



WENTWORTH SKI RACING CLUB

COACH EMPLOYMENT POLICY
2021-2022 SEASON

The goal of the Wentworth Ski Racing Club (WSRC) is to maintain a highly qualified, current, licensed, and motivated group of coaches on staff. These coaches choose to put forth the focus and effort each day to be the best and encourage and expect the same from the athletes they work with.

The following policies and guidelines have been developed to assist in the activities required to maintain coaching staff.

This policy will apply to all coaches employed by WSRC.

Employment Standards

WSRC has a Human Resource Management Policy (HRMP) that governs the management of the coaching resources. As stated in this policy section 1, WSRC complies with all applicable legislative requirements including those that prohibit discrimination in employment.

Coach Licensing

Licensing requirements of coaches are outlined in HRMP section 15. All WSRC employees coaching athletes must have ACA LICENSED coach status to work.

Recruitment and Hiring

Recruitment and Hiring are outlined in the HRMP sections 8 & 9.

Pay Period

Coaches are paid biweekly. Payment will be made by electronic direct deposit. Payment covers the pay period for the previous two weeks' work.

Coach Wage Scale

A review of the club wage scale was conducted in the offseason 2021/2022. The coach wage scale is based on the following criteria:

- The base day rate is established based on the ACA level the coach has attained.
- Additional adjustments to the base rate are made to reflect the program assignment, including the different expectations and time commitments required.
- Separate adjustments may be applied, as outlined, for Away Races or Camps



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The following tables describe the Wage Scale and additional factors in determining a coach's Base Rate of pay at each program level:

U8 & U10 Programs

| Base Wages | Trained | Certified | Advance Certified |
|------------|---------|-----------|-------------------|
| EL | \$85 | \$100 | \$110 |
| DL | \$120 | \$130 | \$140 |
| PL | \$150 | \$160 | \$185 |

U8 & U10 Program Coaches are expected to:

- Arrive each day by 8:30 AM and work until 3:15 +/- (end of After-Action Review), with a lunch break typically between 11:30AM and 12:30PM.
- Build session plans and submit each week by Wednesday to Program Lead and Coordinator for review.
- Communicate bi-weekly with Parent Group
- Complete mid-season and end-of-season report cards.

U12 R Programs

| Base Wages | Trained | Certified | Advance Certified |
|------------|---------|-----------|-------------------|
| EL | \$100 | \$115 | \$125 |
| DL | \$140 | \$155 | \$170 |
| PL | \$185 | \$200 | \$215 |

U12 One Day Programs

| Base Wages | Trained | Certified | Advance Certified |
|------------|---------|-----------|-------------------|
| EL | \$90 | \$100 | \$115 |
| DL | \$130 | \$140 | \$150 |
| PL | \$160 | \$180 | \$200 |



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U12 Program Coaches are expected to:

- Arrive at 7:30 AM or earlier and finish at 3:15 +/- (One-day Coaches must arrive at 8:45 AM and will be finished by 3:00 PM). Lunch break is typically between 11:30AM and 12:30PM.
- Build session plans each week and submit by Wednesday evening to U12 Lead and Coordinator for review.
- Communicate with Parent Group.

U14 & Senior Programs

| Base Wages | Trained | Certified | Advance Certified |
|------------|---------|-----------|-------------------|
| DL | \$155 | \$170 | \$195 |
| PL | \$210 | \$225 | \$250 |

U14 & Senior Program Coaches are expected to:

- Arrive at 7:30 AM or earlier. They finish at 4:00 +/- (Lunch break is typically between 11:30AM and 12:30PM)
- Work together with the senior staff to review and build sessions each week.
- Communicate with Parent Group.

Further to the above Wage Rates

- Specific positions such as Program Coordinator or Snow Stars Lead Coach can have day rates outside the wage scale.
- All day rates (as indicated in WSRC Employment Agreements) are pre-approved by the Board of Directors.
- Some discretion may be exercised in applying the base rates depending on a Coaches experience as well as what the Program Coordinator believes they would bring to the program.



