

Roles and Responsibilities

For Alberta Team Coaches at A.G.F. Assigned Events

This document is an appendix to the Women's Program Technical Handbook. It is presented in the form of an Agreement. Each Team Coach must read, agree and sign, prior to attending the event for which they were selected. This Roles and Responsibilities outlined in this document are also meant to be followed by all Coaches who are going to be part of the Alberta Delegation Personnel.

DEFINITIONS:

- First-Ranked Team Coach:** Refers to the A.G.F. ratified individual who has been named as first Coach for a particular Alberta Team.
- Team Coach(es):** Refers to all of the A.G.F.-ratified individuals who have been named as Coaches for a particular Alberta Team.
- Age Group Coach(es):** Refers to any coach who has a ratified athlete on the Alberta Delegation (competing as a member of the team or as an individual) and who is not one of the Team Coaches.
- Personal Coach(es):** Refers to an athlete's personal coach that may or may not be part of the Delegation, but Personnel for the event in question. (*Note: Once a Personal Coach becomes part of the Delegation Personnel, she/he is acting as either a Team Coach or an Age Group Coach and therefore will not be referred to as a Personal Coach anymore for the event in question*).
- Delegation Personnel:** Refers to any individual who has been assigned duties to be performed on behalf of the Alberta Delegation at the event in question (All Team Coaches, Age Group Coaches, Managers, Chaperones, Chef de Mission or other Head of Delegation, A.G.F. Staff or designate).
- Alberta Gymnastics Federation Staff:** Refers to any employee of the Alberta Gymnastics Federation who has been assigned to the event in question, either in person or by authority.
- Individual Athlete:** Refers to a ratified athlete on the Alberta Delegation, who is representing Alberta as an individual and whose performances/scores will not count towards the Team Alberta standings at the event in question. (*Note: This athlete was often MISTAKINGLY called "Independent" in past years. It is also understood that the status of an athlete can change prior to the event if there is an athlete substitution under the allowed rules*).
- Team Member:** Refers to a ratified athlete on the Alberta Delegation, who is representing Alberta as a Team Alberta member and whose performances/scores will count towards the Team Alberta standings at the event in question. (*Note: It is also understood that the status of an athlete can change prior to the event if there is an athlete substitution under the allowed rules*).

A) General Definition of the Role of Team Alberta Coaches

- The primary function of the assigned Team Coaches is to prepare the athletes technically, mentally and physically for competition and to provide guidance and technical support to the athletes during training and competition.
- The Team Coaches are responsible for the Creation, Implementation, and Evaluation (report) of the Team Preparation Plan.
- Team Coaches act as ambassadors and advocates on behalf of the athletes for whom they are responsible. Consequently, the Team Coaches are expected to represent the Alberta team at all Technical Meetings, and to communicate all the information arising from those meetings to the rest of the delegation, or as is required. They are required to behave in the best interest of Team Alberta's performances at the assigned event.
- Team Coaches also assist the Team Managers and Chaperones in the planning of all activities and timetables at the event.

Note: A formal meeting between Team Coaches and the assigned Managers should happen on-site, before the large Delegation Meeting usually held on site at large events.

B) General Team Management Procedures and Guidelines

- The Team Coaches, Managers, and Chaperones must travel with the Team to and from the event, unless otherwise specified or authorized by the Alberta Gymnastics Federation.
- The Team Coaches are responsible for the overall Planning and Implementation of the Team's activities before, during and after the competition. Those duties are performed in close collaboration with the Alberta Gymnastics Federation's assigned staff and the Alberta Delegation personnel.

Note: The duration of the competition refers to the moment of departure to the event until the moment of return from the event, unless specified otherwise.

- The on-site application of the Team Rules and Regulations for Team members is the responsibility of the Team Coaches, unless specified otherwise by A.G.F. Those duties are performed in close collaboration with the A.G.F. assigned staff and the Alberta delegation personnel.

Note: It is the responsibility of any delegation member to report incidents (which may require further attention) to the appropriate Head of Delegation (Manager, Chef de Mission or other), in accordance to the Authority Flow Chart in effect at the time of the event.

