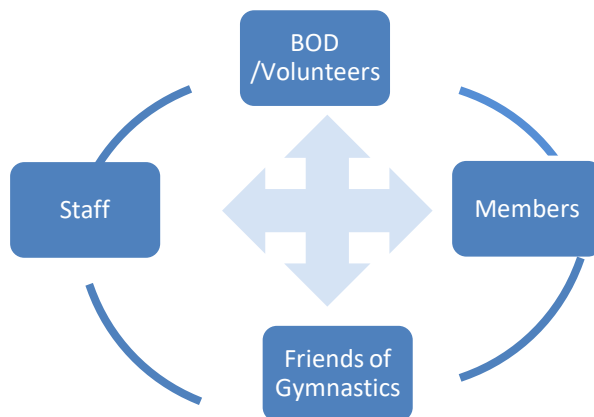




Whistler Gymnastics Organizational Structure 2019-2020



Volunteers and BOD

Parent Participant Membership-registered adult members or designated parent of registered youth members
Board of Directors (BOD) 5-9 Directors elected annually from membership to form Board - positions include *President, *Vice President, *Secretary/Treasurer, and Members-at-Large from: GFA, COMP, ACCESS, and PEMBERTON
Parent Positions and *Officers may include:- *Sport Advisor, *Volunteer Coordinator, *Funding Coordinator, * Inclusion Advocate, *Harassment Officers; *Summer Classic Hosting Coordinator, *Policy & Procedure Advisor, Event Coordinators, Sponsorship Coordinator, Clothing Coordinator, Grant Writing Assistant, Planning Advisor Assistants, Equipment & Facility Assistants, Graphic Assistants, Web Assistants, Newsletter Coordinator, Photography Coordinator, Media Coordinator, other Committee Chairs
Parent Participant Committees: -Standing-* Executive Committee; **Special** - Hiring; Recruiting; Budgeting, Fundraising, Meet Hosting, others TBA as need

Program & Personal Manager (PM)

Catou Tyler

Business & Administrative Manager (BM)

Teal Ready

Administrative & Program Support

Front Desk, Registration, Program dev. Event coordinating

**Head Coach
GFA AG & TG**

**Head Coach
Comp/ Dev AG**

**Head Coach
Comp/ Dev TG**

**Pemberton Program &
Facilities Coordinator (PP)**

**Oros Facilities
Coordinator (OFC)**

**Financial
Assistant (FA)**

Karin Jarratt

Claire Thornwaite

**Active Start
Coordinator (AS)**

**Summer
Coordinator (SC)**

Larissa Wood

Coaching Staff

Certified Coaches

Trained Coaches

Coaches-in-Training (CIT)

Pre Coaches-in-Training (PRECIT)

Volunteer Coach Assistant

Club and GBC Members

Club voting members: Registered (annual) GBC participants and their designates, registered parent participants, GBC membership types: - Annual, Casual, Associate (Schools/Sports Org), Non-Member Guest

Friends of Oros

Guests, Partnerships, Sponsors, Donors, Supporter, Media, Community Groups & Associates

EMPLOYMENT AGREEMENT SUMMARIES



Program and Personal Manger (PM)-Catou Tyler

- Range 55,000 annually based on coaching expertise and hours required.
- **Permanent Full Time Management Employment Agreement Started July 1, 2018. Renewal July 1, 2019.**
- Full Time expectation ~36 hrs weekly.
- No overtime, time to be taken in-lieu during non-critical period within year with BOD approval.
- Extended Group Health Benefits 50% employer paid
- Staff rate for WGC child training \$400
- Paid Vacation Range 6 weeks during non-critical time in coordination with BM.
- Vacation Schedule to be approved by BOD
- Balance of coaching and program management responsibility as approved by BOD. Coaching not to exceed 35%
- Work place shared between Whistler and Pemberton facilities.
- Scheduled 2/eight hr. shifts per week/per facility plus flex 4 hours. Arrange daily gym schedule for ample time prior to classes to meet with other managers for operational update and meet to prep HC/coaching staff. Schedule to coordinate with support for front desk at either Oros or Pemberton when not coaching. Schedule to be approved by BOD.
- Meeting time and travel time between facilities inclusive in work agreement.
- **Responsibilities to both facilities focus on:**
 1. **Manages program operations and manages personal in accordance with BOD policy and guidance in cooperation with the BM.**
 2. **Provides Leadership to management team in areas of program and personal**
 3. **Manages Personal & related HR work (BM to assist with the associated administrative HR details)**
 4. **Manages annual program scheduling and event planning**
 5. **Liaison with GBC technical and program staff/committees. PM or BM to attend AGM.**
 6. **Shares with BM the Liaison between Management and BOD**
 7. **BOD Committee involvement: Strategic Planning-Program Development, Management Hiring, Budget and Finance, Grant Writing, Event Management , Program Partnership Agreement**
- Reports to BOD

