



Ravensong Waterdancers Synchro Club

Box 498 Qualicum Beach, BC V9K 1T1

www.ravensongwaterdancers.ca ~ ravensongsynchro@gmail.com

< date >

Letter of Employment

Coach Name: _____

- 1) Hired as **(Head, Asst, Comp, AquaGo) Coach** for the Ravensong Waterdancers Synchronized Swimming Club 20__/20__ Season.
- 2) Responsible for adhering to Coach Code of Conduct and performing duties, as defined in the Outline of Coach Duties document.
- 3) To be paid at a rate of \$_____ per hour for hours coached as per the submitted monthly time sheets, and team prep time as allocated in the Financial Policy, including 10 hours monthly for administrative duties.
- 4) If you meet the required criteria*, reimbursement for the cost of travel expenses, as evidenced by dated receipts, will occur for out of town swim meets.
 - a) A meal allowance will be allocated as: Breakfast \$10, Lunch \$15, Dinner \$20.
 - b) Mileage will be reimbursed at a rate of \$0.42 per kilometer
 - c) A per diem of \$75 for each full day and \$40 for each partial day (5hrs or less) will be issued.
 - d) Meets include: training meets, Qualifiers, Provincials. Other meets may be included, if voted on by the Executive.
- 5) Other expenses i.e. purchase of music files, etc will be reimbursed as evidenced by dated receipts. Any 'major' expenses in excess of \$50 must be approved by the Executive prior to purchase.
- 6) Due to the scheduling format of the club, we cannot guarantee, nor do we offer, any minimum 2 hour shifts.
- 7) The letter of employment will be reviewed and signed annually by the Club Executive and Coach.

* Criteria is such that your attendance is required to attend a meet with athletes that you oversee and, are appropriately certified to be on deck as outlined by-BCAS. Coaches in Training (working towards Complntro certification) who are coaching Competitive Routines for work experience will not qualify.

I, _____, agree to the terms outlined in this letter.

Signature: _____

Signature: _____

Date: _____

Date: _____

Position: (Head/Asst/Comp/AquaGo) Coach

Position: Ravensong Waterdancers President