- The schedule of on-site Team Meetings is the responsibility of the Team Coaches. At competitions where there is a multi-level representation, meetings may be called by the Delegation Managers, according to the authority conferred to them by the Alberta Gymnastics Federation.
- Team Coaches must attend the Opening and Closing Ceremonies, unless otherwise exempted.

c) Decision-making Process (for all Technical Team Issues)

- For Athlete-specific and Team-specific decisions (see list below), the Team Coaches will first attempt (when possible) to consult with the concerned athlete(s) Personal Coach(es). After this consultation, the Team Coaches will then discuss the matter further (when possible) in order to come to a decision. In the event where a discussion is impossible or an agreement is not reached between the Team Coaches, the final decision will rest with the First-Ranked Team Coach.

Areas of Athlete and Team related decisions:

- Athlete substitution prior to the event (team line-up);
 - Athlete Routine Content & A-score;
 - Competition Order;
 - Inquiries, protests and appeals;
 - Medical treatment and health management issues;
 - Personal Coach presence and roles, before and during the event;
 - Other on-site contingencies;
- The Team Coaches must give priority to their assigned Team coaching responsibilities/duties over coaching their own personal athlete(s) on the Team. Conversely, Age group Coaches must give priority to the Team over their personal athlete(s).

D) Task Checklist

Prior to the Departure for an Event

- The **first-ranked** Team Coach consults with the other Team Coach about the Team Preparation Plan, to include:
 1. Specific training & competitive goals and strategies;
 2. Team training schedules (for all camps and for on-site trainings);
 3. Technical content of all training sessions and competition warm-ups (expected workloads);
 4. Team meeting agendas;
 5. Tentative competition orders (for use at training sessions and competition);
 6. Specific team rules (curfew, accommodation arrangements, attire, etc);

Note: It is up to the Team Coaches to determine if consulting Personal Coaches is appropriate. The Preparation Plan must be done and distributed to the Personal Coaches within two (2) weeks after Trials.

- The **first-ranked** Team Coach prepares the final version of the Team Preparation Plan for distribution to all the Personal Coaches.

Note: The Preparation Plan is not intended to cover all possible contingencies. It can be modified by the Team Coaches (using the above-mentioned process) to best deal with circumstances, which arise prior or during competitions.

- The **first-ranked** Team Coach must collect the following information from each Team member's Personal Coach:
 1. Expected routine content & A-score (on all events) and projected changes (if any);
 2. Health-related information and general status;
 3. Current state of physical and psychological preparation;
 4. Any other athlete-specific information (for example, spotting needs);

Note: It is the mutual obligation of the Team Coaches to freely and duly exchange all of the athlete-related technical information prior and during an event (for example, athlete health-related matters). It is also the obligation of all Personal Coaches to freely and duly provide the Team Coaches with any piece of information on their athlete(s) which may affect their preparation and performance (health, psychological and technical preparedness).

- If and when possible, the Team Coaches must consult with judges in regards to the Team Members' technical content on each event.

Note: This consultation is strictly for the purposes of accessing judging-specific information on the Team members' expected routine content. Under no circumstances will Team Coaches advocate anything else but a fair assessment of their athletes' routines.

On-site: prior to the Event

- The Team Coaches implement the Team Preparation Plan.

Note: The Competition Order for any event will take all of the following into consideration:

- Most recent competitive performances
- Most recent health status of each athlete
- Trials Results
- Recent psychological pre-dispositions
- Technical preparedness on each event
- Overall quality of recent preparation

The final decision rests with the first-ranked Team Coach, after due consultation with the other Team Coach.

- The Team Coaches attend all Coaches meetings.
- The Team Coaches are to obtain all the latest Technical Information distributed by either A.G.F. G.C.G. or the Organizing Committee.

After an Event

- The **first-ranked** Team Coach will submit a written report to the Alberta Gymnastics Federation office and to the Women's Program Committee within thirty (30) days of the end of the competition.

Note: This report shall review all of the items of the Preparation Plan and include recommendations to be reviewed by the process in place at the time.

Code of Conduct for Alberta Delegation Personnel

The following is based on the existing Alberta Gymnastics Federation Code of Conduct and is specific to the context of an Alberta Team. Please refer to the existing Alberta Gymnastics Federation Code of Conduct and Code of Ethics for more information.