Business and Administrative Manager (BM) –Teal Ready

- Range \$43,000
- **Permanent Full Time management employment agreement Started July 1, 2018. Renewal July 1, 2019.**
- Full Time expectation ~36 hrs weekly. No overtime, time to be taken in-lieu during non-critical period with BOD approval.
- Extended Group Health Benefits 50% employer paid
- Staff rate for WGC child training \$400.
- Paid Vacation Range 4 weeks during non-critical time in coordination with PM.
Vacation Schedule to be approved by BOD
- Work place: Oros Facility, Scheduled for four 8 hr. shifts per week plus flex 4 hours. Shifts to cover peak times need for client services at front desk. Arrange daily schedule for ample time prior to classes to meet with other managers for operational update. Schedule to be developed and approved by BOD
- Meeting time inclusive in work agreement.
- Position does not require coaching responsibility. However, if employee wishes to include up to 4 hrs coaching then salary will be adjusted commensurate to include coaching wage.
- **Responsibilities to both facilities focus on:**
 1. **Managing business and administrative operations in accordance with BOD policy and guidance and in cooperation with the PM.**
 2. **Providing Leadership and supervision to management team in areas of business and administration.**
 3. **Providing direct leadership, training and supervision of all administrative systems and office services.**
 4. **Overseeing and administering ; -registration, access bookings, equipment insurance, club/ member insurance, facility/equipment insurances(s), member services, accounts payable/receivable, documentation-proofing- storage and security, central communications, web, promotions and marketing, employee services i.e. payroll, expenses, and documentation**
 5. **Providing direct, leadership, training and supervision on registration and accounts, front desk service and saleables of Pemberton Coordinator**
 6. **Overseeing front desk services & staff, lobby supervision and saleables at Oros**
 7. **Liaison with GBC on business administration relating to registration, insurance, accounting, PM or BM to attend AGM.**

- 8. **BOD committee involvement: management hiring, finance/budget, fundraising, grant writing, management team responsibilities for club operations Facility and Partnership agreements and Fundraising**
 - 9. **Shares with PM the Liaison between Management and BOD-shares responsibility to attend monthly BOD mtg.**
 - 10. **BOD Committee involvement: Strategic Planning-Business Development, Budget and Finance, Grant Writing, Fundraising, Volunteerism, Facility Lease and Insurance Agreements**
- Reports to BOD

Pemberton Program & Facility Coordinator (PP)

Range \$14,430 - \$17,500 Annual Part Time Term Management Employment Agreement, July 1, 2019 – June 30, 2020

- Part Time expectation ~15 hrs weekly. No overtime, time to be taken in-lieu during non-critical period with PM approval.
- Extended Group Health Benefits 50% employer paid
- Staff rate for WGC child training \$400.
- Paid Vacation Range 2 weeks during non-critical time in coordination with PM. Vacation Schedule to be approved by PM
- Work place: Pemberton Facility, Scheduled for three 4 hr. shifts per week plus flex 3 hours. Shifts to cover peak times need for client services. Arrange daily schedule for time prior to classes to meet with coaches for operational update. Schedule to be developed and approved by PM
- Meeting time with PM inclusive in work agreement.
- Position does not require coaching responsibility. If Employee wishes to coach up to 25 hours a week, it will be calculated at their hourly coach wage.
- **Responsibilities focus in Pemberton on:**
 1. **Coordinating daily program operations**
 2. **Office administration relating to front desk services, registration and accounts payable**
 3. **Coach Leadership, development, supervision and performance reviews**
 4. **Liaison between program and business manager and Pemberton coaching team**
 5. **Athlete/participant development, care and input on appropriate program placement**
 6. **Program Planning to include but not limited to:- sessional planning, event rotation scheduling, , participant progress records and reports, participant rewards, recognition and media info; program delivery of safe, appropriate, enjoyable programs for seasonal or sessional, camp and access needs.**
 7. **Communications and liaison with parents**
- Reports to PM

