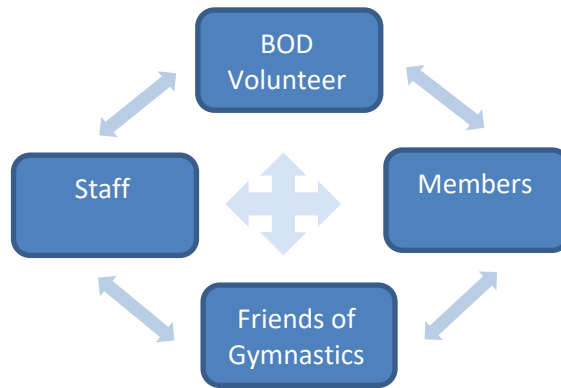


# Whistler Gymnastics Organizational Structure 2020-21

BOD approved draft - June 8, 2020



## BOD and Volunteers

**Volunteer Membership**-registered adult members or designated parent of registered youth members and registered volunteers  
**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 and PEMBERTON  
**Volunteer Positions and \*Officers may include:-** \*Sport Advisor(s), \*Volunteer Coordinator, \*Funding Coordinator, \* Inclusion Advocate, \*Risk Management Advisor, \*Harassment Advisor, \*Health and Safety Advisor\*Summer Classic Hosting Coordinator, \*Policy & Procedure Advisor, Planning Advisor, Admin Assistants, Equipment & Facility Assistants, Graphic Assistants, Web Assistants, Newsletter Coordinator, Photography Coordinator, Media Coordinator, other Committee Chairs  
**Volunteer Committees: -Standing-**\* Executive Committee; **Special** – Hiring and Recruiting; Finance, Fundraising, Meet Hosting, Positive Work Environment, Facility, Health and Safety

## Management Staff

### Program and Personal Manager (PM) (Club Director (CD))

Catou Tyler

**Positions to be offered**  
Fixed terms may be shorter due to COVID

### Business Manager (BM) (Business and HR adm)

Teal Ready

### Financial Administrator (FA)

Claire Thornwaite

### Oros Facility Coordinator (OC) (Facilities, Daily Ops, COVID Protocol)

Karin Jarratt

Lead Hand

### Pemberton Facility Coordinator (PC) (Program, Facilities, Daily Ops, COVID Protocol)

Lindsey Corey

Program Support staff (CO or HC) will all start in fall as CO. Positions may increase based on need & club stability

CO or HC  
OROS GFA/AS AG

Position posted

CO or HC  
OROS TG  
GFA/COMP/INT

Tanya Liquorish

CO or HC  
OROS WAG  
COMP/iNT

Karin Jarratt

CO  
PEM INT

Cathy Bennis

Lead Hand Freestyle/Parkour

## Coaching Staff

Certified Coaches

Trained Coaches

Coaches-in-Training (CIT) Pre Coaches-in-Training (PRECIT)

Volunteer Assistants

## Club and GBC Members

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

## Friends of Oros

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

## • Program Coordinators Job Descriptions 2020-21

### (4) Program Coordinator (OROS GFA/AS, OROS WAG, OROS TG, PEMB INT)

Part Time Fixed Term Management Employment Agreements -10 months divided into 3 fixed terms

Fall (4 months fixed term) Aug 29, 2020– Jan 1, 2021

Winter (3 months fixed term) Jan 2-Mar 26, 2021

Spring (3 months fixed term) Mar 27-June 31, 2021

Range \$2500 - \$3500 divided proportionately (4/10; 3/10; 3/10) into the fixed terms

**GFA/AS:** Active Start Classes, Fundamentals 1 – 6, Teens Gr. 7+, Parkour, Freestyle, GFA Access Bookings, GFA Camps during sessions only **TBA Posting**

**TG:** TG Comp, TG Developmental, TG GFA, TG Access Bookings, TG Comp training camps during session **Tanya**

**WAG:** WAG Comp, Interclub and Developmental; WAG Access Bookings, WAG training camps during sessions **Karin**

**PEMB INT:** Pemberton Interclub and Developmental, Interclub training camps during session **Cathy**

- Hours Flexible to meet program & training needs.
- Workload averaging 12 hrs. Monthly
- 3 weeks off during non-critical training periods with PM approval
- 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
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- Staff rate for WGC child training \$400
- Position does not include coaching hours. Coordinators are expected to coach in their program areas. Additional coaching, up to max 37 hrs. weekly and will be paid at their hourly coaching wage.
- Weekly scheduled check ins with PM and Facility Coordinator to be included in time allotment.

