

# GYMNASTICS FOUNDATIONS

## COACH EVALUATION Guide

*A guide to becoming a CERTIFIED  
Gymnastics Foundations coach*

# STEP 1: Building your Coaching Portfolio

## WHAT IS A COACHING PORTFOLIO AND HOW DO YOU MAKE ONE?

Your Coaching Portfolio is a collection of documents, and must include ALL the following:

- Completed Evaluation Application Form (see page 3)**
- Make Ethical Decisions online evaluation (proof of completion)**
  - *You learned how to Make Ethical Decisions in your Gymnastics Foundations Theory course. To be a Certified Gymnastics Foundations coach, you have to complete an online module to confirm that you have learned how to Make Ethical Decisions. To complete the Make Ethical Decisions online evaluation go to [www.coach.ca](http://www.coach.ca), log-in to the Locker and select the “eLearning” option from the drop-down menu on the right hand side of the screen.*
- Emergency Action Plan (see the Gymnastics Foundations Theory manual)**
  - *You may submit your club’s EAP or the EAP you designed during your Gymnastics Foundations Theory course.*
  - *Your EAP must include: the phone location, emergency phone numbers, address of the training facility, address of the nearest hospital and/or medical clinic, specific directions to the training facility, location of medical files, location of first aid kit, identification of call and charge persons as well as their emergency/first aid qualifications.*
- 1 lesson plan (see the Gymnastics Foundations Theory manual)**
  - *You learned how to Plan a Lesson in your Gymnastics Foundations Theory course.*
  - *Make sure your Coach Evaluator knows if this is the lesson plan you will use during your observation or if you will provide another one.*
- Completed Program Description form (see page 4)**
- Completed Coaching Profile form (see page 5)**

# Evaluation Application Form

**Send this form + payment + completed portfolio to your Provincial/Territorial Gymnastics Federation**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street including apartment number City P/T Postal Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

NCCP number: \_\_\_\_\_

Club Name: \_\_\_\_\_ Club Location: \_\_\_\_\_  
City Province/Territory

Club Phone: \_\_\_\_\_ Club Email: \_\_\_\_\_

**Gymnastics Foundations Courses completed:**

Introduction course: Date & location: \_\_\_\_\_

Theory course: Date & location: \_\_\_\_\_

Gym-sport course: Date & location: \_\_\_\_\_ Sport: \_\_\_\_\_  
Gym sports include: Acrobatic, Active Start, Aerobic, Artistic, Rhythmic, Trampoline

Following the completion of the Gymnastics Foundations courses listed above, I have been building my coach competencies in a practical work environment working under the supervision and direction of:

Supervisor: \_\_\_\_\_  
Full name Title

**SUMMARY OF PRACTICAL EXPERIENCE:**

I have been coaching for \_\_\_\_\_ (weeks/months/years) Hours coaching per week \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

With this application, I signify my intention to complete the Gymnastics Foundations Coach Evaluation.

Coach's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Portfolio Contents:**

- Make Ethical Decision online evaluation proof of completion
- Emergency Action Plan
- 1 lesson plan
- Completed Program Description form
- Completed Coaching Profile form

# Program Description Form

**1. What are the logistics of your program?  
(available space, equipment and time - refer to your GF Theory manual)?**

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**2. Who are your participants? (age/stage, gender, number, special needs)**

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**3. What are you trying to accomplish (what you hope the participants will achieve)?**

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# Coaching Profile Form

On the form below, rate your level of confidence on a scale from 1 (low) to 5 (high).

How confident do you feel in your ability to:	☹		☺		☺
<b>Planning:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Plan warm-up and cool-down activities					
Plan gymnastics games					
Plan activities to develop physical abilities					
Plan activities to develop motor abilities					
Plan activities to develop the FMPs					
Plan circuit-type activities to maximize the time and space available					
Plan activities that are fun, challenging and safe, and ensure continuous activity					
Develop a lesson plan					
<b>Teaching:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Teach warm-up and cool-down activities					
Teach gymnastics games					
Teach activities that develop physical and motor abilities					
Teach activities that develop the FMPs/basic skills					
Teach circuits that are safe and that maximize the time and space available					
Teach activities that are fun, challenging, safe and ensure continuous activity					
Assess gymnasts' progress and provide feedback					

## STEP 2: Lesson Observation

### WHAT IS A LESSON OBSERVATION AND HOW DO YOU PREPARE FOR IT?

Your Lesson Observation is an opportunity for a Coach Evaluator to observe you while you are coaching a gymnastics lesson. The Coach Evaluator is not expecting a perfect lesson. Their role is to support you and provide feedback to you that will help you grow as a coach.

Here are some tips to help you get ready for your Lesson Observation:

- Check with your club supervisor when you set the date and time for your Lesson Observation.**
- Plan 15 – 20 minutes prior to your lesson time to pre-brief with the Coach Evaluator with time for pre-lesson organization**
  - *The pre-brief gives you a chance to speak to the Coach Evaluator about any concerns, considerations or changes you may have to your planned lesson.*
- Plan 30 minutes following the class to debrief.**
- Make sure your Coach Evaluator knows if you are using the Lesson Plan submitted in your portfolio. If you are using a different Lesson Plan, make sure the Coach Evaluator has a copy before the Lesson Observation date.**
- The Coach Evaluator wants to observe you coaching a gymnastics lesson that you would usually coach.**