



Guidelines for Running the NWT Soccer Association's City of Yellowknife Summer Soccer Camps

We would like to first of all thank you for taking the time to take on this responsibility of running these soccer camps. This guideline is meant to provide direction to the 'Camp Coordinator' to assist them in preparing and operating a safe and successful summer soccer program throughout the summer. The NWT Soccer Association has approved this guideline but does expect and hope that organizers may have other ideas on how to improve our program and are open to deviations from what is listed below. Any changes should be submitted to the NWT Soccer Association for consideration prior to accepting the responsibility as 'Camp Coordinator'.

This program has been developed in a way that allows soccer user groups to benefit from this experience, both financially and developmentally.

Below you will find:

- Job description for the 'Program Coordinator' or 'Head Coach', as it may be the same person, including specific duties and minimum requirements to be considered for the position;
- Job description of the 'Primary', 'Secondary', and Assistant Coaches, including specific duties and minimum requirements to be considered for those positions;
- Expected budget ranging from minimum to maximum income;
- A breakdown for how the wage system could work for all summer camp employees;
- A 'First Aid' course registration form, as all summer camp employees are required to take this course prior to the beginning of the summer camp.



Northwest Territories **SOCCER ASSOCIATION**

Position: Program Coordinator/Head Coach

Responsible to: NWTSA President or Vice-President Yellowknife

General Duties:

The Coordinator is responsible for the overall Soccer Camp administration, staffing, facilities, equipment, and programming, to ensure that the camp runs efficiently while maintaining safety and quality programming at all times.

Qualifications for Program Coordinator or Head Coach Position:

- Be 18 years or older at time of hiring;
- Have proven experience in program administration and delivery;
- Have completed Community Coach training at the children, youth and senior levels;
- Current First Aid certification or willingness to get it;
- Committed to the entire season of the camp as well as a minimum of two weeks before the camp starts;
- Strong communication and writing abilities;
- Strong leadership and organizational abilities;
- Comfortable working with children; and
- Has a clear understanding of NWTSA policies and procedures.

Specific Responsibilities Include:

- Design a program for each level of soccer camp that provides objectives to accomplish, in-depth written daily schedules including activities like daily orientation for staff and participants, staff training, fun times, lunches, breaks, game times, rainy day activities, etc.;
- Select Assistant Coaches and volunteer staff if necessary, to work during the camps and be responsible for their training, scheduling (ensure male and female coaches are present at all times), supervision, discipline, valid CPIC checks (with vulnerable sector) and timesheet submissions;
- Design a pre-camp orientation program for all assistant coaches and volunteers staff to:
 - Assess their abilities for proper delegation of duties;
 - Orientate them to proper procedures for handling injuries, hard to handle children, and disruptive children;
 - Plan out and design daily camp activities for each level of the soccer camp;



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- Instruct them on their responsibilities required before, during and after each camp daily session;
- Instruct them on how to complete timesheets and submit for pay; and
- Coordinate first aid instruction for Summer Camp staff through a third party instructor.
- Secure and ensure bookings of all required facilities and ensure that all rules and procedures of use are maintained by staff and participants at all times;
- Secure and maintain an inventory of all required sport equipment, first aid supplies, instructor/coach supplies and ensure that all equipment is stored properly, repaired or replaced as needed and is returned at the end of the camp season to NWTSA;
- Supervise daily programs and ensure adequate supervision and guidance is provided to assistant coaches and volunteers;
- Maintain a budget and spending summary for the camp and according to procedures set out by the NWTSA Treasurer;
- Submit every two weeks, timesheets to NWTSA Treasurer for payment to paid staff;
- Responsible for daily attendance of all participants;
- Collecting and maintaining participant information for session registrations and emergency contact information;
- Ensure a proper first aid kit, a water supply and bathroom facilities are available on a daily basis for staff and participants;
- Arrange age relevant prizes, certificates and T-shirts to be handed out to participants at each camp;
- Report to President NWTSA or Vice-President Yellowknife as required for assistance or at a minimum once a week to report on how the program is going;
- Contact NWTSA should sessions become cancelled to find additional tasks for Senior and Junior Assistant Coaches; and
- Provide a final report to NWTSA outlining attendance numbers per camp, no of injuries, staff assessment, program budget summary, equipment summary, issues and concerns from camps, and recommendations for next year camps.