### Summarized Role in designated area of responsibility

- Assistance to Program Manager and Facility Coordinators as directed and may include some or all:
  1. Contributing to club operations and a healthy gym environment as part of the management team
  2. Liaison and coordination within management team on shared responsibilities for daily operations and delivery of club program plans
  3. Coordinates program delivery and information among coaches in division. Ensures compliance with all Safety and Risk Management including added Covid Protocols among coaches in division.
  4. Assists in communicates with parents alongside with PM
  5. Assists in administrative tasks and paperwork in division
  6. Share in responsibility to be available added coaching not just sessional classes
- Reports to Facility Coordinator (daily ops) and PM (tech program and personal matters)

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### Detailed Responsibilities

- **Contributes to club strategic development**
  - program area development and quality of delivery
  - coordination of daily operations
- **Delivery and Supervision of programs to achieve LTAD performance objectives**
  - Supervise the coaching team
  - Coach in your program areas.
  - Provide leadership and exemplary coaching delivery and relationships
  - Provide direction and supervision of coaches on program content; delivery and behavioral expectations
  - Monitoring of lesson plans of trained coaches.
  - Assurance that non-certified coaches (trained, PRECIT, CIT) are being supervised by yourself or other designated certified coaches in the gym at all times.
  - Lead and advise on athlete placement
  - Coach-in-Charge support will be determined by PM provided in areas of identified need
- **Program Coordination and Scheduling**
  - Provides PM with direction on program content and scheduling needs based on program guidelines/input from coaches
  - Provides PM with program updates
  - Liaison with PM/BM/Facility Coordinators on scheduling and administrative details

- Provides updates needed on class lists
  - Monitors class attendance taking by coaches
- **Coach Development and Supervision**
  - Provides coaching staff with program plans from PM to include goals, risk management procedures; content; periodic planning/sessional planning; facility and gym expectations
  - Responsible in liaison with PM/BM/FC for staff scheduling adjustments relating to absence.
  - Provide Coach Leadership, exemplary role modeling to coaching staff
  - Input to PM/FC for needed coach performance reviews based on club policies and procedures. Provides coaching reports to PM as requested.
- **Program Communications**
  - Provide direction to coaching staff on preparation and distribution of progress reports to parents
- **Risk Management**
  - Provide Program Direction, Communication, Delivery and Monitoring to ensure Safety First in daily operations to your coaches
  - Maintain EAP and Evacuation practices and train your coaches on the same
  - Supervise Facility and equipment checks
  - Ensure safe Class management-coach/athlete ratios-guides on behavioral management issues
  - Ensure Coach preparation – checks coaches lesson plans particularly for safety concerns
  - Ensure Age-ability appropriateness of activities/progressions/equipment used
  - Ensure daily gym readiness
  - Ensure proper use of and storage of equipment
  - **Ensure compliance with Covid protocols, procedures and enhanced cleaning responsibilities under direction of FC/PM/BM**
- **Financial Administration**
  - Must Sign off on timesheets for your coaches if FC not in gym
- **Event Management**
  - **Work as Part of Program Management Team**
    - For overall club events
    - For community events
  - **Manage Your Program Events**
    - Provides input on events within program area
- **Related program area administration if PM requests**
- **Reception, Lobby Supervision and Access during Programs and Bookings**
  - Ensures lobby supervision prior/post and as needed during program
- **Guidance and Reports to PM on Program Activity** –monthly and as required
- **Required Meetings:** Managers meetings are optional. You are welcome to attend. Short weekly operational update meetings are required and included in your time. Required meetings with PM are included in your time.