

Coaching Expectations

Maroochy Beach Gymnastics — A guide for all coaching staff

March 2026

This document covers what we expect from every MBG coach, every shift. It applies to all coaching staff regardless of level or program. It is designed to be easy to read and use day-to-day. For the full policy behind any of these expectations, refer to the MBG Code of Conduct — Addendum F.

1. Showing up

Being reliable is one of the most important things you can do for your athletes and your team.

Punctuality

Arrive before your class starts — enough time to read your lesson plan and be ready to go. Classes start and finish on time.

If you're sick

Contact your Program Manager as soon as possible — the earlier the better so cover can be arranged. If you're sick for more than 3 days, a medical certificate is required.

Planned leave

Submit a Leave Form to your Program Manager at least two weeks in advance. You are responsible for finding an appropriately accredited coach to cover your class. That coach must sign your Leave Form before you submit it. Leave Forms are in the coaches' trays in the First Aid room.

If no cover is available

Let your Program Manager know immediately. They will notify the Club Manager, who will communicate the cancellation to families. Do not leave this unresolved. The Club Manager and Program Manager will make a decision if the class will be credited, a make-up session arranged or a credit applied.

2. On the floor

When you are on the floor, you are coaching. Your athletes and their families are watching.

Your presence

- Stand, move, and engage — do not sit, lean on equipment, or disengage during a session.
- Keep personal conversations with other coaches brief. Extended chatting while athletes are present is not acceptable.
- Eating food (chewing gum) is not permitted on the floor.
- Wear your MBG uniform correctly. Long hair must be tied back.
- After you finish your classes, please leave the floor. Only stay if you have arranged to shadow another coach. Only one coach can shadow another team at the time.

Supervision

- You are responsible for supervising every athlete in your class at all times.
- If you need to leave the floor for any reason, make sure another qualified coach takes over before you go.
- Athletes must never be left unsupervised while using equipment or apparatus.

Equipment

- Check that all equipment is safe and appropriate before you use it.
- If something looks unsafe, take it out of use and report it to your Program Manager or Club Manager before the session.
- Pack all equipment away to its correct storage area at the end of every class.

Music

- Music must be appropriate for a family and child-focused environment — no explicit language or offensive content.
- Keep the volume at a level where you can communicate clearly with athletes without disrupting other classes.

3. Coaching style

How you coach matters as much as what you teach. MBG coaches develop athletes through encouragement, clear feedback, and trust — not fear.

Do	Don't
Use encouraging, constructive language	Yell, belittle, or use sarcasm
Give clear, age-appropriate feedback	Use fear or humiliation as motivation
Recognise effort as well as achievement	Ask athletes to perform skills they are not ready for
Stay calm and consistent under pressure	Pressure athletes to train while injured or unwell
Spot and assist safely when needed	Use prolonged or unnecessary physical contact
Plan sessions appropriate to each athlete's age and ability	Coach athletes outside the scope of your accreditation
Have a lesson plan for every session, adapt the lesson plan if needed to the athletes ability. Lesson plans are to be signed off by the Program Manager (Head Coach).	Don't just wing it and make things up on the spot

Performance outcomes never override athlete safety or wellbeing. If something doesn't feel right, stop and seek guidance.

4. Athlete welfare

The physical and emotional wellbeing of every athlete in your class is your responsibility while they are with you.

Injuries

- If an athlete is injured, follow first aid procedures and report the incident to your Program Manager.
- Never pressure an athlete to continue training after an injury or when unwell.
- Complete an incident report for any injury that requires first aid or medical attention.
- Any suspected neck or spine injury (any landing on the neck):
 - Do not move the athlete and keep them calm and move other athletes
 - Call the parents/ guardians of the injured athlete
 - Call an ambulance

- Call the Club Manager and report the injury to your Program Manager (if not there)
- Complete an incident report

Concerns

- If you have any concern about an athlete's safety, wellbeing, or behaviour — report it to your Program Manager straight away.
- If you have a child safety or safeguarding concern, escalate it immediately. Do not wait.
- You do not need to have all the answers before raising a concern. If something feels wrong, say something.

5. Phones & photography

MBG updated its media policy in 2026. These rules apply to everyone, every shift.

Personal phones during coaching

Personal phones must **not** be used while you are actively coaching. This includes texting and social media. Exception: work-related use such as viewing lesson plans or contacting your Program Manager. Athletes can not bring their phones on the floor or film/ take photos.

