



Human Resource Policies

November 18th, 2021

Recruitment Policy

Introduction

The success of Halifax City Soccer Club relies on its ability to attract the best staff and volunteers available. Recruitment methods must be fair, efficient, effective and transparent.

Policy

Halifax City Soccer Club is committed to providing high-quality programs and services to our community. To support this objective we recognize the importance of employing the most suitable applicant for all vacant positions.

Halifax City Soccer Club will ensure it provides the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated and volunteer positions.

Halifax City Soccer Club will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.

Halifax City Soccer Club will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.

Halifax City Soccer Club is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect Halifax City Soccer Club's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities.

Purpose

The Staff Recruitment Policy has been established to ensure Halifax City Soccer Club has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to the employment of all staff and volunteers.

Responsibilities

It shall be the responsibility of the President (or a delegated authority) to implement this policy and to monitor its performance.

It is the responsibility of the President to ensure that:

- They are familiar with the recruitment policies and procedures, and they follow them accordingly;
- Staffing levels for their department are determined and authorized;
- All roles have current position descriptions that specify role requirements and selection criteria.

It is the responsibility of the **Human Resources Committee** to ensure that:

- The Club Manager and/or Director of Soccer Development are aware of their responsibilities in the recruitment and selection process;
- The Club Manager and/or Director of Soccer Development is given continuous support and guidance in regard to recruitment and selection issues.

Procedures

Pre-Recruitment Activities for Permanent Staff Positions

When it becomes necessary to recruit for a position, the President, Club Manager and/or Director of Soccer Development should carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualifications.

If no position description exists for the available position, or if it requires revising, this is the responsibility of the Club Manager and/or Director of Soccer Development. Once the new position description or amendments have been drafted, they should be forwarded to the Human Resources committee and, if appropriate, approved by the President and/or Board. Selection criteria will be drawn up based on the basis of a position statement.

Where the position description is for a new role, the Human Resources Chair and/or Club Manager and/or Director of Soccer Development will review and evaluate the position and draw up a position statement that will then, if appropriate, be approved by the President and/or Board.

Prior to commencing the recruitment process, the Club Manager and/or Director of Soccer Development is required to gain approval from the President / Board or delegated authority and forward this to the Human Resources Chair.

Direct Internal Appointments/Promotions

In situations where the Club Manager and/or Director of Soccer Development wishes to promote an employee who meets the specific selection criteria for the vacant position into the internal vacancy, the appointment must be authorized and approved by the Human Resources Committee.

Advertising

All available positions should be advertised through relevant networks, on relevant websites, and through local employment services.

Volunteer positions will be advertised as widely as deemed reasonable.

All advertisements must be approved by the President.

If required, the Club Manager or Human Resources Committee will prepare an appropriate recruitment advertisement for the position and submit it for review and approval to the president and/or board. The Club Manager will administer the placement of the advertisement and monitor applications received.

Due to the approval and funding process of Summer Student positions the advertising of such roles will be done annually no later than the end of February with all positions subject to being approved for funding.

Screening Applicants

Resumes must be screened against the position description so that assessments can be made of their suitability for the specific role. Applicants who are assessed as suitable will then be selected for an interview.

The Club Manager and/or Director of Soccer Development should consult with the Human Resources Committee if they require any assistance with the selection process.

Summer Student positions will be screened by The Club Manager and/or Director of Soccer Development and ranked accordingly based on the quality of applications and presented to the HR Committee pending approval of funding.

Where appropriate, but particularly in positions of financial responsibility or in dealing with vulnerable clients/children, police checks may be arranged. Police checks shall be arranged only with the consent of the applicant concerned; however, if consent is refused this shall be taken into consideration in the selection process.

Previous employers and referees shall be contacted, and transcripts, qualifications, publications and other certification or documentation shall be validated.

Any checks which may form part of the selection process should be conducted prior to issuing an offer of employment.

Conducting Interviews

The short-listing and interview process will be conducted by a selection panel which will be appointed by and will include the President or their nominee, the Club Manager and/or Director of Soccer Development and one member of the Human Resource Committee.

Summer Student positions will only be interviewed if the individual(s) are unknown to the club and will conduct by the Club Manager and Director of Soccer Development.

If any member of staff finds that they are assessing any applicants where there is a perceived or actual conflict (eg. Where the applicant is a family member, friend or past colleague) they shall declare the perceived or actual conflict to the panel.

Reference Checking

The Club Manager is to ensure that, where possible, a minimum of two reference checks are conducted prior to an offer of employment being extended to a candidate.

Details of the reference checks should be attached to the candidate's application for future reference.

New Starter Paperwork

Once a candidate has been selected, the President is to make a verbal offer to the candidate.

To authorize the commencement or transfer of an internal employee, the Club Manager must notify the Human Resources Committee and provide confirmation of the President's approval.

The President will prepare a written letter of offer for the successful candidate. The letter of offer and or contract of employment will confirm the start date, salary (if any), position and the terms and conditions of employment pertaining to the employee.

Once the Club Manager and/or Director of Soccer Development has received the candidate's signed letter of offer, the Executive Director is to notify all unsuccessful candidates.

The Club Manager is responsible to ensure that the necessary documentation, equipment and access privileges are prepared for the new employee.

The Club Manager and/or Director of Soccer Development will forward an orientation package to the new employee for their completion.

