedule of cleaning the gym and back storage room
  - Floors need to be vacuumed weekly. As 1 group is dismissed that coach will start to vacuum, when the next group is dismissed then the next coach will help. 1 floor roll can quickly be done between each class.
  - Quick wipe down or spray of mats weekly

4/6/2023

- Monthly detailed report of hours worked in and out of the gym
- Approve apprentice hours worked
- Show all coaches how to properly fill out incident reports and where to file them.
- Any time something is taken from the first aid kit, the injury, regardless of how minor needs to be recorded
- Be on time
- Wear appropriate clothing (leggings and coaching shirt)
- Give adequate notice if you can't make it or are sick. Please try to find someone who can fill in for you in your absence and let the HR team know of the changes.
- Throughout the season there may be other jobs that could be added to your job description. For example, being in charge of ordering water for the water cooler. A conversation will be had with you prior to the job being added.
- No cell phones on the floor

- No food in the gym
- 3 strike system will be implemented. A verbal warning, written warning, and a final warning. After the final warning it will be taken as a breach of contract.

## **Morden Magics Lead Competitive Coach Job Discription**

Valid for the 2023-2024 year

- Reports to HR team
- In charge of coaches for program
- Schedule the coaches
- Coaches will report to lead coach
- Make groups for each class
- Assign coaches to each group
- Make a warm-up schedule
- Make a rotation schedule
- Make sure stations are set up at every apparatus for every class. This can be done by the lead coach or coaches can be asked to do this, but it is the responsibility of the lead coach to makes sure it is done.
- Guide and teach coaches and apprentices - lead by example
- Be an active coach
- Help and assist with coaching clinics
- Take attendance for every class
- Give monthly reports to the HR team (in person meetings)
- Communicate with parents verbally or via email.
- Communicate with parents and HR team about events, closures etc.
- Take some pictures
- Train gymnasts for competitions
- Sign up/register gymnasts for competitions
- Offer 5 competitions
- Gymnasts must attend 3 competitions and have an all-around score of 35AA at all 3 competitions to move up a level as per the MGA's requirements. Parents will be informed of this.
- Marshal home competition
- Complete monthly coach evaluations and hand them out to your coaches. Be open to talk about successes and areas of improvement for each coach.

4/6/2023

- Monthly detailed report of hours worked in and out of the gym
- Approve apprentice hours worked
- Show all coaches how to properly fill out incident reports and where to file them
- Any time something is taken from the first aid it, the injury, regardless of how minor needs to be recorded
- Be on time
- Wear appropriate clothing (leggings and coaching shirt)
- Give adequate notice if you can't make it or are sick. Please try to find someone who can fill in for you in your absence and let the HR team know of the changes.,
- Throughout the season there may be other jobs that could be added to your job description. For example, being in charge of ordering water for the water cooler. A conversation will be had with you prior to the job being added.
- No cell phones on the floor, iPads should be used due to member pictures on personal phones. If iPads

aren't working for pictures and videos, it will be readdressed

-No food in the gym

-3 strike system will be implemented. A verbal warning, written warning, and a final warning. After the final warning it will be taken as a breach of contract.