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Hours of Work

All staff are expected to report to their program's Lead Coach at the scheduled meeting places and times ready to begin. Staff who are late or who for whatever reason cannot work a scheduled session must inform their Program Lead Coach immediately. In such an event, Lead Coaches may be required to find a replacement staff member to cover their duties.

Summary of Typical Coaching Hours

| Program | AM Session | PM Session |
|---------------|----------------|---------------|
| U10 | 8:30-11:30 | 12:30-3:15+/- |
| U12 | 7:30-11:30 | 12:30-3:15+/- |
| U12 (1 Day) | 8:45 -11:30 | 12:30-3:00+/- |
| U14, U16, U18 | 7:30-11:30 | 12:30-4:00+/- |

Normal Weekend Workday

The standard winter workday consists of between 5 to 7 hours of active coaching depending on the program level, professional development sessions, course setup time, and meeting time.

Professional Development Sessions

Professional development sessions will be scheduled each training weekend at the club's home hill. These sessions are mandatory for all coaches present.

Race Days and Camps

Coaches are required to follow the specified race schedule, which will vary. Away Races and Camps will require coaches to oversee the conduct of the athletes throughout the entire period, with in some cases assistance from parent chaperones.



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Furthermore, coaches are required to ensure athlete communication, oversee ski tuning, deliver feedback (verbal, video, etc.), and direct dryland activities.

Dryland

For special activities, such as dryland training/Mental training or meetings, coaches are required to arrive on time and stay for the duration of the activities.

Expenses

Eligible expenses as laid out in this document qualify for reimbursement. Any items not included in this document require prior approval from the WSRC Treasurer.

Transportation

To compensate for the use of personal vehicles for the purpose of travelling to away training or competitions, WSRC will reimburse coaches using personal vehicles at a rate of 60 cents/km (\$0.60/km) based upon the expected KM travelled and division per coach as outline in the program coordinator's master expense document. This mileage calculation will cover gas, therefore receipts for gasoline will not be required, nor will the cost of gas be reimbursed over and above the amount provided for within the mileage reimbursement amount of \$0.60/km.

Personal safety is our foremost concern. Coaches shall use due care and sound judgement when deciding to travel on club business. All coaches are cautioned not to travel when the weather conditions or driver fatigue pose a threat to their safety. Consideration for winter driving conditions and physical fatigue must be made. Coaches are entitled to reimbursement for hotel accommodations upon submission of a receipt when the workday on snow combined with the hours of travel exceed 12 hours in a 24-hour period or in the case of extreme winter conditions (i.e. snowstorm or ice storm). The decision to add a hotel stay shall be the responsibility of the coach and reimbursement of this cost shall not be unreasonably withheld.

Travel Days

Coaches will be paid half their daily rate to travel to an event, should the travel happen outside the regular expected work hours (Saturday and Sunday). The following is the breakdown of additional rates:

Poley / Martock / PEI = one additional half day rate for the competition



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Farlagne / Crabbe / Ben Eion = two additional half day rates, one for travel before and one for travel after the event.

Hotel

WSRC will plan for a coach's accommodations at Away Races or Camps. These accommodations will be paid for in full by WSRC. If a coach chooses to stay at a hotel where the room rate is higher than that at the pre-arranged team accommodations, WSRC will reimburse the coach at the rate which WSRC would have paid for provided accommodations. In situations where multiple coaches are attending away training or competition and they are unable to make arrangements to share rooms they will be compensated at 50% of the cost of a shared room.

In situations where a coach must share his or her room with a family member(s), the club will reimburse the coach for their hotel stay up to a maximum of 50% of the rate which WSRC would have paid for the provided accommodations.

