



RECRUITMENT AND SELECTION POLICY

PURPOSE

This policy sets out the recruitment process, minimum criteria for selection for all positions and mandatory procedures during and following selection, including background checks. The procedures in place under this policy is intended to create a fair, open and transparent selection process for all candidates while ensuring all privacy requirements are met.

POLICY STATEMENT

Basketball BC recognises that the selection of employees, coaches, consultants and volunteers is a critical process for the success of the organization and its programs, including creating a positive environment of learning, overall development of athletes and safeguarding of those athletes. Many of the roles within the operations of Basketball BC are positions of trust and authority for young athletes and therefore Basketball BC is dedicated to making decisions and selections in the best interest of the athletes.

As such Basketball BC will:

- Post all open positions to the Basketball BC website and include the role description, minimum experience and skill requirements for the position, an application period of not less than one week, and reference to this policy.
- Ensure all positions require the commitment to Basketball BC's mission, purpose and values, as well as the Fair Play policy.
- Require all applicants to complete an application form (Appendix A).
- Employ a selection committee of not less than 4 individuals, one of which must be a member of the board of directors, for all head coaching positions.
- Ensure all interviews are conducted with not less than two people, both must be from the selection committee if applicable.
- Conduct a minimum of two verbal reference checks prior to selection of any candidate.
- Require all employees, consultants and volunteers to have completed and submitted a Criminal Record Check - Vulnerable Sector report that was issued not more than 6 months before the selection date.
- Not employ or retain any employee, consultant or volunteer that submits a Criminal Record Check - Vulnerable Sector report that is deemed, at the sole discretion of Basketball BC, to not be appropriate for the nature of the open position.
- Require the review and acknowledgement of all relevant policies, including the applicable Code of Conduct and Athlete Safeguarding Acknowledgement form prior to employment or orientation.
- Provide all successful candidates with position-appropriate orientation, including a review of policies and procedures.
- Remove any individual from their position that has provided falsified or misleading information, and apply any further discipline up to and including termination for cause.

APPLICATION

The policy and procedures are applicable to any candidate for an open position with Basketball BC. Failure to comply with this policy will result in the individual's ineligibility for the position sought. This policy does not relate to any services retained by Basketball BC or the individuals employed by those service providers.



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Basketball BC
#210 – 7888 200th Street
Langley, BC V2Y 3J4

2

DEFINITIONS

Criminal Record Check – Vulnerable Sector is defined by the Criminal Records Review Act and must be conducted if you work with children or vulnerable adults, have unsupervised access to children or vulnerable adults during your employment, occupation or education, and are licensed by or receiving funding from the provincial government.

ROLES AND RESPONSIBILITIES

Board of Directors is responsible for:

- Establishing consistent recruitment and screening processes, including criminal record check procedures
- Requiring orientation and training sessions that include review of policies and procedures, code of conduct, duty and standards of care, and performance expectations
- Ensuring systems are in place for regular review and evaluation of effectiveness of recruitment and selection processes

Management and Employees have the responsibility to:

- Ensure that this policy and procedures are applied in all recruitment and selections of employees, consultants and volunteers
- Ensure all positions have accurate and up to date qualifications, include those required by other sport groups, including but not limited to Canada Basketball.
- Ensure recruitment, screening and orientation are implemented, including receiving a criminal record check clearance before the employee or volunteer commences duties and subsequent rechecks, relevant certificates and licensing are current and remain current.

Coaches, consultants and volunteers are expected to abide by this policy that includes:

- Annually acknowledge and affirm the applicable Code of Conduct and Athlete Safeguarding
- Producing criminal record checks and recheck clearances and immediately informing management, when their criminal record check clearance may be in jeopardy
- Ensuring that their relevant licenses and certificates are kept current.

RECORDS

All records will be maintained in a confidential manner in accordance with the Privacy Policy.

MONITORING

The policy will be reviewed at least annual, or in the following circumstances:

- changes in legislation and/or government guidance;
- as required by the sport funding body as designated by the provincial government (viaSport); or
- as a result of any other significant change or event.



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APPENDIX A – APPLICATION FOR EMPLOYMENT

Please print or type. The application must be fully completed to be considered, even with a resume attached.

PERSONAL INFORMATION

Name	
Address	
Phone	
Email	
If selected you agree to provide a Criminal Background Check – Vulnerable Sector report that meets the selection committee and BBC's standard as a condition of your employment: Y / N	

POSITION

Position you are applying for:	
Available start date:	
Any conflict dates that you would restrict your availability for this role (e.g. preplanned travel or other employment)	

EXPERIENCE AND EMPLOYMENT HISTORY (includes volunteer activities)

Employer	Title	Dates Employed
Address:		
Highlighted duties and accomplishments:		

EDUCATION AND CERTIFICATIONS

School or Institution	Program or Major	Degree or Certificate	Completion Date

REFERENCES (References will only be contacted for those selected as final candidates)

Name	Phone	Organization	Title

SIGNATURE DISCLAIMER

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my termination for cause, without notice.

Name (print)

Signature

Date: _____