



Cross Country NWT Facilitator Pay Policy January 14, 2021

This policy sets out the process used by Cross Country NWT (CCNWT) to pay certified Coach Learning Facilitators who conduct training for coaches, CANSI Learning Facilitators who conduct training for instructors and Community Facilitators who instruct at community events.

For clarity, this policy applies only to facilitators directly engaged by Cross Country NWT. It does not apply to facilitators directly engaged by member clubs or third parties.

Coach Learning Facilitators are certified to train coaches by the National Coaching Certification Program.

CANSI Learning Facilitators are certified to train instructors by the Canadian Association of Nordic Ski Instructors (CANSI).

Community Facilitators who organize and instruct NWT community events must be approved under the **Community Facilitator Policy**.

1 PRINCIPLES

- i) CCNWT compensates appropriately certified and/or credentialed Facilitators who conduct training for coaches, instructors or community participants;
- ii) CCNWT believes training is an important aspect of coach, instructor and participant development;
- iii) CCNWT believes there are three distinct types of Facilitators: Coach Learning Facilitators, CANSI Learning Facilitators and Community Facilitators. CCNWT believes all three types of Facilitators should be compensated equally, regardless of differences in certification or type of event facilitated.

2 FACILITATOR PAY

- i) CCNWT will pay appropriately certified and/or credentialed Facilitators a \$400-per-day honorarium to administer workshops.
- ii) Facilitators will be compensated for travel time. For a travel day shorter than 3.5 hours, Facilitators will be paid a half-day honorarium. For a travel day longer than 3.5 hours, Facilitators will be paid a full-day honorarium. Facilitators may be paid for preparatory work ahead of course delivery upon agreement with CCNWT.

- iii) CCNWT will be responsible for travel, food, and accommodation costs for the Facilitator in addition to the honorarium.
- iv) Where possible and where the Facilitator agrees, the Facilitator will be billeted.
- v) Facilitators shall be paid once for their services. Where the Facilitator is employed or contracted by a third party to provide their services, the third party shall hold responsibility for payment unless otherwise agreed prior to the event with Cross Country NWT.

3 FACILITATOR CONTRACTS

- i) The Facilitator will receive compensation as long as the workshop, evaluation and/or event takes place as approved and scheduled by CCNWT and is not cancelled for any reason. Appropriate compensation shall be agreed upon if an event is altered or cancelled once travel or delivery has begun for reasons related to weather or reasons otherwise considered by CCNWT to be beyond the Facilitator's control.
- ii) Where coach and instructor certification is the planned outcome, Facilitators agree to facilitate or evaluate according to the content and standards directed for workshops and evaluations by NCCP, Nordiq Canada or CANSI, as appropriate.
- iii) Payment will be issued upon receipt of invoice from the Facilitator to CCNWT and completion of all workshop requirements, including filing of required paperwork such as registration forms or confirmations of attendance.