



Policy Name: Hiring, Contracting and Employment Policy
Policy Number: NCSA-007-06.17.2020
Policy Approver: NCSA Board of Directors
Approval Date: 06/17/2020

POLICY STATEMENT AND OBJECTIVES

Nose Creek Swim Association (“NCSA” or the “Club”) may contract or hire full, part-time and casual employees or contractors to assist with coaching, program development/delivery, bookkeeping and administration. The Club may enter into an employment arrangement or contract to assist with program support and delivery. The Club follows the guidelines below in the selection, screening and management of Head Coach or Administration vacancies. Unless otherwise directed by the NCSA Executive Board of Directors, the selection and screening of remaining coaches will be administered by the Head Coach on behalf of NCSA and the NCSA Executive Board of Directors.

Definitions:

Member - includes members of the Board of Directors, staff, coaches, officials and members of any NCSA committee that reports to the Board of Directors

NCSA Board of Directors – The President, Vice President, Secretary, Treasurer and other Members as appointed to the Board of NCSA

NCSA Executive Board of Directors - includes the President, Vice President, Secretary and Treasurer

1 FILLING A VACANCY

1.1 Appointing a Hiring Committee

The NCSA Executive Board of Directors will appoint a minimum of three (3) members in good standing to act as the hiring committee (the “Committee”). The Head Coach will be one of the members on the hiring committee for all administrative vacancies. Ideally, the appointed committee members will have prior Recruitment or Human Resource experience. The Club will make best efforts to ensure that members of the Committee represent swimmers at varying levels in the club and that no two (2) members of the Committee reside in the same household. The Committee will be expected to provide regular updates throughout the recruitment process to the NCSA Executive Board of Directors.

The Committee will be subject to the NCSA Conflict of Interest Policy.

1.2 Review Job Description/Develop Posting

Should a position become available within the Club, the NCSA Executive Board of Directors and the Committee will meet to review the existing or new job description, responsibilities, qualifications and timelines in which the position needs to be filled. Where deemed appropriate, the Club may engage the Head or Assistant Coach for input.

The Committee will develop a posting, approved by the NCSA Executive Board of Directors, which clearly provides an overview of the Club, job requirements and qualifications. The posting will stipulate that all resumes are to be submitted to the Club President and/or Committee.

1.3 Advertise the Posting

In consultation with the NCSA Executive Board of Directors, the Committee will be responsible for advertising the posting. Ideally, position(s) will be advertised and promoted publicly on the Club website, through social media channels, Club membership emails, Canadian Swim Coach and Teachers Association ("CSCTA") website and any other media or method as deemed appropriate by the Committee in consultation with the NCSA Executive Board of Directors.

Postings will generally be advertised for a period of two (2) weeks or as otherwise determined by the Committee, in consultation with the NCSA Executive Board of Directors.

1.4 Resume Collection and Short-List

The Club President or Committee Chair will forward all resumes to the Committee for review. The Committee will be expected to carefully review all resumes, ensuring that candidates possess the appropriate experience, skill set and qualifications. The Committee will develop a short list of candidates and provide the NCSA Executive Board of Directors with a list of those candidates and copies of their resumes.

In the event that none of the candidates meet the criteria as set forth in the posting, the Committee will request a meeting with the NCSA Executive Board of Directors to review and determine next steps.

1.5 Pre-Screen

The intent of the pre-screen interview is to hold a brief meeting with the candidate to determine if they possess the skill set and appear to be an appropriate fit for the Club. The Committee will develop a list of questions, pre-approved by the NCSA Executive Board of Directors, and all Committee members will meet in person (where practical), telephonically or via web media with the candidate. All members of the Committee will be expected to actively participate in the process, and will be expected to record written responses to the questions and any other relevant comments. Members of the Committee may ask additional questions as they see fit during the course of the pre-screen interview. All Committee members will be cognizant to ensure that questions or comments do not infringe on the privacy of a candidate and are aligned with SEC 7 Discrimination RE Employment Practices and SEC 8 Applications and Advertisements RE Employment the Alberta Human Rights Act.