Northwest Territories **SOCCER ASSOCIATION**

Position: Senior and Junior Assistant Coaches

Responsible to: Program Coordinator or Head Coach

General Duties:

The Coaching Assistant is responsible for assisting the Soccer Camp Coordinator in the delivery of the soccer camps and to ensure they are delivered in a fun environment with safety and quality programming always in mind.

Qualification for the Senior and Junior Assistant Coach Positions:

- Be a minimum of fifteen (15) years or older at time of hiring;
- Have proven experience in soccer training, preferably in the advanced levels of soccer;
- Have successfully completed Community Coach training at the 'Child' level, or experience in working with children;
- Current First Aid experience;
- Committed to the entire season of the camp as well as a minimum of one week before the camp starts;
- Good communication and writing abilities; and
- Good leadership potential.

Specific Responsibilities Include:

- Attend a pre-orientation camp with the Coordinator to help in planning the camps, and receiving instruction on handling difficult children, first aid and to ensure a safe and well ran camp at all times;
- Arrive ½ hr before each assigned session and assist in setting up facilities and equipment and assist in greeting the participants;
- Conduct program as planned and be flexible to do more as the need exists;
- Be responsible for field equipment and ensuring the equipment is collected, repaired or cleaned, and properly stored after each daily session;
- Assist with participant attendance record keeping for Coordinator.
- Assist with first aid situations as the need arises;
- Assist with difficult children as the need arises but making sure all participants under your care are supervised at all times; and
- Complete timesheets on a bi-weekly basis to receive pay.



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BUDGET for NWTSA Summer Soccer Camps

INCOME (Based on 5 weeks) **\$9,600.00 – 28,800.00**
\$100 per person (5 day week) or \$80 per person (4 day week)

July 6-10: 2 sessions @ 10 min to 30 max = \$2000 - \$6000
July 13-17: 2 sessions @ 10 min to 30 max = \$2000 -\$6000
July 20-24: 2 sessions @ 10 min to 30 max = \$2000 -\$6000
July 27-31: 2 sessions @ 10 min to 30 max = \$2000 - \$6000
Aug 4-7: 2 sessions @ 10 min to 30 max = \$1600 - \$4800

Total Enrollment: 100 to 300 participants

EXPENSES

Wages (details on pg 6)	\$13,064.00
First Aid Kit	150.00
First Aid Training 4 X \$150	600.00
Porta Potties (one, for 5 wks)	425.00
Chain/Lock for Potty	25.00
Balls (25 Size 4)	1000.00
Cones / Pinnies (NWTSA's)	75.00
Water (keep basic supply)	50.00
Misc Supplies	\$200.00
Total Expenses	\$15,589.00

Expected Profit / <Loss> **\$12,411.00 / <\$5989.00>**

City Charges for Registration Services

The fees for registration are \$100 set up fee per class. 5% of total revenue generated for the Camp is deducted for the City accepting registrations and the NWT Soccer will receive the other 95% of total revenue from the camps.





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Wages for Summer Soccer Camps

Program Coordinator / Head Coach - \$5240

Based on \$180 per day

Preplanning – 4 days - \$720

Program Coordination – \$432 per ran session. For each cancelled session Coordinator is paid \$300 per session to supervise equipment/facility and prepare for upcoming sessions.

Program Summary Report Preparation and Submission - \$ 200

Senior Assistant Coaches X 1 Position - \$3248

First Aid Training – 16 hrs x \$14/hr = \$224

20 days x 9 hrs = 180 hrs x \$ 14/hr = \$2520

4 days x 9 hrs = 36 hrs x \$14/hr = \$504

Junior Assistant Coach X 2 Positions - \$4576

First Aid Training – 16 hrs x \$11/hr = \$176 X 2 = \$352

20 days x 8 hrs = 160 hrs x \$ 11/hr = \$1760 X 2 = \$3520

4 days x 8 hrs = 32 hrs x \$11/hr = \$352 X 2 = \$704

TOTAL POSSIBLE WAGES: \$13,064.00

Assistant Coaches are only paid for sessions That run. No payment for sessions That are cancelled. Unless otherwise negotiated (i.e. by special arrangement) do NOT pay Statutory Holiday pay.

Please Note: Program Coordinator or Head Coach does not get any real breaks all day. They are there from 8:00am until 5:00pm with ½ hour at lunchtime when participants are either leaving from the morning sessions or arriving for the afternoon sessions.