Head Coaches (HC)-

\$7,500 Head Coaches- Annual Part Time Term Management Employment Agreement, July 1, 2019 – June 30, 2020

GFA: Fundamentals 1 – 6, TG 2-6, Teens Gr. 7+, Parkour, Freestyle, GFA Access Bookings/Drop-in, GFA Camps during season only, School; GFA Age Birthday Parties

AG COMP: JO, Dev. & Interclub levels (Performance Challenge, Performance +, Performance) AG Adult, AG Access Bookings, AG Comp Training camps

TG COMP : Provincial and National, Interclub (Bounce) TG Adult, TG Access Bookings, TG Comp training camps,

- Hours Flexible to meet program & training needs. Work load averaging 35-40hr monthly
- Arrange daily gym schedule for ample time prior to classes to meet with other managers for operational update, meet to prep coaching staff or look over their plans, and prep for athlete's arrival.
- Meeting time inclusive in work agreement
- Option for Extended Group Health Benefits 50% employer paid
- Extended Group Health Benefits 50% employer paid
- Staff rate for WGC child training \$400
- 6 weeks off during non-critical time in program with PM approval, (Max 3 weeks off Sept –June, max 3 weeks off July/Aug)

Oros Active Start Coordinator(AS)

\$3000- Annual Part Time Term Management Employment Agreement, July 1, 2019 – June 30, 2020

AS: Active Start Classes, Exploration Gym, and Active Start Age Birthday Parties

- Hours Flexible to meet program & training needs. Work load averaging 16 hr monthly
- **Responsibilities in specific discipline areas to focus on:**
 1. **Athlete/participant development, care and input on appropriate program placement**
 2. **Program Planning to include but not limited to:- sessional planning, event rotation scheduling, , participant progress records and reports, participant rewards, recognition and media info; program delivery of safe, appropriate, enjoyable programs for seasonal or sessional, camp and access needs.**
 3. **Coach Leadership, development, supervision and performance reviews**

4. Communications and liaison with parents or governing organizations

5. Management Team responsibilities for club operations

- Reports to PM
-

Financial Assistant (FA)- Claire Thornwaite

- **\$8000- Annual Part Time Term Management Employment Agreement-Contractor allowed**
 - **July 1, 2019 – June 30, 2020**
 - flexible hours to meet job expectations and deadlines
 - Reports to BM
-

Added support: front desk assistant/projects,/program contracts –casual part-time hourly assistance to BM/PM or contracted as needed -\$18.50/hr. added admin rate to maximum annual total \$5000. Spending plan must be approved by BOD.

Oros Facilities Maintenance Coordinator (OFC) – Karin Jarratt

- **\$3000**
 - **Permanent Term Employment Agreement 1 hr a week clean included**
 - **July 1, 2019 – June 30, 2020**
 - Flexible hours to meet job expectations and facility needs
 - **Responsibilities focus on organizing care, cleaning and maintenance of facilities and equipment at Oros**
 - **Management Team responsibilities for club operations**
 - Reports to CD
-

Summer Camp Coordinator (SC)-Larissa Wood Canada Employment Grant for Summer Coaching

- **\$2000- Part Time Term Management Employment Agreement 10 weeks**
 - **June 24, 2019-August 30, 2020**
 - Available Monday at start of camp week and Friday for camp reflections, otherwise flexible hours to meet job expectations
 - **Responsible for GFA camps including AS and Parkour camps, and Adult Summer gym program**
NOT responsible for Competitive camps/training
 - Coaching and administrative duties scheduled as needed
 - Reports to PM or BM depending on responsibilities and vacation time for PM/BM
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