The Committee will agree on a list of candidates who progress to the interview stage and will provide written feedback to the NCSA Executive Board of Directors, along with a list of those candidates.

Depending on the position, the number of candidates and timelines, the NCSA Executive Board of Directors

and Committee may elect to omit the pre-screen process.

1.6 Interview

The intent of the interview is to conduct a more in-depth interview with potential candidates to better understand skill set, experience, training/qualifications, the candidate's motivation for seeking employment with the Club and to ensure they are a fit with the Club's values and mission. The Committee will develop a list of questions, pre-approved by the NCSA Executive Board of Directors, and all Committee members will meet in person (where practical) or via web media with the candidate. All members of the Committee will be expected to actively participate in the process, and will be expected to record written responses to the questions and any other relevant comments. Members of the Committee may ask additional questions as they see fit during the course of the interview. All Committee members will be cognizant to ensure that questions or comments do not infringe on the privacy of a candidate and are aligned with SEC 7 Discrimination RE Employment Practices and SEC 8 Applications and Advertisements RE Employment of the Alberta Human Rights Act.

Depending on the position in which the Club is interviewing for, it will be deemed best practice to include the Club President or designate in the final interview.

1.7 Recommendations

The Committee will present their findings to the NCSA Executive Board of Directors, along with a summary of final candidates and recommendations.

The NCSA Executive Board of Directors will make the final decision on whether or not the preferred candidate will be made an Offer of Employment.

1.8 Reference Check

If the preferred candidate is currently employed, the NCSA Executive Board of Directors and Committee may agree to proceed with an Offer of Employment subject to successful Reference Checks and any applicable FOIP restrictions; otherwise, the Committee can proceed prior to the Offer of Employment.

The final candidate will be asked to provide a minimum of two (2) references. In cases where the Club is hiring a Head Coach, three (3) references will be requested, ideally one from a colleague, a board member and a parent of a swimmer.

The Committee will be responsible for completing the Reference Checks to better understand the applicant's strengths and limitations, candidate's current job function, attitude and dependability, ability to take responsibility, relationships with co-workers, advancement potential and other attributes deemed reasonable to the position. The Committee will record in writing any information obtained from a Reference Check, including the name and contact details of the individual providing the reference. In the event a Reference Check is derogatory or highlights weaknesses that may pose a concern for the Club, the Committee will immediately inform the NCSA Executive Board of Directors. The final candidate will be required to submit a current Police Information Check and Vulnerable Sector Verification.

1.9 Offer of Employment

If approved by a majority of the NCSA Executive Board of Directors, the NCSA Executive Board of Directors

will proceed with an Offer of Employment and the President will present to the preferred candidate. The offer will be contingent on the preferred candidate successfully fulfilling the NCSA Recruitment & Screening Policy for Staff, Coaches & Volunteers, which shall be completed prior to work commencing. The individual will be provided with a reasonable period of time to review and accept the Offer of Employment before the offer expires.

Any salary, benefit or contract changes will be subject to the review and pre-approval of the NSCA Executive Board of Directors.

2 REHIRES

In cases where an employee is returning to a position they have successfully filled in prior years, the NCSA Executive Board of Directors at its discretion can rehire the employee without advertising the position or completing the Recruitment process outlined in this Policy. The candidate will still be subject to applicable Club policies including a background/criminal check.

3 PERFORMANCE MANAGEMENT

The President and NCSA Executive Board of Directors will be responsible for the high level management of all staff and contractors. The President and/or NCSA Executive Board of Directors shall be responsible for any performance reviews for any employees, Managers, Bookkeepers and Head Coach(s). The Head Coach will be responsible for conducting Performance Reviews of all remaining coaches, which will be done at least once annually for full and part-time coaches and a written review presented to the NCSA Executive Board of Directors.

4 TERMINATION OF EMPLOYMENT AGREEMENT

Termination of employment and/or contracts can only be conducted by the NCSA Executive Board of Directors.