



WENTWORTH SKI RACING CLUB

Human Resource Management Policies

1. **Mandate**

- 1.1. As an employer of coaching staff, Wentworth Ski Racing Club is committed to conducting itself in a professional manner and meeting all statutory and legislative requirements. Our core values will apply.
- 1.2. All processes related to our employment of coaches are documented herein.

2. **Responsibilities**

- 2.1. It is the responsibility of the Board of Directors, Program Coordinator and Coaches to ensure adherence to these policies.

3. **Conflict of Interest**

- 3.1. Where a conflict of interest occurs as described by the Conflict of Interest policy, an arm's length relationship must be in place. For example, employees should not be supervised by or certified by immediate family members.

4. **Transparency**

- 4.1. Where possible, processes must provide for the maximum achievable transparency as practicable while respecting privacy.

5. **Accountability**

- 5.1. Coaching staff, the Program Coordinator and Board of Directors (BoD) must be held accountable to the adherence to these policies. If a deviation from policy is required, this deviation requires approval of the Club Executive. Policies and procedures must provide for the ability to hold supervisors and employees accountable.

6. **Annual Review**

- 6.1. An annual policy review will include review of any deviations over the past twelve months and any associated requirement to revise and update policies.

7. **Contract Terms**

- 7.1. Contracts are issued on a seasonal basis only. Employment in one season does not constitute commitment to hire again the next season.



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8. Recruitment

- 8.1. WSRC will post a hiring ad for the month of September, as a minimum on its website and also on other possible related and employment sites such as: Ski Nova Scotia, CSCF, Kijiji, Dalhousie University, St Mary's University, St. FX University and Mount Allison University.
- 8.2. Application deadline will be September 30th of each year.
- 8.3. Applications will be made to the Program Coordinator, coaching@wentworthracing.com
- 8.4. Application submissions will include coach's top three choices of assignment for the upcoming season.

9. Hiring

- 9.1. The Program Coordinator will review and select the coaching staff to be hired for the upcoming season.
- 9.2. Selection will be completed by October 15th. Program Coordinator will present the proposed slate of coaching staff for the upcoming season to the BoD by October 15th for approval. This will include proposed age group assignments and proposed rates.
- 9.3. Hiring Agreements will be issued to coaches by October 30th for the upcoming season.

10. Group Assignment

- 10.1. Group assignments will be based on:
 - 10.1.1. Qualifications
 - 10.1.2. # of athletes for upcoming season
 - 10.1.3. Preference of the coach
 - 10.1.4. Fit within the coaching group
- 10.2. Group assignments are subject to change up until the start of season and in some cases, during the season. Generally, changes in assignment will be avoided as much as possible to allow coaches adequate time to develop lesson plans and to provide continuity to the athletes.
- 10.3. Coach assignments are the responsibility of the Program Coordinator.

11. Lead Coaches

- 11.1. The following lead coach positions exist:
 - 11.1.1. Snowstars (U8 & U10) Lead Coach
 - 11.1.2. U12 Lead Coach
 - 11.1.3. Senior Team Lead Coach
- 11.2. Lead coaches will attend the away race chosen for their age groups or will designate an alternate to attend.



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12. Staffing

12.1. The Program Coordinator is responsible to meet the annual coaching budget. As such, the Program Coordinator makes the staffing decisions. The following criteria shall be applied in the following priority to staffing decisions :

12.1.1. 1 – Safety

12.1.2. 2 – ACA recommended coach-athlete ratios

12.1.3. 3 – Cost

12.1.4. 4 - Certification Level mix for a) athlete development and b) coach development opportunities

12.2. Staffing levels at camps, program days, ad hoc days and away races will also be based on the above priorities, see section 13 and 14 for more detail.

13. Away Races

13.1. Lead coaches will attend the away race chosen for their age groups or will designate an alternate to attend.

13.2. Staff selection at away races is done based on the WSRC athlete registration for the race event. Coaches with the most athletes will be selected to attend the away race venue. This ensures maximum continuity for the athletes at the race and those that remain in Wentworth. As such, coach selection is finalized after athlete registration is complete. Generally, the Program Coordinator will endeavour to provide one week's notice to the coaching team on the staffing selection for away races. If for any reason, a coach is unable to attend an away race, they should inform the Program Coordinator as soon as they are aware of this limitation. (ie – before the season begins, or before coach selections are done.)

14. Camps

14.1. WSRC endeavours to offer as close as possible to the ACA-recommended on snow days. Camps are a part of this: Christmas, New Years and March Break Camps. These camps are outside the regular program.

