



## Victoria City Rowing Club

### Private Coaching Policy and Procedure

#### INTRODUCTION / PURPOSE:

The Victoria City Rowing Club (VCRC) endeavours to offer a variety of coached programs to club members and the public.

VCRC recognizes that programs may not always be able to provide lessons or coaching at a time convenient to interested participants. Moreover, some participants may wish to have additional coaching for skills improvement or competition preparation.

Similarly, VCRC recognizes that some program coaches might benefit from additional income received from private coaching opportunities.

The purpose of this Policy is to provide guidelines for VCRC and coaches who would like to take advantage of private coaching opportunities.

#### POLICY:

Private coaching is available to individuals with prior rowing experience such as:

- VCRC members,
- Non-members who are participants in a VCRC program (within the past 12 months) who wish additional coaching outside program hours,
- Rowers from clubs affiliated with Rowing Canada Aviron (RCA) or other national rowing associations

VCRC will retain responsibility for arranging custom programs for individuals or groups without prior rowing experience. Such individuals/groups will not be eligible to receive private coaching.

#### PROCEDURE:

##### Coaches:

Persons interested in offering private coaching using VCRC equipment must apply to the Club Manager for review of qualifications and approval. The qualifications to be approved as a private coach are:

1. A coach affiliated with member organizations of the Victoria Rowing Society. Other applicants may be considered on an individual basis
2. Registered with RCA.
3. Proof of a valid Pleasure Craft Operator Card.
4. Proof of WCB coverage **[?]**.
5. Proof of attendance at a Coaches' Orientation Session or other approved orientation with the Club Manager or Head Coach.
6. Must be in compliance with the Coach Code of Conduct.

Once a coach is approved to be a private coach, any private coaching session must not conflict with established VCRC programs and must be booked through the VCRC Office.

### **Responsibilities of an Approved Coach:**

1. Setting private coaching fees.
2. Booking the lesson with the client and with VCRC (usually by signing up in the Private Coaching binder).  
*[Does anybody on the board or Aalbert know anything about Google Documents? Any document could block out times when a VCRC program is underway and possibly limit access to VCRC staff and only approved private coaches.]*
3. Private coaching times will not conflict with VCRC programs or if a private coaching session is concurrent with a VCRC program, equipment used will not conflict with the equipment needs of the VCRC program.
4. Collecting fees from the client(s).
5. Remit administration fee to VCRC. Late remittance of VCRC fees will be subject to a late penalty.

### **Responsibilities of VCRC:**

1. Maintain a list of approved coaches and contact information.
2. Providing eligible private coaching client a list of approved coaches with contact information.
3. Set an administration fee for providing coach boat, gas, safety equipment and access to VRS facilities.
4. Provide boats and oars; some clients use their own boats/oars.
5. Based on private coaching booking record, invoice the coach for private lessons.

### **Responsibilities of the Private Coaching Client:**

1. Client contacts coach and arranges time(s).
2. Pay the coach.

### **Booking a Private Rowing Lesson:**

1. VCRC maintains schedule of times and equipment available for private coaching. (Coach may arrange alternative times with the VCRC office)
2. VCRC will maintain a list of 'approved' coaches and contact information. Coaches can request that their names be added to the list.
3. VCRC will refer clients seeking private coaching sessions to coaches on the 'approved' list.
4. Client contacts the coach and arranges time(s).
5. Coach books lessons with VCRC (either through binder in office or online google doc)
6. Client pays coach.
7. Coach remits administration fee to VCRC.

### **VCRC Administration Fee:**

1. VCRC members or participants of a VCRC program	<ul style="list-style-type: none"><li>▫ \$20 per hour (minimum 1 hr booking,</li><li>▫ \$15/half hour thereafter).</li></ul>
2. All others	<ul style="list-style-type: none"><li>▫ \$30 per hour (minimum 1 hr booking,</li><li>▫ \$20/half hour thereafter).</li></ul>

3. Unpaid invoices will be subject to the VCRC late payment penalty.