1. All Alberta Delegation Personnel must act with integrity in performing all duties owed to the athletes, the sport, and other members of the coaching profession and to the public.
2. All Alberta Delegation Personnel must strive to be well prepared and current in order for all of the duties to be fulfilled with competence. They must make a personal commitment to be informed on coaching principles which relate to athlete growth and development.
3. All Alberta Delegation Personnel must act in the best interest of the athlete as a person and as a member of the Team.
4. All Alberta Delegation Personnel must accept the roles that officials play in the sporting arena; that of providing judgment to ensure that competitions are conducted fairly and according to the established rules.
5. All Alberta Delegation Personnel's conduct towards other coaches must be characterized by courtesy, good faith and respect.
6. All Alberta Delegation Personnel must maintain the highest standards of personal conduct and support the principles of fair-play.
7. All Alberta Delegation Personnel must help develop respect for the ability of opponents as well as for the judgment of officials and opposing coaches.
8. All Alberta Delegation Personnel must take into consideration the medical advice of the acting physician when determining the state of health of an injured athlete.

I, _____, as part of the Alberta Delegation Personnel, agree to abide by the above-mentioned rules/regulations as well as, all other official Team regulations, as specified by the Alberta Gymnastics Federation, whom I am an official representative of, at this event.

Date: _____

Place: _____

Signature: _____

Witness: _____

**PREPARATION
PLAN
FOR
ALBERTA TEAMS**

This template can be used as a starting point for Team Coaches in designing their Preparation Plan. All of the event specific information can be included in this template, thus creating a specific event Plan.

PREPARATION PLAN FOR ALBERTA TEAMS

Alberta Women's Artistic Gymnastics Team POST-TRIALS Preparation Plan

Prepared by: _____

Updated last on: _____

Selected Athletes:

Alternate Athletes:

Selected Coaches:

A) Primary Team Goal:

To finish in the top _____ teams.

Will require an average of _____ from each of the best athletes on each event.

B) Secondary Goals:

To qualify _____ athletes in the top _____ of the final Team standings.

Will require an all-around total of at least/approximately _____ points (approximately _____ pts average.)

To qualify at least _____ different gymnasts for the Event Finals.

Will require an event score of over _____ on vault/ _____ on bars/ _____ on beam and _____ on floor,

To medal on _____ event in Event Finals.

Will require an event score of over _____ on vault/ _____ on bars/ _____ on beam/ _____ on floor.

C) Other Goals:

Alberta Women's Artistic Gymnastics Team POST-TRIALS Preparation Plan Continued...

Team Objectives *(To be reviewed after the Training camp by the Coaches/ These objectives do not necessarily need to be shared with the athletes):*

To score _____ on **vault**. *Requires an average of _____ from the top _____ athletes.*

To score _____ on **bars**. *Requires an average of _____ from the top _____ athletes.*

To score _____ on **beam**. *Requires an average of _____ from the top _____ athletes.*

To score _____ on **floor**. *Requires an average of _____ from the top _____ athletes.*

To score a TEAM TOTAL of _____ *Requires contributing scores averaging _____*

Team Strategies *(To be reviewed after the Training camp by the Coaches/ These objectives do not necessarily need to be shared with the athletes):*

To strategically position/support the athletes most likely to contribute on each event.
This will require on-site analysis of athlete preparedness/performance at training and of most recent competitive results, as well as judges' assessment (if available).

To include elements/connections which have a high success rate on each event.
This will require on-site analysis of athlete preparedness/performance at training and of most recent competitive results, as well as judges' assessment (if available).

To focus on quality of execution, rather than on high risk (low success rate) elements.
This will require a strategic focus on stuck landings on all events (potential for _____ full points on team total if all landings by top athletes are stuck. Will also require the following strategic focus:

1. _____

2. _____

3. _____

4. _____

5. _____

Team Rules (according in part to the A.G.F. Code of Conduct/Code of Ethics):

