

## Coaching Contracts – Things to Consider

A coaches contract is an important document that helps to protect both the coach and the club/school. A contract does not have to be created by a lawyer or use ‘legalese’ language, but it must lay out the clear expectations of both the coach and the club, that they both agree to for the term of the contract, and indicate/recognize the contractual relationship between the club and coach (contractor).

Below you will find a list of things to consider and must-haves from both the coach and the club perspective to help you navigate and negotiate a successful contract.

Contract Items	Things to Consider
1. Contract start and end date	<ul style="list-style-type: none"> <li>• This is an important item that must be included in every contract. A start and end date supports that the position of the coach is contractual, not an employee.</li> </ul>
2. Professional Coach expectations	<ul style="list-style-type: none"> <li>• It is fair and reasonable to include in a contract that a coach must maintain their In Good Standing requirements, abide by all Skate Canada &amp; SCMB policies, adhere to the Skate Canada Code of Ethics, etc...</li> <li>• In this section a club could include:               <ul style="list-style-type: none"> <li>○ Expectations to arrive on time and prepared, or at an agreed upon earlier set time, for lessons</li> <li>○ To promote a positive club culture/environment</li> <li>○ Ensure at least the minimum delivery standards are being met for all Skate Canada Programs being offered</li> </ul> </li> </ul>
3. Fees	<ul style="list-style-type: none"> <li>• A coach’s fees should be disclosed for all of their billable services. This allows clubs to review/set budgets, negotiate services, and set program fees. Fees should be listed by program and/or service and provide as much detail as possible for when that fee is applicable. The listed fees are what the club agrees to pay for the services the coach has been contracted to perform (within the contract). This is why a list of responsibilities should be included/provided in the contract.               <ul style="list-style-type: none"> <li>○ What types of fees could be listed? Commonly seen in a fee schedule include (but are not limited to):                   <ul style="list-style-type: none"> <li>▪ CanSkate, by the hour (even if the program is only 45 minutes, it is common to pay for the full hour due to other duties the coach performs)</li> <li>▪ Group lesson</li> <li>▪ Private lesson</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Virtual training</li> <li>▪ Off-ice training/lesson</li> <li>▪ Off-ice training program</li> <li>▪ Free/Short/Artistic program creation/design</li> <li>▪ Music recuts</li> <li>▪ CD or flash drive copies</li> <li>▪ PA training sessions</li> <li>▪ Parent meeting</li> <li>▪ Ice Show programs and/or attendance</li> <li>▪ Competition and Assessment day coaching fees</li> <li>▪ Seminar attendance</li> <li>▪ Partnering</li> <li>▪ Administrative             <ul style="list-style-type: none"> <li>• Report cards</li> <li>• Session/Season planning (Yearly Planning)</li> <li>• CanSkate prep such as name tags, prop creation, etc...</li> <li>• Photocopying</li> </ul> </li> <li>▪ Mileage (see below)</li> </ul> <ul style="list-style-type: none"> <li>• Mileage rates/fees can be negotiated. A coach will have a mileage rate based on km's or a set fee that they charge, or they may have a fee for travel time instead (for example when carpooling) and it is important for the club to review budgets and understand the amount that could be invoiced to the club. Another item to consider is what percentage of the mileage fee can be invoiced to the club (for club programming).</li> </ul>
<p>4. Invoicing</p>	<ul style="list-style-type: none"> <li>• Expectation of when an invoice must be received/submitted by for payment to the club should be included, along with to whom the invoice should be submitted to.</li> <li>• Are there maximums that the coach should know about, for example, does the club only pay for 30 minutes of report card time, even though it might take an hour to complete? Or is there a maximum amount of time, or value, that can be billed for creating ice show/carnival routines for STAR? Any maximum invoicing amounts should be clearly laid out in the contract.</li> <li>• List any expenses or fees that will not be accepted by the club (for example mileage or attendance at club AGM)</li> <li>• List any eligible expense reimbursements, and whether they must be pre-approved, or there is an allocated</li> </ul>