Per Diem

Coaches attending away training camps or competitions will be reimbursed for meals on a per diem allowance, exception being if WSRC will be providing a meal. At the end of the away event weekend coaches will complete the Expense Form and submit to the Program Coordinator who will review and submit to the Treasurer. The expense reports must be submitted to the Program Coordinator within a week of the away training or competition. Receipts will not be necessary as any cost above the per diem allowance is not subject to reimbursement.

The Per Diem allowance is as follows:

Meals:

| | |
|--------------|-------------|
| Breakfast | \$15 |
| Lunch | |
| | \$18 |
| Dinner | <u>\$28</u> |
| TOTAL | \$61 |

Master Expense Form

In order to reimburse WSRC coaches in a manner that is consistent and fair, as well as to facilitate with the pricing of away training or competitions for WSRC Racer



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Registration, prior to the season, the Program Coordinator will create a Master Expense Form for each of the expected events.

This Master Expense Form will outline the following for each Away Event:

1. Transportation allowance (# of maximum kilometers WSRC will allow for reimbursement)
2. Travel Days to be paid per coach per Away Event
3. Maximum Hotel Cost per night
4. Maximum per diem food costs (as outlined in policy less any Planned Away WSRC Coach Team Meals)

Performance Management

WSRC is committed to building a stable and skilled coaching staff. To achieve this, the Program Director will communicate and work with the coaches to identify and correct any deficiencies in a coach's performance.

Employment Review

A committee comprised of the Program Coordinator and one or more Board member(s) will conduct an annual performance and compensation review of all coaches.

Contract

Every coach must sign a contract with the club at the beginning of each ski season. This *Coaches' Employment Policy* is an integral part of the contract, as is the *Alpine Canada Alpin (ACA) Membership Registration Form*. These documents must be reviewed, signed, and submitted annually by each coach to the Program Coordinator.

Notice

Coaches must provide reasonable notice to the Program Coordinator of their resignation. A minimum of two weeks' notice is considered reasonable.

Fitness for Duty

Coaching ski racing requires a certain level of fitness. At the time of signing the employment agreement, the coach warrants they are fit for duty to actively ski with their assigned age group for all hours of the program day. If the coach experiences an injury at work, they are to inform their supervisor immediately. If a coach experiences an injury outside of work that affects their ability to fulfill their duties, it is the responsibility of the coach to inform their supervisor. As an employer, WSRC will provide the coach



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time off without pay to rehabilitate themselves and require a doctor's note to return to coaching duty.

Performance Standards

Coaches performance and their ability to conduct themselves in a professional manner, and one that is supportive and beneficial to the club and comply with the club and ACA coaching code of conduct. If, within any given season, a coach, either through his/her actions or comments, fails to comply with the club's expressed expectations, the club disciplinary procedure shall apply.

Seasonal Coaching Services

Any agreement for coaching services entered into by WSRC does not carry over to the next ski racing season unless otherwise agreed in writing. Each coach must apply anew each ski racing season and WSRC retains the right to decline to employ any applicant coach, regardless of that coach's employment history with the Club. Recruitment and hiring are described in sections 8 & 9 of the HRMP.

Insurance

WSRC contributes to Nova Scotia Workers' Compensation (WCB), which provides insurance for injury and death that might occur in the course of work.

In addition, the ACA Insurance policy provides both third party liability and accidental death and disability coverage. To be eligible, coaches must be licensed members (not associate members) of ACA and in good standing with a club.

Freelance Coaching

The above insurance does not apply to any freelance coaching done through arrangements outside of WSRC programming and as such, freelance coaching at Ski Wentworth is strictly forbidden without the express written consent of WSRC's Program Coordinator.

Use of WSRC Equipment

Under no circumstances are any resources owned by WSRC to be used outside of WSRC programming. This includes but is not limited to: gates, stubbies, radios, coach uniforms, and drills. Use of equipment must be approved by WSRC Director, Equipment or their designate.