1. Meals will be scheduled and as much as possible eaten together.
2. In order to project a proper Alberta Team Image, the following dress code must be respected:
 - Training:**
 - Official Alberta tracksuit and leotard, sweatpants and individual bodysuit or any other official Alberta gear specified. Tights will be allowed on a case-by-case basis.
 - Competition:**
 - Official Alberta tracksuit and leotard. No t-shirts for general or event warm-up. Tights will be allowed on a case-by-case basis.
 - Other:**
 - Official Alberta gear at all Official functions, unless specified otherwise.
 - No improper training/competition items such as ripped t-shirts/boxer shorts/two- piece bodysuits/visible undergarments. All clothing items must be worn in a neat and tidy fashion at all times
 - As not to detract from a positive Team Alberta image, the following will be classified as unacceptable:
 - Inappropriate hair-coloring (blue, pink, green, red, etc...) or inappropriate nail coloring (black) or large, gaudy jewelry.
 - Professional hair highlights and glitter/sparkle hair-gel are acceptable.
 - Any questionable accessories or adornments must be cleared by the Team Coaches before use.

*Note: Any exception to these **MUST** receive prior approval by the Team Coaches or Delegation Authorities.*
3. An overall Daily Team schedule will be posted every day, indicating the meal schedule/training schedule/social activities/competition schedule/other pertinent information.
4. All the official Team information will be communicated to the athletes by the Team Coaches, as it is obtained.
5. All special requests **MUST** be directed to the Team Coaches and to the Managers/Chaperones.
6. Emphasis will be put on being on time as it is important when moving around as a group.
7. All team members are expected to behave as mature individuals.
8. All team Members **MUST** stay with the rest of the team at all times (with a Team Coach), unless pre-approved.
9. Curfews for the athletes are as per the A.G.F. policies in place and in effect at the time of the event. These curfews may be extended, due to special events and circumstances, following approval from the Team Coaches and/or Managers and Chaperones.
 - a. **Curfew for the 11-12 yr. old athletes:**
9:15PM in rooms, 9:30PM lights out, 9:45PM silence.
 - b. **Curfew for the 13 + yr. old athletes:**
9:45PM in rooms, 10:00PM lights out, 10:15PM silence.

Alberta Women's Artistic Gymnastics Team Training and Preparation Activities

Activity #1: **Training Camp**

Location: _____

Date: _____

Attending Athletes: _____

Attending Coaches: _____

Attending Judges: _____

DATE:	Presented by	Location
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7:30 PM - 9:00 PM:	Team Preparation Plan Meeting - (Camp #1 content & expectations) <i>Review with Coaches</i>	_____
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DATE:	Activity
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8:00am - 10:00 am:	Training session #1 -Physical Preparation Program <i>Conducted by</i> _____
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10:30 am - 11:30am:	Team Meeting-Review of Preparation Plan <i>With Athletes & Coaches (Camp)</i>
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11:30am-13:30PM:	Lunch (Athletes/Coaches)
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2:00PM - 5:30PM:	Open Training session <i>Conducted by Team and Personal Coaches</i>
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5:45PM:	Return to billets
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6:00PM - 6:30PM:	Review of training <i>(Wrap-up with Coaches)</i>
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DATE:	Activity
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8:00 am -8:45am:	Team Preparation Plan Review (if necessary) <i>With Coaches</i>
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9:00 am - 1:00PM:	Team Mock Meet / Training session <i>Conducted by Team Coaches and Personal coaches</i>
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1:15PM:	Team Meeting-Review of Preparation Plan (if necessary) <i>With Athletes & Coaches</i>
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2:00PM:	End of Camp/Departure
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Alberta Women's Artistic Gymnastics Team

Team Preparation Plan Review

(Coaches Only)

Meeting Details:

Date: _____
Time: _____
Location: _____

Meeting Agenda:

1. Review of the Training Camp Schedule

2. Review of the Training Camp Objectives

ACTION: To identify the level of current preparedness of the team; by identifying the state of health, physical conditioning, psychological pre-dispositions, team spirit (the notion of team captain/team cheer for pep rally/leader for Team warm-up), and individual issues.

ACTION: To identify the areas where improvements in quality/difficulty are possible between now and Competition, through the analysis of each athlete's SV on each event.

ACTION: To discuss the needs of all athletes and their coaches (psychological, technical).i.e., Spotting on any event, key words, personality aspects to take into consideration/activation required, issue of length of time before competition and the individual training needs onsite.

