

# COACHING INFORMATION FOR CLUBS



Following is important information for the hiring of coaches and for payment to coaches for any Club work.

## Hiring of Coach

- Contracts or Letters of Agreement should be used for all coaches whether they are full time, part time, or freelance.
- Keeping contracts or Letter of Agreement simple is best
- Sample clauses of what to include can be found on the following document and on the Info Centre
- Make sure you check to see if all your Coaches are In Good Standing with Skate Canada by clicking on the Coach Eligibility Tool on the Membership Site. When registering with Skate Canada all coaches (18 years or older) must go through a Criminal Record check. They will not be able to register if this is not complete and does not come back clear.
- In order for Coaches to achieve certified status, coaches need to complete Professional Development points. These are collected a variety of ways; through attending seminars, completing NCCP courses or volunteering in the sport.
- Clubs should be financially helping their coaches to attend upgrading seminars, courses or conferences. This is an investment on the part of the Club. Clubs should be setting aside a "Coach Education Fund" on a yearly basis for coaches to access. It is important to assist your coach in this way.

## Employment Issues

- Employment Standards has deemed coaches employees of the Club for ANY Club time that they are hired for.
- CPP and UIC MUST be deducted from Club time
- Income Tax may be deducted or coaches can pay this independently
- Coaches are entitled to Holiday Pay and Statuary Holiday Pay for ALL Club time. To determine the amounts go to the Employment Standards Website.
- For private lesson time, coaches are Independent Contractors and are responsible for their own deductions.

## Work Safe/Workers Compensation

- Clubs are to pay Work Safe (WCB) for ALL Club time
- Coaches are responsible for Work Safe (WCB) for their private lesson time

## Two Hour Work Law

- The Province of BC has a two hour work law that we must obey. This means whenever a coach does Club time they MUST be paid a minimum of two hours.
- Clubs should group all Club time together as best they can in order to make up the two hours.
- If Clubs have morning and afternoon ice, the hours can be split between these sessions, they do not have to be consecutive hours.
- If a Club is paying a coach for administration work, this work can be part of the two hours as well. It does not matter if the rate of pay is different for administration time. Just make sure the contract reflects the two different rates of pay.
- Please be aware that a monthly wage does not help Clubs work around this two hour minimum. The amount of the wage must be enough to pay the coach for two hours of work every time they do any Club time. Example: a coach is given a monthly wage of \$600.00. This includes stroking, CanSkate and group time. The coach does some of this Club work 3 days a week. You need to take the 12 days (working 3 days a week) x 2 hours per day, which equals 24 hours per month. Divide the 24 hours into the \$600.00 and that equals \$25.00 per hour. Watch that the hourly rate does not fall below the coaches normal rate. If Employment Standards investigates the Club will have to make the difference up to the coach's regular wage.