



BC RUGBY RECRUITMENT POLICY

BOARD APPROVED: MARCH 27, 2019



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1. Policy Objective

1.1 The objective of this policy is to provide a framework for the recruitment and selection of individuals to support the Purpose of BC Rugby, the achievement of our strategic goals and the protection of players' safety and wellbeing.

2. Definitions

Applicant: An individual that formally applies to BC Rugby for a posted vacancy.

Appointed Candidate: The individual appointed to fulfil a vacancy in accordance with this policy.

Candidate: Individual shortlisted for an advertised vacancy in accordance with this policy.

Contract Position: A remunerated position that is appointed as a representative of another company or as a self-employed individual.

Employee Position: A part-time or full-time position that is remunerated.

Internship: A part-time or full-time position that is for a limited amount of time.

Minimum Standard: A requirement of a position that any applicant must hold for consideration.

Team Staff: Inclusive of the Head Coach, Assistant Coach, Therapist and Team Manager, and/or any other role, directly appointed to a BC Rugby Team or Squad.

Vacancy: A position that is currently without an individual appointed to fulfil that position.

Volunteer Position: A position that does not receive compensation for services provided.



3. Policy Statement

3.1 It is the policy of BC Rugby to conduct all recruitments and selections with the following core principles:

- (a) equal Opportunity: job postings make no mention of gender, age, nationality or any other criteria of a discriminatory nature and we will recognise academic training, university education, as well as rugby-specific qualifications earned in other countries.
- (b) open Competition: all individuals are invited to apply for positions for which they meet minimum standards and BC Rugby is committed to widely publicising all opportunities.
- (c) merit-based Selection: recruitment is primarily based on skills, knowledge and abilities as they relate to the key responsibilities of the position.
- (d) gender Equality: we guarantee salary parity between genders when hiring for the same position and equivalent levels of experience and training.
- (e) protection & Welfare of All Players: BC Rugby recognises the critical role of robust screening to ensure that anyone interacting with players, particularly under-age players, is a responsible and honest individual who places the best interests of the player ahead of their own interests or motivations and will uphold and promote the values of the BC Rugby Code of Conduct.

4. Applicability

4.1 This Policy applies to the recruitment of all Staff and Team Staff Positions with BC Rugby. The policy also applies to the recruitment of positions recruited for the delivery of all BC Rugby programs, events and Representative Teams. For clarity, this does not apply to the recruitment of volunteers to the BC Rugby Board or Committees.

5. Accountability

5.1 The Chief Executive Officer is responsible for ensuring all recruiters adhere to this Policy.



6. Policy Implementation

6.1 Preparation: BC Rugby will create and/or review the job description, identify the BC Rugby representatives to conduct the recruitment process and determine the timeline which will include closing date, tentative interview dates and ideal start date or window.

6.2 Specification: A detailed job description with person specifications must be produced and advertised for any vacancy that is to be filled. Any minimum certifications required must be specified. See appendices for position-specific minimum certifications.

6.3 Promotion: As a minimum, all positions will be published on bcrugby.com for five business days. For all full-time staff positions, promotion will include the vacancy being advertised through at least two external, industry or position relevant job boards (or equivalent) and a direct communication being sent to Member Club representatives.

6.4 Receiving Applications: All applications received are stored in accordance with Federal and British Columbia's privacy laws. Only those BC Rugby representatives appointed to conduct the recruitment and selection of an appointed candidate will be privy to the applicants' submissions.

6.5 Selection Panel: For all BC Rugby positions, shortlisting and interviews will be conducted by at least two BC Rugby representatives, one of whom should be the direct line manager of the vacant position. In the case of recruitment for the Chief Executive Officer (or equivalent), shortlisting and interviews will be conducted by at least three individuals, including two members of the BC Rugby Executive Committee.

6.6 Shortlisting: Shortlisting will select candidates for interview based on applicants' demonstrated merit against (in order) the person specifications and job description/responsibilities.

6.7 Interviews & Selection: The Selection Panel will pre-determine topics of questioning relevant to the job specification and all candidates will be presented with those same lines of questioning. Additionally, the Selection Panel may pre-arrange for candidates to complete relevant tasks at interview, such as a presentation on a set topic or completion of a task within set conditions. Interviews may be conducted in person or via telecommunications.



6.8 Letter of Offer: For all staff, contract and intern positions, a letter of offer is presented to the top candidate identified which includes a formal request to provide information to BC Rugby for screening purposes. The letter will also include terms of employment for the top candidate to consider.

6.9 Screening: Prior to any appointment, the following must be completed with no issues being raised or uncovered against the candidate:

- (a) **References:** a minimum of two reference checks will be conducted. A record of references must be retained as part of the individual's file with BC Rugby, which may include minutes of verbal conversations.
- (b) **Minimum Certifications:** for positions that set industry-specific minimum certifications, the candidate may be required to provide evidence of meeting those minimum certifications. See appendices for position-specific minimum certifications.
- (c) **Police Record Check:** for all paid positions, BC Rugby will utilise a third-party service provider to complete background checks for all appointed candidates. For all volunteer positions, BC Rugby will direct the appointed candidate to utilise the free service provided by BC Government. Any individual that fails a Criminal Record check is immediately disqualified from consideration for any position.
- (d) **Vulnerable Sector Verification:** for all positions that involve travel, overnight accommodation, or power imbalances with players of any age, the appointed candidate will be directed to complete a Vulnerable Sector Verification.
- (e) **Legal Status in Canada:** no appointment will be made unless the candidate is able to provide documentation proving their legal right to work in Canada for at least 12 months. This may be less if the position has a set end date and the expiration of the candidate's legal right to work in Canada is after the end date of the position.

6.10 Appointment: Upon receiving evidence of all Screening requirements being met by the top candidate, BC Rugby will present the top candidate with a formal contract for signing which must be counter-signed and returned to BC Rugby. Once notice has been provided to all unsuccessful candidates, a public notice will be made in consultation with the top candidate.



6.11 Induction: For all staff, contract and intern positions, an induction process will be conducted by the direct line manager and/or Chief Executive Officer.

6.12 Probation: For all staff and contract positions, a minimum of three months' probation will be included in the appointed candidate's contract.

7. Exemptions

7.1 In the recruitment of Team Staff for a gender-specific team, at least one member of the Team Staff must be of the same gender of that team. This does not apply to one specific role within the Team Staff, but to the collective.

7.2 Reclassification of existing staff positions do not need to follow all steps of the Policy Implementation, but the individual must still meet all screening requirements.

8. Supporting Policies

8.1 This policy is supported by the following BC Rugby Internal policies:

- (a) BC Rugby Code of Conduct
- (b) BC Rugby Gender, Equity & Diversity Policy
- (c) BC Rugby Conflict of Interest Policy

8.2 Additionally, this Policy recognises and adheres to standards as set by:

- (a) BC Human Rights Code
- (b) The Criminal Records Review Act (BC)
- (c) Personal Information Privacy Act (BC)
- (d) Responsible Coaching Movement, Coaches of Canada

9. Breaches and Complaints

9.1 Any individual who feels that this policy was not adhered to may lodge a complaint with the CEO.



9.2 For any instance where the CEO has been part of the Selection Panel, the individual is free to make their complaint direct to the President of BC Rugby, who will bring the complaint to the attention of the Executive Committee.

10. Contact Us

10.1 All feedback, comments, or requests Privacy Policy should be directed to: ceo@bcrugby.com.