3. Review of the Training Camp format/content/expectations

a. Team Warm-up

ACTION: To identify the Alberta Team Warm-up/Leader: _____

b. Saturday Training Format:

Open training (in one group; approx. 45 min/event)

c. Sunday Team Mock Meet:

_____ min. warm-up/event; 3 beams/ 2 floors/ 3 vaults/ 3 bars/
(Judged if possible/scores not flashed)

d. Adapted Environment and Equipment set-up, and spotting for both days.

Vault: On somewhat hard landing over pit;

Bars: 8-inch crash mats OK; spotting OK

Beam: 8-inch crash mats OK & beam pads OK;

Floor: Sting mats OK; spotting OK

4. Review of the Competition Schedule and Details

ACTION: To review the following:

e. Travel schedule and expectations

f. Training schedule

g. Competition schedule "draw"

h. Rooming list

i. Expectations and outlined procedures for the use of the Alternate; Injury or acute incapacity to perform competition routines, due to lack of preparation and or illness.

Max. deadline for allowable athlete changes: _____

j. Team rules (See papers provided)

k. Floor Music Procedures; all athletes are required to provide three (3) copies of their floor music. Two copies will be provided to the Team Coach/Team Manager; one of which will be kept separately and the third copy will be kept by the gymnast. The Coach/Manager's copy will be the one used as the official competition copy.

l. Bar Grip Procedures; those athletes wearing grips will be required to have one pair for competition AND one "ready-to-use/broken in" pair in a grip bag w/ name of gymnast to be given to the Team Coach PRIOR to the Team competition.

5. Review of the Organizational details potentially affecting our Team:

ACTION: To review the following:

a. Arrival time

b. Training times

c. Communication

Alberta Women's Artistic Gymnastics Team

Team Preparation Plan Review

(Coaches and Athletes)

Meeting Details:

Date: _____
Time: _____
Location: _____

Meeting Agenda:

6. Review of the Training Camp Schedule

7. Review of the Training Camp Objectives

ACTION: To identify the level of current preparedness of the team; by identifying the state of health, physical conditioning, psychological pre-dispositions, team spirit (the notion of team captain/team cheer for pep rally/leader for Team warm-up), and individual issues.

ACTION: To identify the areas where improvements in quality/difficulty are possible between now and Competition, through the analysis of each athlete's SV on each event.

ACTION: To discuss the needs of all athletes and their coaches (psychological, technical).i.e., Spotting on any event, key words, personality aspects to take into consideration/activation required, issue of length of time before competition and the individual training needs onsite.

8. Review of the Training Camp format/content/expectations

m. Team Warm-up

ACTION: To identify the Alberta Team Warm-up/Leader: _____

n. Saturday Training Format:

Open training (in one group; approx. 45 min/event)

o. Sunday Team Mock Meet:

_____ min. warm-up/event; 3 beams/ 2 floors/ 3 vaults/ 3 bars/
(Judged if possible/scores not flashed)

p. Adapted Environment and Equipment set-up, and spotting for both days.

Vault: On somewhat hard landing over pit;

Bars: 8-inch crash mats OK; spotting OK

Beam: 8-inch crash mats OK & beam pads OK;

Floor: Sting mats OK; spotting OK

9. Review of the Competition Schedule and Details

ACTION: To review the following:

q. Travel schedule and expectations

r. Training schedule

s. Competition schedule "draw"

t. Rooming list

u. Expectations and outlined procedures for the use of the Alternate; Injury or acute incapacity to perform competition routines, due to lack of preparation and or illness.

Max. deadline for allowable athlete changes: _____

v. Team rules (See papers provided)

w. Floor Music Procedures; all athletes are required to provide three (3) copies of their floor music. Two copies will be provided to the Team Coach/Team Manager; one of which will be kept separately and the third copy will be kept by the gymnast. The Coach/Manager's copy will be the one used as the official competition copy.

x. Bar Grip Procedures; those athletes wearing grips will be required to have one pair for competition AND one "ready-to-use/broken in" pair in a grip bag w/ name of gymnast to be given to the Team Coach PRIOR to the Team competition.

10. Review of the Organizational details potentially affecting our Team:

ACTION: To review the following:

d. Arrival time

e. Training times

f. Communication