14.2. At the time of hiring, coaches are to advise if they are available to work for any of the Camp dates.

14.3. All U12+ coaches must be available for the Christmas and New Year's camps.

14.4. Confirmation of requirement for coach to work will be provided two weeks in advance of the first day of the camp based on the number of registrants.



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15. Qualifications

- 15.1. Coaches are responsible to provide copies of current qualifications by December 15th prior to each season. These include:
 - 15.1.1. Current CSIA certification
 - 15.1.2. Current enhanced police information check, which will include a current criminal record check and will be facilitated through the WSRC in collaboration with Backcheck
- 15.2. Coaches are to submit proof of these qualifications to the Program Coordinator who shall maintain records. These records shall be audited by at least two members of the executive annually. Note: On-line evidence on the CSIA website shall suffice.
- 15.3. Any exceptions shall be reported to the Board prior to commencement of the season in Wentworth.

16. Onboarding

- 16.1. To ensure a successful start to the season, WSRC will onboard coaches in the following manner:
 - 16.1.1. Pre-season coach meeting: A coach meeting is held every November in the Halifax or Wentworth Area. At this meeting, hiring information is provided including banking and contact information, tax forms, etc. Also, the plan and expectations for the season will be communicated. Participation at this meeting is mandatory. The date of the meeting will be communicated by November 1st.
 - 16.1.2. Mentor: A coach who is new to coaching at WSRC will be assigned a mentor for their first season. The mentor will assist with orientation of the coach and provide support and answer any questions that may arise over the course of the season.
 - 16.1.3. Resource Assignment: At the onset of the season, coaches will be provided with a season pass, a jacket, and a radio. All coaches will have two hooks available to them in the coach office of the Clubhouse.



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17. Professional Development

- 17.1. WSRC encourages all coaches to advance their qualifications and training.
- 17.2. Ski Nova Scotia offers Professional Development every year by Ski NS, either on land in October and/or on snow in the winter.
- 17.3. WSRC creates professional development opportunities through:
 - 17.3.1. Informal mentoring
 - 17.3.2. Providing course setting opportunities
 - 17.3.3. PD sessions before or after programs on Saturdays. (As organized by Program Coordinator or designate.)
- 17.4. On occasion, budget permitting, WSRC will arrange for additional beneficial training.
- 17.5. Also, should a coach be interested in furthering their professional development through initiatives such as obtaining their speed module towards DL certification by attending Crabbe, they can apply for a grant through Sport NS. For more information, please contact admin@wentworthracing.com
- 17.6. WSRC will reimburse 50% of the course cost for EL and DL training, upon successful completion of the course and the coach returning the following season. Coach must submit a copy of their receipt and certificate in order to receive reimbursement.

18. Personnel Changes

- 18.1. If during the pre-season or season, there is a requirement to make a change in the roster of coaches as presented to the BoD under the Hiring section, a personnel change request form (reference Attachment 1) shall be completed by the Program Coordinator and submitted to the President. At least two members of the Executive will sign the PCF and forward it to the Treasurer for their records. All requirements noted herein apply to any coaches hired mid-season.
- 18.2. Changes include, things such as, but not limited to:
 - 18.2.1. Additional substitute coach
 - 18.2.2. Guest coach
 - 18.2.3. Increase in pay due to completion of a certification level.
 - 18.2.4. Replacement coach
- 18.3. Change in pay due to change in age group assignment.



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19. Absences

- 19.1. Given the season is so short, and to be fair to our athletes, WSRC asks that its employees commit fully to the season and plan to be in attendance all weekends.
- 19.2. If coaches have alternate commitments, a minimum of 3 weeks' notice is requested. Coaches are to provide as much notice as possible for planned absences.
- 19.3. For ski racing events during program days, WSRC asks that not more than two regular program weekends are missed.
- 19.4. This does not apply to substitute coaches who will advise the Program Coordinator at the onset of the season what weekends they are available and provide at least two weeks' notice of any changes in their schedule.

20. Discipline

- 20.1. Discipline will be employed for performance issues such as:
 - 20.1.1. Lateness
 - 20.1.2. Failure to report to work and call-in
 - 20.1.3. Behaviour contrary to the code of conduct
- 20.2. For minor infractions, three warnings, for major infractions, may be grounds for immediate dismissal. First warning will be dealt with by Supervisor, second warning or major infractions will be dealt with by disciplinary committee. See WSRC's disciplinary policy for more information.

21. Coach Employment Policy and Hiring Agreements

- 21.1. These terms of these documents shall be reviewed annually. Any updates are to be approved by the BoD. No changes are to be made without BoD approval.