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**Appendix A**

**Professional Coach Employment Program – Organizational Strength Requirements**

Requirements

* Board position with designated responsibility for athlete development
* A multi-year strategic plan outlining organizational direction and priorities produced with member input, endorsed by the board and shared with the general membership
* Human resource policies including, but not limited to, Hours of Operation: Leave of Absence with or without Pay; Maternity, Adoption and Child Care Leave; Bereavement Leave; Compassionate Leave; Overtime; Expenses; Group Insurance; Retirement; Performance Management; Compensation Scales; Privacy/Confidentiality; Termination (Voluntary or Involuntary) and Grievances/Conflict Resolution.
* A Code of Conduct which addresses acceptable conduct, abuse and harassment, disciplinary procedures and appeals.
* Functioning up to date web-site
* Meet all the requirements of the Branch Staffing Assistance Policy 210
* A minimum of $30,000 in the bank at the end of the last fiscal year.
* Score a minimum of 27/35 on the Organizational Strength section of the Funding Model in the previous year.
* Score a minimum of 30 points on the Membership section of the Funding Model in the previous year. *(equates to 350 members and $20,000 in member revenue, 5 regions, 13 clubs. Superior scores in one area can off-set inferior scores in another)*
* Score a minimum of 15 points on the Financial Strength section of the Funding Model in the previous year. *(equates to $50,000 and 35% of self-generated revenue)*