



MWGC Coaches in Training (CIT) Program 2020

Manly Warringah Gymnastic Club is a community owned organisation with a reputation for producing some of the best gymnasts and coaches in the country. The aim of our CIT coaching program is to encourage our team members to consider coaching as an exciting and rewarding career option.

In January 2017 a new system was introduced to offer new opportunities and incentives.

In 2020 we will continue to offer support along the learning pathway. The CIT trainee program will encourage ongoing education and improve the overall standard of service offered to the members of MWGC.

If you are under 18 there are 2 key points:

- The minimum age to enter the pathway and complete only the online component of the beginner's certificate is 13. This is available at <http://www.gymnsw.org.au>
- The minimum age to complete the face to face component of the beginner's certificate and commence in a paid role is 14.

There are also a few terms to get used to:

- "GOL"(Gymnastics Online). It is Gymnastics Australia's member portal.
- "LMS" (Learning Management System). This where your coaching records are kept.

To enrol for your first course:

- Complete the online component "Beginners - Gymnastics for All" (GFA) at <http://www.gymnsw.org.au> - Education – Coaching courses - Beginner Course and follow "How do I enrol".
- Visit Gymnastics Australia's Gymnastics Online webpage.
- Select 'New account' to register as a new user. Complete the registration process.
- In the 'Quick Catalogue Search" search and enrol in the Beginner Coaching Accreditation Pathway.
- Click LMS support for help to enrol at <http://gymnastics.org.au/Ga/LMS/signup.aspx> - New user sign up.

Next,

- Fill in the form under Step 1: Create New LMS Account, make sure to include your First Name, Last Name, Email address, Country, Home address, City, State and Postal code. Click Save. Please make sure to use an email address you have access to.
- You will receive an email that includes your new Gymnastics Australia username and password. Use that username and password to login. (SAVE THESE DETAILS)

- You will be taken to Step 2: Enter Personal details. You will need to provide your date of birth, gender and mobile phone number. If you have previously had a Technical Membership number, you can also provide this information during this step. You'll also be asked about the Duke of Edinburgh Award (just click No if you're not sure what this is).
- You will now be registered as a Gymnastics Australia LMS user, and you will be asked to click a link to access the LMS. [Make sure to click the link to access the LMS at this step.](#)

Once you've completed the online component:

- Register for the "Face to Face" component for your beginner's course and advise the coaching coordinator of the intended date.
- Send the coaching coordinator a copy of your online completion certificate and proof of payment.
- You will receive a copy of the form "MWGC Learning Hours".
- You will be assigned a mentor to help you through the initial stages.
- This is when you can enter the floor as a learning coach.
- You must complete a minimum of 5 hours assisting under 5's, 10 hours general Rec and 5 hours MAG, WAG or Tumbling.
- Once you have completed these hours and form, have your mentor sign off on it and email coaching@mwgymclub.com.
- Please don't be discouraged by the course costs, we will provide opportunities later to reclaim part or all of these fees (depending on effort)

Once you've completed the Face to Face component:

- Send the coaching coordinator a copy of your certificate and proof of payment.

If you are over 18:

- You are required to obtain and maintain a NSW Working with Children Check. This is available at www.kidsguardian.nsw.gov.au. Search Working with Children Check. Complete the application and take the details to any RTA for payment.

All applicants must:

- Complete and return the employee details form. (Page 4 of this document)

Training requirement:

- New coaches will be required to complete a minimum of 20 hours volunteer learning (to align with GA) at which time they will be tested for suitability
- If satisfactory, start as a paid coach. If requiring further training, additional 5 volunteer hours will be added (at the discretion of the Head Coach)

The club will:

- Maintain a Gold, Silver and Bronze "grading system" to monitor the progress of each coach
- Provide additional financial support to encourage participation and offset the costs of courses
- Provide an assessment based system that measures and manages age, skill and effort

What do we expect from trainees?

We take a broad view when considering what it takes to develop a great coach.

Here's just a few things we believe make the difference:

- Presentation, enthusiasm and the ability to engage with kids
- An ability to break down skills, explain them clearly and teach them well
- Do you seek further knowledge? Are you keen for further accreditation?
- Can you listen, follow instructions and learn to work unsupervised?
- Complete tasks as required by management i.e. timesheets, hand scans and covers paperwork
- Are you keen to help out your fellow coaches?

In view of these expectations we will introduce half yearly assessments of all coaches.

It's not just about us getting the best from you, it's also about us knowing about your progress and offering you recognition for that extra effort.

Our aim is to obtain a wider view of the expectations of the entire team. It will also encourage and promote a team environment and build better relationships between senior and junior staff.

As further incentive:

- MWGC will refund one "online" component fee for juniors after 6 months of employment
- If a coach can maintain Gold status for a full year, MWGC will refund 1 face to face fee up to intermediate level as long as the course is completed successfully within 6 months
- There will be annual birthday increases as per the Fitness Industry Award Rates Schedule
- Additional bonuses can also be applied to those who enter and participate in judging
- We will adjust and align pay rates in line with the MWGC – FIA Jan 2020 policy

So we can offer the best of service to our members:

- We encourage staff to complete 1 further level of accreditation each year
- First preference will be offered to Gold Level trainees when staffing holiday fun and fun nights
- First preference will be offered to Gold Level trainees when covering absent coaches

So we can all have a great working relationship:

- We encourage you to talk to coaches and management, if you're unsure... just ask
- If you want to learn more, please inform your coordinator or mentor
- If you feel something is not quite right, please mention it to a senior staff member

If you have any queries about this information please contact Ian on 9972 9222.



EMPLOYEE DETAILS (Complete and Return)

First Name:	
Last Name:	
Date of Birth	
Email:	
Address:	
Contact No:	Mobile:
	Home:
Emergency Contact Name:	Name:
	Number:
Medical Info:	
Bank Name:	
Bank Branch Name:	
Bank Account Name:	
Bank BSB:	
Bank Account Number:	
Super Fund (Own or MWGC's Colonial)	
Membership Number:	
Address of Fund:	
Tax File Number: (Complete form at MWGC)	Attach / Return Copy
Working with Children Check	Attach / Return Copy
First Aid Accreditation (Date of Accreditation):	Attach / Return Copy
Qualification Level (coaches only)	
Start Date:	