



## **COACH EMPLOYMENT PROGRAM MEMORANDUM OF UNDERSTANDING**

1. The Coach Employment program funded through the Support4 Sport program is designed to provide Provincial Sport Organizations with the funding to hire a Provincial Coach/Technical Director to lead coach and athlete development programs and services.
2. Annual funding of \$35,000 for the Coach Employment program will be provided on a 3-year basis pending annual performance reviews with the PSO President or designate, the Director of Coaching and the Provincial Coach/Technical Director.
3. Provincial Sport Organizations acknowledge that funding for this position is provided through the Support 4 Sport program and that termination of this funding at any time will cause (PSO) to end the contract with notice of one week within the first year of the term, two weeks in the second year and three weeks in the final year of the term.
4. Provincial Coach/Technical Director will be employed on a full-time basis during the length of this contract by Provincial Sport Organization, and it is understood that the hours of work involved will vary and be irregular, and are those hours of work required to meet the objectives of the position.
5. Provincial Sport Organization (PSO) agrees to provide a minimum of \$10,000 in salary top up (for guaranteed base salary of \$45,000 annually) and an additional \$2,500 annually that can be added to salary or as part of an RRSP contribution (as per the staff persons request). PSO also agrees to cover a minimum of 50% of the cost of a group insurance plan for single coverage, life insurance, accidental death & dismemberment, LTD, health and dental and health if applicable for their employee, or comparable insurance coverage package offered outside of Sport Nova Scotia. The PSO will provide funding for professional development (\$750 amended July 28<sup>th</sup> 2016) in addition to professional development funding provided through the Support 4 Sport program and ensure an annual travel budget that ensures the position can service its members.
6. Provincial Sport Organization agrees to provide a letter confirming their multi-year financial commitment to the position. Any other partners who may be involved in the program including any funding sources must be identified complete with financial commitment and specific duties/activities as part of the application process.
7. Provincial Sport Organization agrees to conduct an open national search for the position. Methods may include but are not limited to; media, SIRC, Career Beacon, national sport organizations, etc. Candidate searches require a minimum national posting of two weeks. The Director of Coaching participates in the shortlist and interview process for all candidates.

8. Final approval of the preferred candidate must be done by the Support4Sport Committee prior to any formal contract offer.
9. Provincial Sport Organization Presidents or their delegate(s) will meet with the Director of Coaching twice annually to approve and review the positions workplan, key performance indicators and achievements to date. Once annually as part of the performance review process the Provincial Coach will formally present on the work achieved annually to the Director of Coaching and the PSO President.
10. Provincial Coach/Technical Director will also meet with the Director of Coaching on an informal basis throughout the year.
11. Up to \$1500 in annual funding will be available for Provincial Coach/Technical Director through the Support 4 Sport program subject to the approval of the professional development plan. The Provincial Sport Organization and Director of Coaching will collaborate on a professional development plan for the Provincial Coach/Technical Director annually. Participation at the Atlantic Coaches Conference is a mandatory professional development requirement.
12. The Provincial Sport Organization understands that any change in job description or working arrangements as previously agreed to as part of the original contract agreement or that any potential change in the employment status of the provincial coach/technical director must be approved by the Director of Coaching.
13. The Support4Sport Coach Employment program agreement is with the PSO and changes in personnel may occur as long as all applicable regulatory and statutory requirements are met, and as long as any new hiring process is in keeping with the existing terms of this agreement.
14. Any costs related to Provincial Sport Organization's dismissal of their Provincial Coach/Technical Director, whether with or without cause will be at the expense of the Provincial Sport Organization. No Support4Sport funding shall be used towards severance, legal or other expenses incurred by PSO.
15. All Support4 Sport Coach Employment positions can be terminated with appropriate notice if agreed conditions of this Memorandum of Understanding is violated by the Provincial Sport Organization or its employee.

I have read and understand that aforementioned information and agree to comply with the conditions of this agreement.

\_\_\_\_\_  
 Provincial Sport Organization President

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CEO Sport Nova Scotia

\_\_\_\_\_  
 Date