	<p>amount per month/session/season/year (such as canskate props, teaching aids, stationary or office supplies, professional development, etc...)</p> <ul style="list-style-type: none"> <li>• The club should not be responsible for the payment or collection of private lesson fees, nor should be held liable (or responsible) for any loss or damage suffered as a result of a change in schedules or cancellation of skating facility availability. If the club/school chooses to be responsible, it should be laid out within the contract. <ul style="list-style-type: none"> <li>○ In the event that ice is cancelled, club goes bankrupt, or the ice plant breaks down, is the club responsible for paying lost earning? What about if the Zamboni is late getting off of the ice, who is responsible for those fees? It is important to consider these scenarios.</li> </ul> </li> </ul>
<p>5. Coach Responsibilities (Job Description)</p>	<ul style="list-style-type: none"> <li>• This should be a clear outline of what duties the coach is expected, and agrees, to perform. This can include, but is not limited to, any of the following: <ul style="list-style-type: none"> <li>○ Have prepared lesson plans</li> <li>○ Be prepared for lessons with appropriate teaching aids available</li> <li>○ Perform PA training annually/semi-annually <ul style="list-style-type: none"> <li>▪ Assign PA's specific duties</li> <li>▪ Provides mid season evaluation to PA's</li> </ul> </li> <li>○ Clean up after CanSkate session</li> <li>○ Ensure class lists for CanSkate are accurate</li> <li>○ Assess skaters when ready</li> <li>○ Plan theme days and communicate to communications person or to parents</li> <li>○ Plan ice show routines, cut music and submit costume ideas/props needed to communication person/parents/ice show committee</li> <li>○ Be available to attend the ice show</li> <li>○ Work within the team coaching environment</li> <li>○ Assist with administrative functions (list)</li> <li>○ Assist with preparations, production of competitions, ice show, assessment days and other events as reasonably required by the club (as mutually agreed upon)</li> <li>○ Work with/under the direction of the Senior/Head coach (if applicable)</li> <li>○ Attend meetings as requested (with specified notice)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Be available to families after Skate Canada programming to answer questions</li> <li>○ Hold a specified number of Parent meeting during the year (getting started, prepping for competitions, what comes next, etc...)</li> <li>○ Make recommendations on Section or National award nominations (or to submit agreed upon nominations prior to the deadline)</li> <li>○ Make recommendations for assessment day(s)</li> <li>○ Communicate to parents about upcoming seminars, events, competitions, etc...</li> <li>○ Be available to attend seminars, events, competitions with club skaters, or if unavailable to notify parents and provide option(s) for a suitable alternate</li> <li>○ Additional Head/Senior coach duties such as coaching assignments to associate/junior coaches, administrative duties such as registration or answering of club emails, HR between coaching team, etc...</li> </ul>
6. Coaching Substitutes	<ul style="list-style-type: none"> <li>● Coaches are sometimes not able to attend sessions for a variety of reasons (work or family commitments, illness, holidays, etc...) so it is important to lay out expectations surrounding substitutes. <ul style="list-style-type: none"> <li>○ Whose responsibility is it to secure</li> <li>○ Can it be anyone, or from a list that has been pre-approved by the club <ul style="list-style-type: none"> <li>▪ In a team coaching environment it is reasonable to check with the other coaches about the coach being brought in to sub to ensure a cohesive training environment</li> </ul> </li> <li>○ Do you require new coaches to your club to formally request coaching privileges at your club?</li> <li>○ Will the substitute fees be similar to that of the coach, or will it impact the program budget?</li> </ul> </li> <li>● Last minute illnesses or situations may arise where a substitute cannot be found, can another club coach assist?</li> </ul>
7. Club Responsibilities	<ul style="list-style-type: none"> <li>● Who does a coach go to for complaints or challenges</li> <li>● Policies and by-laws/constitution will be made available</li> </ul>

	<ul style="list-style-type: none"> <li>• Will provide the support/resources needed to ensure minimum delivery standards of Skate Canada programs are met</li> <li>• Will consult and communicate with coach regarding ice schedules changes/updates, changes in club executive and/or contact information, provide new program registrants information in a timely manner to coach</li> <li>• Will operate the club/school in adherence to Skate Canada minimum operating standards</li> <li>• To abide by Skate Canada &amp; SCMB policies and rules, code of ethics</li> </ul>
8. Contract terminations	<ul style="list-style-type: none"> <li>• A contract can be terminated for many reasons by either party, at any time, with or without notice. <ul style="list-style-type: none"> <li>○ There should be no penalty attached to termination of a contract</li> <li>○ Reasons can include a breach of the contract (by coach or club), services are unsatisfactory, inadequate or improperly provided, or a failure to comply with a term or condition of the agreement</li> </ul> </li> <li>• How the notice would be provided and an agreement that fees incurred up to (and including) the date of termination shall be paid in full as set out within the parameters of the contract should be included.</li> <li>• What happens if the contract needs to be amended? Current contract will be voided and a new one drafted?</li> </ul>
9. Coach as a Contractor	<ul style="list-style-type: none"> <li>• A coach is a contractor, who is responsible for declaring payments received from the club/school to the Canada Revenue Agency and for complying with and submitting any required filings and payments under federal, provincial or municipal law.</li> <li>• The contract does not constitute an employee employer relationship. It is important to say so in the contract and to not use the word employee or employment, and to ensure there is a start and end date to the contract.</li> </ul>
10. Finalizing/Signing	<ul style="list-style-type: none"> <li>• After both the coach and the club/school are satisfied with the terms/details fo the contract it should be finalized with signatures</li> <li>• There should be a place for a signature and date for the coach, club executive and a witness (optional)</li> <li>• Copy of the signed contract should be provided to the coach and a copy kept with the club/school</li> </ul>