



WGC Trainee Coach Pathway

Minimum age to begin is 13.

Stage 1 – Trainee

During this stage you will be asked to do 20 to 40 hours (to be negotiated) of voluntary observation. You will be required to complete hours observing and assisting other coaches from various groups, such as:

- Approx 10 hrs with General Gym
- Approx 10 hrs with Gymstar 1
- Approx 10 hrs with Gymstar 2
- Extra hours may apply depending on competence as determined by your supervisor

This is for both you and the club to assess whether you are interested in pursuing a coach position and if you are a right fit for the club. Occasionally you may be asked to complete worksheets or attend meetings or club functions. Time at meetings will also count towards your observation hours.

Towards the middle of the observation stage, you will be asked if you would like to continue the program. If you do, you will be able to commence and complete the online training component of Gymnastics Australia's Beginners Coaching Course. The Club Manager will advise you when to start and how this is done.

Stage 2 – Beginner Coach (Level 2)

Once you turn 14 and have completed your observation hours and the online training component, you will be able to undertake the face-to-face component of the Beginners Coaching Course. You will also be required to complete your Level 2 First Aid including CPR and a Child Safety and Child Protection (CSCP) Online Course.

Once you have your Beginners accreditation, Level 2 First Aid, CPR and CSCP you will be able to become a Beginner Coach. During this stage you will be paid a wage (level 2) based on the minimum rate of the Fitness Industry award. You will stay with a set group for the duration of the term/year as required.

In addition to coaching General Gym and lower level Gymstar, you will be expected to assist with setting/packing up equipment, assist gymnasts with skills, demonstrate skills, offer feedback to gymnasts, participate in warm-up/stretching, clean-up and other tasks as required. You may also be required to assist with in-house competitions, host parties or assist with administrative duties.

Coaches under the age of 15 need to have approval from Business Victoria before undertaking paid employment – please complete the [Child Employment Permit – General Industries](#).



Stage 3 – Intermediate Coach (Level 3)

Once you have turned 16 and your supervisor deems you competent you will be able to coach a greater range of classes.

You will also be able to undertake the Intermediate Coaching Course in the Gymsport specified by the Club Manager. This includes an Online Generic and Online Gymsport Specific Coaching Course, a workbook as well as 20 hours of coaching time which you would have already completed at Stage 2. Once the three pre-course requirements are completed and approved, you will be able to attend the Gymsport Specific Intermediate Coaching Course.

After you have worked for the club for a period of time (as assessed by the Club Manager) and are confident in your skills and abilities, you may be asked to undertake the supervisor's course. You will then be able to actively supervise other coaches and participate in developing programs for the club as required.

Stage 4 – Advanced Coach (Level 4)

Once you have turned 17 and are deemed ready, you may be encouraged to undertake the Advanced Coaching Course in the Gymsport specified by the Club Manager. The qualification process includes an Advanced Online General Principle Course, an Advanced Gymsport Specific Online Course, online quizzes and multiple assignments. You will also attend a half-day face-to-face Advanced Tumbling and Spring Module course as well as a two-day Gymsport Specific Advanced Coaching course.



Expectations of Trainee Coach (Stage 1)

Observation

Voluntary

- Commit to minimum 1 hour per week over the term.
- Notify your supervisor if you are unable to attend your session as soon as possible (this is not your parent/s responsibility).
- To be attentive during the class and receptive to information from your supervisor. To respond to all correspondence from your supervisor in a timely manner. Communicate with your supervisor if you have any queries or concerns as soon as practical.
- Ensure all club rules are followed and you are adhering to our Vision (fun, fitness, and friendship) and Values (excellence, teamwork, fun, respect, and integrity).
- To adhere to the uniform policy at all times and to take pride in your presentation and appearance. Be a role model for gymnasts and fellow coaches in the gym.
- No mobile phones or personal electronic devices on the floor.
- Complete timesheet at end of shift.
- Complete worksheets, when provided, and hand in to your supervisor by the next session or as agreed.
- Attend and participate in workshops, meetings, and information sessions where applicable and possible. Attend and participate in our club events/fundraisers where possible.
- Treat our equipment and resources with respect. If you see anything you think might be unsafe or dangerous, report it to your supervisor immediately.
- Never allow yourself to be in a situation where you are alone in a room with a gymnast or left with the group on your own.
- Be enthusiastic, willing to learn and have fun!
- Treat WGC staff, committee members, gymnasts and their families with respect at all times, in person and on social media.



General Club Information for the Trainee Coach Program

Eligibility Criteria:

- Minimum of 13 years of age and attending high school
- Nominated by a coach within the club
- Good presentation
- Employment agreement approved if less than 15 years of age prior to commencing the employment stage of Stage 2 of the Trainee Coach pathway

Your requirements:

- Register with Gymnastics Australia and pay the annual membership fee (once accredited)
- Pay the first \$50 of all training courses. WGC will reimburse the remainder

WGC will provide:

- Polo and/or jumper as required. This remains the property of the Club. If you stop coaching, it is expected the uniform will be returned or you will be invoiced for it
- A qualified supervisor who will be your contact, support, and mentor while undertaking the program
- Coaching and leadership workshops throughout the year, where applicable
- Coaching resources/workbooks/hand outs
- Access to all Werribee coaching resources around the gym
- Training as per the Trainee Coach Pathway
- Opportunity to learn life skills including leadership and put them in action
- Space to store your belongings while you are coaching

Uniform requirements:

- WGC polo or jumper or jacket. Only a black/white long sleeve top allowed under club polo, no hoodies.
- Plain black pants/shorts (no jeans allowed)
- Clean runners or socks
- Neat athletic appearance
- Hair tied up and neatly out of face
- No excessive make up or jewellery (no dangly earrings, bracelets or necklaces)

*Note: Only wear coaching uniform if you are coaching, not when you are training

Who to contact:

Supervisor

When – Any questions/concerns regarding coaching. Where to find things in the gym.

Club Manager

When – If you have any concerns regarding your participation in the program. If you have any coaching questions/concerns.

Administration

When – If you are unable to make your shift or will be late. If you need to order a new polo/jumper. Have any concerns with your pay (when applicable).