

## 1. Definitions

This document inherits any and all definitions from the Calgary Killarney Artistic Swim Club ("**CKASC**") Bylaws.

- **"Agreement"** - The Coach's contract or employment agreement.
- **"Coach(es)"** - Any contractor or employee of CKASC.
- **"Daily Maximum"** - The maximum amount paid within a single day; is also referenced as the Competition Rate.
- **"Event(s)"** - A scheduled opportunity for Artistic Swimming teams to perform; Events are organized by, or Sanctioned by a governing body in the sport of Artistic Swimming. Governing bodies include but are not limited to Alberta Artistic Swimming ("**AAS**") , Canada Artistic Swimming ("**CAS**"), Fédération internationale de natation ("**FINA**").
- **"Parents"** - Shall for the purpose of this policy refers to parents and/or guardians.
- **"Planning Hours"** - As defined in Section 6 of this Policy.
- **"Programming"** - Any camp, team, or other artistic swimming related activity offered to swimmers by CKASC.
- **"Programming Staff"** - The Programming Staff shall include the Program Manager and coach or coaches for each individual team.
- **"Swimmer(s)"** - Any swimmer registered in a Programming offered by CKASC. Swimmers can include Non-Competitive Members, Competitive Members and members of the general public enrolled in Programming.

## 2. Purpose

The purpose of this policy is to outline the standards with which coaches are remunerated for their services.



### **3. Change History**

This document is part of the Calgary Killarney Artistic Swim Club’s policy documents. The change history below is updated to reflect the changes made to the document over time.

Version	Date	Updated By	Description
0.1	Nov 18, 2019	C Foster	Initial Draft
1.0	Nov 22, 2019	Board	Approved
1.1	Dec 9, 2019	Board	Added timing of payments

### **4. Application of this Policy**

This policy applies to all CKASC Coaches.

### **5. Hourly Pay**

The hourly rate for Coaching services is provided for in the Coaches contract, but at no time shall be below the minimum wage for the Province of Alberta.

#### **5.1 Application of Daily Maximum**

Where provided for in the Coach’s contract, coaches will be paid their Daily Maximum for any day where their hourly rate multiplied by their hours worked exceeds the Daily Maximum.

#### **5.2 Application of Overtime**

Overtime is paid when the total number of hours worked within a single pay period divided by the number of weeks in a pay period exceeds forty-four (44) hours per week. Where a Coach is eligible for overtime, it will be paid at 1.5 times the hourly rate in their Agreement.

## **6. Planning Hours**

Planning hours are hours CKASC pays related to the activity of preparing to coach Swimmers. Activities that qualify for Planning Hours include:

- Preparation of a lesson plan related to CKASC Programing
- Preparation of Swimmer report cards
- Meetings with Swimmer's Parents
- Selection and cutting of music for Swimmer routines.
- Meetings with Programming Staff for the purpose of coordinating on-deck Programming and Events planning.
- Administrative duties (examples include but are not limited to completion of incident reports, filling in of timesheets, registration with appropriate governing bodies, etc) as required by both Alberta Artistic Swimming and CKASC.

### **6.1 Limits on Planning Hours**

CKASC will pay a maximum of one (1) hour of planning for each five (5) hours of coaching subject to the following conditions:

- Includes time spent coaching of team routine, duet or solo; explicitly does not include any coaching of extra figures.
- The Coach has primary responsibility for the team. In the event there are two coaches on deck, at the same time, only one coach, the more senior Coach, may claim Planning Hours. In the event there is an expert trainer provided by CKASC, the Coach is deemed NOT to have primary responsibility for the team.
- Excludes any hours coaching at an Event.

## **7. Submission of Time**

Timesheets or invoices are due on the 26th of each month and will reflect the time between the 26th of the previous month and the 25th of the current month. Any expenses incurred by coaches must be invoiced separately from time submissions.



## **8. Payment**

Payment to coaches will be made on the last day of the month unless this falls on a non-business day in which case payment will be made on the first business day of the month

## **9. Order of Precedence**

In the event that a Coach's contract contradicts this policy, the contract shall take precedence.