I agree to assume the Program Coordinator / Head Coach position according to the details and guidelines listed above for the upcoming Yellowknife Soccer Camps and will submit the required information within 30 days of receiving this contract.

Print Name

Date

Signature



St. John Council for the Northwest and Nunavut Territories

5023-51st Street
Yellowknife, NT X1A 1S5

Phone: 867-873-5658

Fax: 867-920-4458

REGISTRATION FORM

ALL CLASSES ARE BOOKED ON A FIRST-COME – FIRST-SERVED PREPAID BASIS. Invoicing is available for your company if they already have an account with us. If you wish to open an account, please contact the office. We also accept Visa, MasterCard, Debit, Cash, and Cheque. If you wish to register for a class, we need pre-registration and prepayment a few days ahead of the course date. If you wish to register more than one individual, please fill out one form for each person that will attend.

Class Name: _____ Class Date: _____ Time: _____

Name of Student: _____ m ____/d____/y____
(first) (middle initial) (last) (Date of Birth)

Parent (if student is under 16): _____
(first) (last)

Mailing Address: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Fax: _____ Email: _____

Method of Payment: Amount \$ _____
(Please Circle One)

Cash Debit Visa MasterCard Cheque

VISA/MasterCard #: _____/_____/_____/_____ Expiry Date: _____/_____

Signature of Cardholder: _____ Name on Card: _____

INVOICE COMPANY: (Please contact the office to see if an account has already been opened)

Company Name: _____ Purchase Order: # _____

Company Address: _____

Company Phone: _____ Fax: _____ Contact Person: _____

CANCELLATION POLICY IN EFFECT:

- Unless cancellation notification is received **one week** in advance of course date, full registration will be charged.
- Once registered, a \$5.00 transfer fee to another date will be charged.
- Once registered, a cancellation fee of \$10.00 will be charged. Refund cheques will be issued. Original receipt **MUST** also be returned in order to receive your refund. If the student received a workbook it must be returned in good condition and unmarked prior to receiving the refund. If the workbook is damaged, the cost of the workbook will be held back from the refund amount.

PLEASE COMPLETE THIS APPLICATION IN FULL AND RETURN BY FAX TO: (867) 920-4458

OFFICE USE ONLY

Information Into UNITY: _____ Class Number: _____

Order Created: _____ Payment Received: _____



St. John Ambulance Saint-Jean

SAVING LIVES SAUVER DES VIES
at work, home and play au travail, à la maison et dans les loisirs

Course Schedule: May – August 2009		
Course:	Dates:	Fee:
Standard First Aid & CPR A General Public, Workplace etc. - Adult & one rescuer CPR and choking Designed to meet industry, business and government requirements.	2 Day Course 9:00am – 4:30pm May 30-31 June 11-12; 27-28 July 4-5; 16-17 August 8-9; 27-28	\$150.00
Standard First Aid & CPR C Nursing, Teachers, First responders, Daycare, Workplace teams, Lifeguards, etc. - Adult/Child/Infant CPR, Choking, & Two Rescuer CPR Designed to meet industry, business and government requirements.	2 Day Course 9:00am – 5:00pm May 16-17 <i>full</i> June 6-7; 25-26 July 11-12; 27-28 August 8-9; 27-28	\$190.00
What Every Babysitter Should Know (Must be 11 years old by Dec. 31, 2009) Award winning course teaches the skills necessary to care for infants, toddlers, and pre-schoolers	1 Day Course 9:00am – 3:30 pm May 2 June 6 July 4 August 8	\$55.00

Office: 5023-51 Street, Yellowknife, NT. X1A 1S5

Ph: (867) 873-5658, **Fax:** (867) 920-4458

Email: ykadmin@nt.sja.ca

Private courses are available. We may have additional courses scheduled that are not listed above; please call the office for more information.

We offer a full range of first aid kits, for personal and business use, including: Sport, Family, Fanny pack, Safe Kit, Compact, Marine, and Vehicle Kits, as well as Metal Industrial Kits #1, 2 & 3.

WSCC Subsidies are available for employers seeking to have their employees trained in First Aid across the Northwest Territories and Nunavut.

Make sure to visit our website for up to date course schedules, registration forms, WSCC application forms and Volunteer opportunities – <http://www.sja.ca>

* Please note course dates may change according to class registration numbers