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Communication

All WSRC Coaches are encouraged to communicate directly with racers' parents on a regular basis, and to make themselves available and approachable in addressing parent or racer questions and concerns.

If a situation occurs where either a parent and a coach, OR a coach and another coach cannot find resolution on a given issue, then all parties are responsible to follow protocol without exception:

1. Address the issue with the Lead Coach of your level. If resolution is still not reached,
- 2- Address the issue with the Program Coordinator.

No coach shall speak, solicit, or otherwise commit on WSRC's behalf without the expressed permission of the President or Designate. For all issues pertaining to the image, management, direction, and promotion of WSRC, including sponsorship, programs, policies, services, products, and/or promotions, the club President or Designate is to be considered the official spokesperson.

Holidays and Vacation Days

In order to accommodate the needs of our racers, many training days and races fall on legal holidays. WSRC coaches should expect to be available to work on all Holidays apart from Christmas Day, Family Day and, in some cases, Easter. If travel or other commitments would prevent a coach being available on a Holiday or any other regularly scheduled training or race day, such absence must be communicated to, and approved by, the Program Coordinator at least two weeks in advance. All days off are without pay, and WSRC will adhere to the Nova Scotia Labour Standards Guide for establishing rates of pay on legal holidays.

Leave of Absence

Any staff member who wishes to be excused from work other than for medical reasons must request permission from either the Program Coordinator at least three weeks prior. Failure to do so may result in a sanction as described in Clause 5.4.

Flex Days

Each coach will have a maximum of two "flex days". A flex day allows the Program Coordinator to excuse a coach from a scheduled day's work when either low athlete



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numbers or poor weather conditions dictate. The coach shall receive notice of this at least 24 hours in advance.

Termination

Covered under Section 5, above, and the terms of an employee's individual employment contract.

Asset Ownership

Assets of WSRC including inventory; stationary; equipment (including, but not limited, to gates, radios and timing equipment); furniture; files; promotional material; reports; manuals; books; computer hardware, software, and data; and other items purchased or owned by WSRC or produced through employment duties, are the sole property of WSRC.

Any damage or loss of assets must be reported to the Program Coordinator as soon the damage or loss occurs and not later than the same day of the occurrence, along with a full account of circumstances pertaining to such incident(s).

Education Development Programs and Tuition Reimbursement

If a coach wishes or the WSRC Program Coordinator requests the coach to attend a course that will improve his/her coach qualifications, the coach may apply to the Board for funding.

If the application is approved, the club will typically reimburse 50% of the enrollment costs. Such reimbursement is subject to the coach attending the course in its entirety and successfully passing any test(s) conducted as part of that course.

In instances where an application has been approved but the course occurs after December and prior to November of any year, reimbursement will only occur at the time that the coach is offered and accepts a position with WSRC for the following racing season. Submittal of a course fee receipt is required in order for a coach to obtain reimbursement.

Alpine Ski Nova Scotia (ASNS) requires all coaches to complete the Respect in Sport Activity Leader module (www.respectinsport.com). Coaches must provide proof of completion to the WSRC Program Coordinator before December 31 of the season. The cost for this module will be covered by the coach.



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Training Centre

Coaches are to respect the WSRC Training Centre Policy. Failure to comply with the Policy may result in sanction per the discipline policy.

Personal Property

The WSRC is not responsible, financially or otherwise, for the loss, damage, or wear and tear of personal property (e.g., ski equipment, clothing, etc.) while staff members are carrying out normal coaching duties. Only under specific circumstances, where staff members are required to use personal items that WSRC does not possess, would consideration be given.

Grievance Procedure

An employee who is dissatisfied with any procedures or treatment should pursue the matter with the following parties, in order, without exception:

1. Program Coordinator for program level.
2. Any member of the WSRC Board of Directors Executive
3. If the matter cannot be resolved in an agreeable matter, it can be referred to the WSRC conflict resolution policy.