

- 1. Scope of services:** OMCHA retains the Director of Tennis Programming (“the Director”), as an employee, to provide services to OMCHA. All WCB and employer costs will be paid by OMCHA. The services (the “services”) to be provided by the Director are described in Schedule A and shall include any changes and additions mutually agreed upon by the parties. The Director agrees to devote his/her best efforts and attention in the provision of the services to OMCHA and to promote the best interest of OMCHA to the best of his/her ability. The Director will report to the Association Manager on all matters relating to employment.

- 2. Overview of services (refer to schedule A for a description of services):**
 - The Director will be responsible for the planning and implementation of lessons and group instruction for the Okanagan Mission Tennis (“OMT”) members and guests. The Director will be responsible to present a programming calendar to the Association Manager and Tennis Committee to ensure adequate programming is available yet still providing lots of available court time for members. The Tennis Committee will have final approval on all court time allocations.

 - The Director will be responsible for the full organization of the club tournaments.

 - The Director will be a point person for all leagues and social events.

 - The Director is required to attend all Tennis Committee meetings.

 - It is understood between the parties that revenues from Tournaments and Group Lessons are designed to cover the cost of the Director’s and Coach’s billable hours of service for these OMCHA Programmes. It is incumbent on the Director therefore, that he/she is actively involved the planning and promotion of these Programmes.

- 3. Terms of Services:** Subject to the termination rights specified in Paragraph 4, this agreement may be terminated by either party giving the other four (4) weeks written notice of such termination and upon expiration of such notice this agreement shall be terminated.

- 4. Termination of Services:** Upon any failure by the Director to substantially perform or observe any of its obligations or agreements, which are contained in this agreement, OMCHA may immediately terminate this agreement.

- 5. Employment Requirements:** The following must be provided to the Association Manager prior to the start of employment:
 - Proof of a Police criminal record.
 - Proof of coaching certification with Tennis BC – minimum of “Instructor” course required.
 - Any first aid and other valid certificates that pertain to employment.

6. **Other:** A 2022 couples' membership for the Director and his/her partner (if applicable) are included with the position.

SCHEDULE A

Description of Services and Obligations

Programming

The Director will prepare a schedule of group lessons for Adult, High Performance and Specialty programming for the 2022 season. Group lessons must be provided in the Spring, Summer and Fall and be available to beginner, intermediate and advanced players. The structure and format of each group lesson will be decided by the Director with input from the Tennis Committee and Association Manager. The Director will work with the Tennis Committee and Association Manager to determine and secure coaches for the programming.

The Director will be responsible to present this calendar to the Association Manager by February 28th to ensure no administrative conflicts in scheduling which will then be presented to the Tennis Committee by March 15th (this can be done by way of email or meeting if individuals are away during this time). The Director will not be required to be a part of the junior kids camps and lessons but will be encouraged to work closely with the Director of Junior Camp Programming and to assist on an as needed basis due to enrollments in these programs.

The hours per month for group lessons are expected to range from 10 – 15 hrs per month. Exceptions to this are to be discussed with and approved by the Association Manager in advance.

Group Lessons

For the group lessons that will be assigned based on the approved programming schedule, the Director will be required to provide the necessary coaching for the group lessons along with any specific administrative duties.

The Director must be present for the entire period of the group lesson and may not hire staff or use volunteers to take their place once appointed as a lead coach for the designated programming outlined in this contract.

If the Director is unable to attend a lesson due to illness or scheduling, they must notify the Association Manager. The Director is responsible for coordinating a qualified replacement coach who has an Employment Agreement with OMCHA. If this is not possible, the Association Manager must be notified.

Payment for a replacement coach will be administered by the Association Manager and the Director will not be paid for the lesson they cannot attend.

The Tennis Committee and OMCHA reserve the right to set a minimum number of participants required for each lesson enrolment. The lesson will be cancelled one week prior if the minimum number of registrants per week is not met. In this event, the Director will not be paid for the cancelled lesson.

The maximum ratio of coach to lesson attendees will be 1: 6. If additional coaches are required based on number of participants, payment to the additional coach will be done by OMCHA.

OMCHA will provide used tennis balls, ball hoppers, ball machine and ball retrievers for all lessons.

All lesson registrations and payments must be done through the OMT website. Registrations must be done by the cut off date for each lesson (no exceptions).

Private and Semi-Private Lessons

The Director is authorized to give private and semi-private lessons. All lessons must be booked in the OMT website and documented as a private Lesson. As a privilege to have the opportunity to teach private lessons at OMT there is an expectation that you are actively involved in both the junior and adult club coaching opportunities as they present themselves throughout the employment term. Programming and tournament responsibilities take priority over private lessons.

The Director is required to pay OMCHA a court fee of \$10.00 per private and semi-private lesson at the end of each month that will be invoiced to them through Paypal. The Director is responsible for providing a listing of all private and semi-private lessons during the month to the Association Manager.

The Director will encourage each person that he/she teaches to join OMT and pay for a membership. If the person is not a member, OMT will require the person taking the lesson to pay a Guest Fee. This is to be paid by the person prior to the lesson through the OMT website.

Semi-private Lesson are limited to a maximum of three (3) participants.

Currently there are no restrictions on when private and semi-private lessons can be scheduled for members, however this may be changed throughout the season based on member court usage.

You will be permitted to teach private and semi-private lessons with these exceptions:

- No private and semi-private lessons are allowed during OMT organized leagues, tournaments, socials, and group lessons.
- Non-members may only take lessons during times designated by the Tennis Committee.

Further restrictions may be implemented by the Tennis Committee.

Tournaments

The Director will be responsible for the full organization of the tournaments including preparing draws, organizing and overseeing matches, resolving conflicts, making presentations and coordinating volunteers. A minimum of three (3) tournaments are to be organized and any additional tournaments require approval from the Tennis Committee in advance before organizing.

The Director must be present for the entire period of each tournament and during all matches. The Director may not hire staff or use volunteers to take their place.

If the Director is unable to attend a tournament due to illness, sufficient notice must be given to the Association Manager. Coordination and payment for a replacement will be administered by the Association Manager and the Director will not be paid for the tournament that they could not oversee.

All player registrations and payment must be done through the OMT website. Registrations must be done by the cut off date for each tournament (no exceptions).

2022 Tournament schedule:

- Season kick-off Charity Tournament – May
- Summer Tournament TBD – July
- Club Championships – September

The number of required hours for each tournament is to be agreed upon one (1) month before the start of the tournament.

League and Social Point Person

The Director will be point person for the Association Manager to refer new or existing members for a skill assessment to determine what leagues are most suitable for them and to be the connection point between the new member to the league organizer for that should any questions arise.

The Director will also assist any volunteer organizer on any skill-based issues within the league or social event should conflicts occur.