



BIATHLON ONTARIO

Biathlon Ontario Coach Hiring Policy

Ref: Ontario Human Rights Code

Purpose

1. The purpose of this Policy is to ensure that the hiring and/or selection of coaches for Biathlon Ontario (BiON) supported events is undertaken in an objective, fair, non-discriminatory and transparent fashion through a process that is clear, consistent and easily understood by BiON Directors, athletes, coaches, members and candidates.

Objectives

2. The main objectives, in order of priority, are:
 - a. Select coaching staff with skills, expertise, experience and approaches that best fit the needs of BiON and its athletes;
 - b. Select coaching staff that best fit the coach development plans of BiON as expressed through the Coach and Athlete Development Committee (CADC) and implemented by the VP Technical; and

Identifying of Coaching Positions for BiON Sanctioned Events

3. The VP Technical, in coordination with the CADC, shall develop, as soon as practical and by no later than June 30 of each training year, a draft list of the upcoming season's BiON approved events that require coaching staff. The coaching positions identified for each of the events along with the job descriptions will be published no later than July 31 of each training year.
4. The Board of Directors shall advise the VP Technical of any additional funding or grants that support the hiring of coaching staff that support BiON sanctioned events.

BiON Hiring Committee

5. The function of the committee is to independently and objectively review coaching applications based on pre-established criteria. The committee will then provide a list of suitable candidates and recommendations to the BiON Board of Directors to make the final selection.
6. The BiON Hiring Committee shall consist of a **minimum of three members**, including a **Chairperson and the BiON Head Coach**. The Chairperson and the members will be **approved by a majority vote** of the BiON Board of Directors. Best effort will be exercised by the Board of Directors to select members that are not current BiON Board of Director Members.
7. Under normal circumstances, the VP Technical will be responsible for monitoring and oversight of the hiring process and compliance with this policy. Whereas the VP Technical is also a prospective applicant whom the Hiring Committee will be reviewing,



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BiON reserves the right to appoint an alternate Board member to oversee and monitor this Committee in an effort to avoid any conflict of interest.

Coaching Staff Work Descriptions

8. Work descriptions shall include the following:
 - a. Name and general description of the event being staffed,
 - b. Dates and location of the event, where known,
 - c. A clear description of the tasks and duties to be performed,
 - d. Mandatory certifications, licenses or qualifications such as, but not limited to, coaching certification level, possession of a G1 Driver's License, Valid PAL, First Aid & CPR certification, Vulnerable Sector Check
 - e. Confirmed annual review of both the concussion awareness resources available from the Ontario Ministry of Tourism, Culture and Sport website and of the BiON Code of Conduct and Ethics.
 - f. Essential skills, technical expertise and experience required for the position
 - g. Any other skills, expertise and experience that would be considered an asset
 - h. To whom the selected coach will report
 - i. Any terms and conditions regarding availability before or after event
 - j. The rate of remuneration or an appropriate range, allowing for variations in qualifications according to the financial policy

Advertisement of Vacant Coach positions

9. BiON will post all job posters, job descriptions and hiring criteria on the BiON website and distribute the advertisement to the BiON membership e-mail list, Board of Directors, and CADC. If necessary, the Board of Directors, upon the recommendation of the Hiring Committee, may advertise the opportunity outside of the BiON membership.

Hiring Process

10. The Hiring Committee shall:
 - a. **Develop a hiring framework** that outlines the criteria that will be applied for the selection prior to the posting of the position. This framework will:
 - I. Outline the process of the competition and ensure the process is in compliance with the Ontario Human Rights Code.
 - II. Outline how the candidates will be evaluated/assessed by the committee based on essential and asset requirements and interviews, if conducted.
 - b. **Ensure that the process is applied fairly**, transparently, consistently and objectively
 - c. **Conduct candidate interviews**, should the Hiring Committee determine after the initial screening that further evaluation would be beneficial.
 - d. **Provide to the Board of Directors a list of all candidate(s)** who have met the criteria with recommendations on suitable candidates.
 - e. **Provide documentation of the process**, including all notes, along with the committee's recommendation to BiON Board of Directors.



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11. The BiON Board of Directors shall:
 - a. **Review and approve proposed hiring frameworks** document prior to the hiring process.
 - b. **Review the Hiring Committee's records and documentation** of the completed process
 - c. **Raise and discuss any concerns** regarding the conduct of the process or compliance with the BiON Hiring Policy and Framework.
 - d. **Direct the Hiring Committee** to address such concerns and resubmit their recommendation as appropriate.
 - e. **Review list of candidates and recommendations** of the Hiring Committee,
 - f. **Take a majority vote on a candidate(s)**, taking into consideration the Hiring Committee's recommendations.
 - g. **NOTE:** Should a BiON Director apply on a coaching position, they will recuse themselves from any involvement in the hiring process and let the BiON Board of Directors know of their intentions as soon as possible.

12. The VP Technical or a BiON Designate shall:
 - a. **Notify the successful candidate** and confirm their availability for the position
 - b. **Notify the unsuccessful candidates** by e-mail that they were not selected, offering each the opportunity to receive feedback on their application through an informal discussion by telephone, in person or via e-mail.
 - c. **Maintain overall monitoring and implementation** of this policy and related processes.

Contract Requirements

13. A formal contract is only required for BiON Head Coach position.
 - a. Where a formal contract is required, the VP Technical shall:
 - i. In advance of the selection of the candidate, draft the Contract and submit to the Board of Directors for approval.
 - ii. Review the Contract with the selected candidate and submit any changes deemed necessary to the Board of Directors for approval.
 - iii. Sign the Contract on behalf of BiON.

Timelines

14. The VP Technical or BiON Designate, in consultation with BiON Hiring Committee, shall develop and communicate when and where reasonable, timelines for the hiring processes, including:
 - a. Posting of advertisement for vacant coaching position(s);
 - b. Closing dates for applications;
 - c. Screening and interviewing of applicants, and review of results;
 - d. Convening of the Board of Directors for making selection decisions;
 - e. Notification of selected candidate(s)
 - f. Candidate acceptance;



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- g. In the case of Head Coach, negotiation and signing of contract;
- h. Notification of unsuccessful applicants and provision of informal feedback.

Policy Review and Amendments

This policy is to be reviewed and approved annually by the BiON Board of Directors.

This policy has been reviewed and approved by Biathlon Ontario Board of Directors on:

Reviewed and Approved: 27 May 2020

Original: Aug 2018

David Cheung
Vice President of Administration
Biathlon Ontario