

# **Clemson Aquatic Team Hiring Procedures**

1. Head Coach Hiring
  - a. When there arises the need to hire a head coach, the CAT Chair or designee will form a search committee from members of the Board of Directors.
  - b. The search committee will draft a job description and place advertisements in appropriate venues as well as attempt to recruit through word of mouth.
  - c. The search committee will review applications and review references. First hand observation is desirable.
  - d. Top candidates will be invited to interview.
  - e. Before an offer is made, the screenings described in section 5 will be conducted.
  - f. The CAT Board Chair, with approval of the CAT Board of Directors, will draft an employment agreement.
  - g. Upon acceptance, the hire will be made.
2. Salaried Assistant Coach Hiring
  - a. The Head Coach or any member of the CAT Board of Directors may suggest the hiring of a salaried assistant coach.
  - b. Upon acceptance of such a request, the CAT Chair or designee will form a search committee from members of the Board of Directors.
  - c. The position will be advertised through word of mouth or advertisement, as deemed appropriate by the search committee.
  - d. Top candidates will be invited to attend practices, interact with practices, and interact with the Board of Directors at a Board meeting.
  - e. Before an offer is made, the screenings described in section 5 will be conducted.
  - f. The CAT Board Chair, with approval of the CAT Board of Directors, will draft an employment agreement.
  - g. Upon acceptance, the hire will be made.
3. Hourly Assistant Coach Hiring
  - a. The Head Coach or any member of the CAT Board of Directors may suggest the hiring of an hourly assistant coach.
  - b. Upon acceptance of such a request, the CAT Chair or designee will form a search committee from members of the Board of Directors.
  - c. The position will be advertised through word of mouth or advertisement, as deemed appropriate by the search committee.
  - d. Top candidates will be invited to attend practices, interact with practices, and interact with the Board of Directors at a Board meeting.
  - e. Before an offer is made, the screenings described in section 5 will be conducted.
  - f. The CAT Board Chair, with approval of the CAT Board of Directors, will draft an employment agreement.
  - g. Upon acceptance, the hire will be made.
4. Temporary Assistant Coach Hiring
  - a. The CAT Board of Directors recognizes that urgent and short term coaching support may be needed. The Head Coach may request the hiring of an hourly assistant coach.
  - b. Upon acceptance of such a request, the Head Coach may utilize a temporary hourly assistant coach with the following provisions:
    - i. The temporary employee must be currently certified as a USA swimming coach.

- ii. The temporary employee may work no more than 40 hours or over a span of more than 4 calendar weeks per calendar before undergoing the processes described in section 2 or 3.

5. Screening

- a. Article 502.6.8 (2017 Rulebook; references may change through time) requires clubs to comply with USA Swimming's Pre-Employment Screening program.
- b. The pre-employment screening program requires clubs to certify to USA Swimming that they have conducted three required screens prior to offering employment to any potential employee.
- c. As such, CAT will conduct the following required screens:
  - i. past employment reference checks
  - ii. verify the highest held level of education
  - iii. acquire a state motor vehicle report
- d. CAT will also complete two optional screens:
  - i. social network search
  - ii. Google media search