

The Compensation and Benefits (C&B) area of Club Benchmarking enables the collection and comparison of wages, bonuses, allowances, and health insurance for a wide range of salaried and hourly positions in clubs. The area also collects information about the staffing model for clubs in terms of Full Time/Part Time and Yearly/Seasonal employee counts for the major areas of the club.

Due to the sensitive nature of compensation information, each CB user can be allowed or dis-allowed from entering the C&B area. User permissions are managed on the Club Setup page. At the bottom of the page the "Salaries Visible" setting is defaulted to "Yes" but can be set to "No" for any user.

After you enter the C&B area you will see the gateway page. The gateway page allows you to enter the specific C&B sections. Each section has sub-sections, designed to group questions into common sets. If you are a Club Benchmarking member or have participated in the CMAA Finance & Operations survey much of the Club Profile information will auto-populate with the previously entered data.

	Club Information <ul style="list-style-type: none">>> Club Profile>> Staffing Plan>> Other Information		Salaried Positions <ul style="list-style-type: none">>> Select Salaried Positions>> Executive Positions>> Staff Positions
	Hourly Positions <ul style="list-style-type: none">>> Select Hourly Positions>> Hourly Positions		Health Insurance <ul style="list-style-type: none">>> Insurance Details

Each time you enter data on a page you must click the Submit, Submit & Next, or Submit and Continue buttons at the bottom of each page. The Submit button submits the data and keeps you on the same page. The Submit & Next and Submit & Continue buttons submit the data and moves you to the next sub-section or back to the gateway page.

Defining the Positions in your Club

When you enter the *Select Salaried Positions* or *Select Hourly Positions* sub-sections you will check the positions you have at your club and intend to enter data.

Year: 2010

Select Salaried Positions Executive Positions Staff Positions

Select the positions which exist at your club and for which you wish to enter compensation information. After checking the positions click one of the Submit buttons and then proceed to the Executive Positions and Staff Positions tabs to fill in details on each position.

» Check all salaried executive positions that exist at your club and for which you will enter information

- CEO/General Manager
- COO/General Manager
- General Manager
- Chief Financial Officer
- Executive Chef
- Golf Course Superintendent
- Director of Golf
- Head Golf Professional
- Head Tennis Professional

Submit Cancel Submit & Next >

Entering Data for Each Position

After defining the positions at your club you will enter your data on the *Executive Positions*, *Staff Positions*, and *Hourly Positions* pages. Use the dropdown list to select a position and then enter the data on the page. The dropdown list will match the positions you checked on the Select Positions pages.

Year: 2010

Select Salaried Positions Executive Positions Staff Positions

Complete the questions below for one position and then click the SUBMIT button to save the position data.. Then select the next position from the dropdown box and repeat.

» Choose which item you would like to edit..
Select each position from this list to fill in the answers for that position.

Employee Information - If you have information on this position?

- » How many years has this position been in existence?
- » How many years has this position been in existence?
- » How many years has this position been in existence?
- » What is the highest level of education required for this position?
- » Did employee receive any special training for this position?
- » Who evaluates employee performance for this position?

CEO/General Manager
CEO/General Manager
Chief Financial Officer
Golf Course Superintendent
Director of Golf
Head Golf Professional
Head Tennis Professional

Submit

Salaried Position Metrics:

Employee Information

How many years has employee been in the club management profession?

How many years has employee been employed at your club?

How many years has employee held their current position at your club?

What is the highest level of education employee has completed?

Did employee receive a written performance evaluation?

Who evaluates employee performance?

Is employee under contract?

If yes, enter contract duration in years

Gender

Age

Cash Compensation

Employee Base Salary

Employee Cash Bonus

Benefit Compensation

Retirement Contribution Value

Deferred Compensation Value

Insurance Subsidies Value

Auto Allowance Value (car, insurance, fuel, maintenance, etc.)

Housing Allowance Value

Clothing Allowance Value

Education Allowance Value

Competitive Dining Allowance Value

Other Allowance Value

Lesson Revenue

Other Information

Does Employee have a severance agreement?

If yes, enter number of month's severance

Estimate the Professional Development investment made on behalf of this employee.

Hourly Position Metrics:

What is the lowest hourly wage for this position?

What is the highest hourly wage for this position?

What is the typical or average hourly wage for this position?

Health Insurance Metrics:

Healthcare Plan Expenses

Total Annual Premium Expense for an 'Individual Plan'

Total Annual Premium Expense for a 'Family Plan'

Typical Individual Plan Premium percentage paid by club

Typical Family Plan Premium percentage paid by club for employee coverage

Typical Family Plan Premium percentage paid by club for spouse/family coverage

Club's Total Healthcare Insurance Expense

Employee Out of Pocket Schedule:

Annual Maximum Deductible for an 'Individual' Plan

Annual Maximum Deductible for a 'Family' Plan

Do you Reimburse any of the Employee's Deductible?

Employee Co-Pay for a Doctor Visit

Employee Co-Pay for a Prescription

Employee Co-Pay for an Emergency Room Visit

Employee Co-Pay for a Hospital Visit