

TENNIS YUKON COMMUNITY TENNIS COORDINATOR

Tennis Yukon Commitments:

TY agrees to host website registration and website payment for spring/summer 2019 tennis programs, including Mt Mac season pass system;

TY agrees to provide court time at the Mt Mac outdoor courts for spring/summer 2019 tennis programming organized by the Community Tennis Coordinator;

TY agrees to provide balls, racquets, and other tennis equipment for spring/summer 2019 tennis programming organized by the Community Tennis Coordinator;

TY agrees to provide the seacan at the Mt Mac outdoor courts for storage for spring/summer 2019 tennis programming organized by the Community Tennis Coordinator;

TY agrees to pay the Community Tennis Coordinator \$xx/hour for hours worked and submitted weekly to TY, up to a maximum of 40 hours/week to be paid from revenue acquired from the TY spring/summer programs organized by the Community Tennis Coordinator;

TY represents that it is registered with the Yukon Workers' Compensation Board for all providers of TY tennis instruction and tennis activities;

TY agrees to meet with the Community Tennis Coordinator prior to May 1, 2019, to agree on court use for spring/summer 2019 tennis programs; and

TY agrees to pay the Community Tennis Coordinator for expenses and time delivering tennis programs outside of Whitehorse on a case-by-case basis to be agreed upon between the Community Tennis Coordinator and the TY Board prior to the Community Tennis Coordinator's departure to deliver the program outside of Whitehorse.

Community Tennis Coordinator Commitments

Invoice TY weekly for hours worked;

Liase with TY bookkeeper weekly to maintain current record of players participating in lessons/clinics and season pass holders, and deliver money collected to the TY mailbox at Sport Yukon weekly;

Plan, coordinate, promote/advertise, and deliver TY spring/summer programs, including but not limited to:

- a. City of Whitehorse programs;
- b. TY Open House and Try Tennis Day in May 2019;
- c. TY spring/summer adult and junior programs;
- d. In-school and after-school programs;
- e. Communities tennis programs outside of Whitehorse; and
- f. Two tournaments (Capital Cup and Yukon Territorial Championships);

Prepare and deliver flyer of spring/summer programs to all elementary schools, Canada Games Centre, Sport Yukon and community groups by April 15, 2019;

Prepare spring/summer program registration form and post on TY website by May 1, 2019;

Secure external arrangements for spring/summer programming as needed, e.g., wax room, curling rink, camp partners, by March 15, 2019;

Monitor and enforce Mt Mac season pass system;

Prepare, update, and post current court use calendar for May-August, 2019, at Mt Mac courts and on website and Facebook page;

Liase with TY Board to coordinate pickleball court use time and tennis programming court use time and finalize plan for May-August, 2019, by April 15, 2019;

Liase with TY Board to organize volunteers to put up windscreens in April and take them down in September;

Liase with TY Board regarding any expenditures required for care and maintenance of Mt Mac courts;

Liase with TY Board and obtain approval for any additional staff (hourly wage rate as set by TY wage scale) required to deliver TY spring/summer tennis programs;

Submit request for summer equipment needs to TY Board by April 15, 2019;

Post spring/summer 2019 updates and photos on Tennis Yukon website and Facebook page weekly;

Liase with TY Board to prepare and send out bi-weekly e-newsletter to season pass holders and TY program participants; and

Comply with all TY policies, including but not limited to TY's Code of Conduct and Discipline Policy;

Submit a criminal record check dated no later than March 1, 2019, to TY (see Tennis Professionals Association website, www.tpa.ca).