Photographing or filming athletes

You must never use your personal device to photograph or film athletes under any circumstances. Use club devices (tablets) only, for coaching purposes only.

Sharing footage

Footage taken on club devices stays on club devices. Do not share, store, or distribute images or video of athletes through personal messaging or social media. If an athlete achieves a new skill and a parent wants footage, a parent or guardian must be present for the transfer from the club device to the parents or athletes phone. No other children can be in the background..

Parents filming in the gym

If you see a parent filming, politely ask them not to. If you feel uncomfortable doing this, notify a senior staff member.

6. Communication

Clear, professional communication keeps families informed and keeps programs running smoothly.

With parents

- Parents with questions about their child's training or progress should speak with you first — you are best placed to answer. If possible make time after class.
- Keep all parent communication through approved club channels. Do not communicate with parents via personal social media or messaging.
- Keep it professional, factual, and respectful — even when conversations are difficult.
- If a parent concern is beyond what you can resolve, escalate it to your Program Manager.
- Do not discuss reimbursements or class cancellations with families directly — these are managed by the Club Manager.

With colleagues

- Treat every colleague — regardless of their level or program — with respect.
- Negative comments about colleagues, other programs, or club decisions are not acceptable on or off the floor.
- If you have a concern about a coaching practice or workplace matter, raise it with your Program Manager — not on the gym floor.

With athletes

- All interactions with athletes must be respectful, appropriate, and focused on coaching.
- No private or secret communication with athletes — not through personal social media, messaging apps, or personal phone numbers.
- No one-on-one situations that are unobservable or unnecessary.

7. Professional boundaries

Your relationship with athletes and their families is a professional one. Clear boundaries protect everyone — athletes, families, and you.

- No favouritism, gifts, or special treatment that blurs professional boundaries.
- Spotting and physical assistance are permitted only when necessary for safety or skill development — always in a professional, observable way.
- Avoid situations that are unobservable or that could be misinterpreted.
- No attending club functions or representing MBG under the influence of alcohol or drugs.
- No smoking, vaping, or tobacco use inside the facility, near the entrance, or while in uniform.

If you are unsure whether something is appropriate — pause and check with your Program Manager before proceeding.

8. Uniform & presentation

Top	MBG coaching polo, T-shirt, singlet, tracksuit, jumper
Bottom	Black or navy shorts (mid thigh length), tights, or trackpants
Socks & shoes	Clean white or black socks. Runners are optional.
Hair	Long hair must be tied back neatly for safety.
Program exceptions	Themed or representative uniforms may apply on specific days — your Program Manager will let you know.
Jewelry	No jewelry (bracelets, necklaces, rings, big earrings)

9. Accreditations & clearances

You are responsible for keeping your own accreditations and clearances current. MBG cannot let you coach if these lapse.

- Hold and maintain a current Gymnastics Australia coaching accreditation
- Hold a current Working with Children clearance (Blue Card) — Queensland.
- Hold a current first aid and CPR certificate.
- Complete mandatory Gymnastics Australia safeguarding training.
- Notify your Program Manager well in advance of any renewal dates — do not let anything lapse.

MBG will pay (or reimburse you) for your Blue Card, Gymnastics Australia affiliation and First Aid and CPR.

10. If something goes wrong

Knowing what to do when something goes wrong is just as important as preventing it in the first place.

Injury or incident

Provide first aid, ensure the athlete is safe, notify your Program Manager, and complete an incident report as soon as possible.

Child safety concern

Escalate immediately to your Program Manager or the Club Manager. Do not wait. Do not investigate yourself. Do not discuss it with other coaches. Write it down if you need to while it is fresh.

Concern about a colleague

Do not address conduct concerns on the gym floor or with other coaches. Raise it with your Program Manager or the Club Manager directly.

Something feels wrong but you're not sure

Pause. Ask your Program Manager. You do not need certainty before raising a concern — it is always better to check.

Need more detail?

This document is a day-to-day reference. For the full policy behind any of these expectations — including consequences for breaches — refer to the MBG Code of Conduct, Addendum F (Coaches). If you have not yet read the Code of Conduct, ask your Program Manager for a copy.

Acknowledgement

By signing below, you confirm that you have read and understood the MBG Coaching Expectations and agree to uphold them in your role.