



NBSC Coach Recruitment & Hiring Policy

Purpose

The North Bay Skating Club (NBSC), a Skate Ontario club sanctioned through Skate Canada, is committed to providing a safe, supportive, and professional environment for all skaters. This policy outlines the recruitment, hiring, and retention procedures for coaches to ensure that NBSC hires qualified, certified, and professional individuals who uphold the values and standards set by Skate Canada and NBSC.

Scope

This policy applies to all coaching positions within the NBSC, full time, part-time, assistant, substitute, and volunteer coaching roles. It ensures all coaches are certified, in good standing with Skate Canada, and compliant with NBSC's and Skate Canada's code of conduct.

Coach Recruitment

Qualification Requirements

All applicants must:

- Hold the appropriate coaching certification required for their role, as mandated by Skate Canada.
- Be in good standing with Skate Canada, with up-to-date registration and certifications.
- Have valid First Aid and CPR certification.
- Have knowledge of and adhere to Skate Canada's Long-Term Athlete Development (LTAD) framework and all Skate Canada programming.

Experience and Skills

- Demonstrated experience working with skaters at various levels.
- Strong communication, leadership, and mentoring skills.
- Ability to work collaboratively with other coaches, skaters, and club staff and volunteers and contribute to an environment of support.
- Knowledge of Skate Canada programming and NBSC-specific programs and policies.



Recruitment Process

- NBSC will review coaching needs prior to each session (fall/winter, spring, summer) and determine coaching needs based on registration volumes and program operation needs.
- Club coaches will submit an expression of interest and be provided contracts each session (fall/winter, spring, summer) before any vacancies are considered.
- Coach vacancies will be publicly advertised on the NBSC website and other appropriate platforms such as Skate Ontario or Skate Canada.
- Interested applicants will be required to submit a resume, proof of certification, and references. Resumes will be accepted and filed for consideration as needs/vacancies are identified.

Hiring Process

Application & Interview

- The NBSC board of directors will review all submitted applications/resumes to ensure they meet the minimum qualifications.
- Candidates who meet the qualifications will be shortlisted for an interview with the NBSC president, designated board member, and possibly a senior coach.
- Interviews will assess technical qualifications, coaching philosophy, communication skills, and alignment with NBSC and Skate Canada values.

Reference and Background Checks

- Successful candidates will undergo reference checks to verify their coaching experience, professionalism, and standing with Skate Canada.

Offer of Employment

The NBSC will extend a formal offer in writing to the selected candidate, detailing the terms of employment, expectations, and any probationary conditions including but not limited to:

- All contracted club coaches are required to provide a minimum hour requirement to assist with facilitation of club programming in order to provide private instruction on designated sessions.

Code of Conduct and Professional Expectations

Skate Canada and NBSC Code of Conduct

- Coaches are required to abide by the Skate Canada Coaches Code of Ethics, Skate Ontario code of Ethics, and the NBSC Code of Conduct and programming policies.



- Coaches must promote a positive and respectful environment, focusing on the well-being and development of all skaters.
- Coaches must maintain professional relationships with skaters, parents, other coaches, and club volunteers.
- Coaches must support all decisions made by the board including verbal, and electronic emails, and text messages.
- Coaches must not misrepresent the NBSC in any communication - phone calls, email, or text messages.

Ongoing Requirements

- Coaches must stay in good standing with Skate Canada, ensuring all certifications, insurance, and registrations are current.
- Coaches are expected to participate in professional development and maintain their credentials as required by Skate Canada.
- Any breach of the Skate Canada or NBSC Code of Conduct will result in disciplinary action, which may include suspension or termination at the discretion of the board.

NBSC is committed to creating an inclusive environment that values diversity. We encourage applications from all qualified individuals, regardless of race, gender, age, disability, or other protected characteristics, in line with Skate Canada's values of inclusivity.

Review and Amendments

This policy will be reviewed annually by the NBSC board of directors. Any amendments or updates to the policy will be communicated to all coaches and prospective candidates.

Last Updated / Effective Date: September 2024