Performance Review Policy

Introduction

Halifax City Soccer Club's Annual Performance Review process has been designed to provide a vital link between the organisation's Strategic Plan, its vision and guiding principles, and individual staff members. It is also designed to ensure that goals and objectives flow from the top of the organisation to the personal objectives of each individual. It is integral to fostering an engaged and productive workforce, recognising and rewarding good performance, and managing underperformance.

This Policy applies to permanent and part-time paid employees only.

Policy

During the first month of an employee's commencement in a role, the direct supervisor will work with the employee to develop a Performance Plan which will be updated during the Financial Year Period. The Performance Plan will outline the employee's goals and objectives for a 12-month period in line with the organisation's Strategic Plan.

Where the roles are seasonal positions i.e. summer jobs a performance plan will be completed and finalized prior to the end of their term.

Similarly, a Development Plan will outline the individual's development priorities for the following 12-month period, as well as reviewing any for the previous 12 months. Consideration should also be given to the individual's long-term career objectives.

Staff responsible for supervision will conduct two Performance Reviews annually with each employee within the first six weeks of the new financial year. Progress reviews may be conducted on an informal basis more frequently throughout the financial year.

Periodic assessment and discussion of performance will be carried out throughout the course of the review period between the President, Club Manager and/or Director of Soccer Development.

Purpose

The purpose of this policy is to ensure that a consistent approach is followed for conducting Annual Performance Reviews, and that job-related skill and knowledge, and employee competencies and behaviours, are evaluated and compared against set standards and business objectives.

Responsibilities

It is the responsibility of the direct supervisor to ensure that

Employees

- familiarise themselves with the performance objectives and procedures;
- carry out their responsibilities according to this policy.
- set reasonable performance goals, standards and deadlines with employees;
- consider reviewing an employee's role and changing it if workflow is becoming unmanageable;
- inform employees about unsatisfactory work performance in an honest, fair and constructive way that allows for objective mutual discourse;
- Be objective and confidential when discussing sensitive issues
- ensure employees' position descriptions are up-to-date and reflect their current roles;
- provide employees with reasonable resources, information and training they need to carry out their work safely and effectively.

It is the responsibility of the **Human Resources Committee** to:

- continually review and refine the performance management system to ensure it will support the achievement of the organisation's objectives, and which will fairly and consistently evaluate each individual's performance against these objectives;
- ensure that the direct supervisor is aware of their responsibilities in the performance management process;
- provide ongoing support and guidance to the President with performance management issues.

Procedures

Performance Management and Performance Plan

The Performance Plan is designed to provide the opportunity to establish targets which provide a challenge to employees and which can be reviewed and modified in response to employee achievements.

The direct supervisor concerned should develop a Performance Plan in conjunction with the employee within the first month of an employee commencing or during the Performance Review process. The Performance Plan is to be updated during each Performance Review or as required throughout the course of the financial or performance year.

Employees should initially draft their own Performance Plan and then arrange a discussion with their supervisor so that the Plan can be agreed and finalised within 6 months of starting employment.

The Performance Plan should outline goals and objectives for the following 12-month period for full-time staff and adjusted for seasonal positions. It is the direct supervisor's responsibility to ensure that these are in line with

the strategic plan. Each objective should have targets and measures documented, to allow accurate assessment.

The Performance Plan will also include an agreement of what competencies are to be demonstrated in the role.

Development Plan

During the Performance Review process, or the first month of commencing employment, each employee should have a Development Plan established. The Development Plan discussion should review the individual's development over the previous 12 months, and outline the individual's broad career directions and development priorities for the following 12 months. These timelines are adjusted to reflect seasonal positions

The direct supervisor should consider what skills, knowledge and competencies are required to achieve the objectives outlined in the Performance Plan, and to close the gap on current and planned competencies.

Performance Review

Twice a year with the first review coming in the first six weeks of the new financial or performance year, the direct supervisor must complete Performance Review interviews with their employees.

The direct supervisor must review the employee's performance against his or her agreed performance objectives, targets and measures, as well as performance against the agreed competency levels.

The individual's agreed performance objectives and competencies should be reviewed against the set performance ratings.

Link to Salary Review Process

The Performance Review process can be linked to the salary review process.

Deserving employees should be recognized on the basis of their contribution to the organisation through either an annualised salary adjustment (increase in base pay) or a one-off reward – e.g. bonuses, plaques, lunches, certificates, etc.



Sick Leave Policy

Introduction

Halifax City Soccer Club's Sick Leave Policy is to provide clarity on how to request official leave of absence due to medical issues.

Policy

Sick leave is to be used by employees who are ill. Sick leave accumulates at 1.25 days per month.

Purpose

This policy will ensure employees are aware of their sick leave entitlement and the process for health or medical reasons.

Procedure

- Prior to accessing sick time leave from work: Employees must notify the direct supervisor of inability to work.
- Return to work from sick leave: Employees must notify the direct supervisor when reporting to work following a sick leave. Employee must provide a medical practitioner signed proof of illness notification for absences longer than 3 working days.
- Family health days: Each employee will be allowed a maximum of 3 days from their sick leave credits for tending to family illness concerns. Family is defined as, employees parent, step-parent, child, step-child, brother or sister.
- Medical appointments: Paid time off appointments is allowed.
- Upon return to work the employee must complete a signed employee absence record and submit it to their immediate supervisor.



Vacation Policy

Introduction

Halifax City Soccer Club understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits.

Policy

The Employment Standards Act does not permit an employee to forego an annual vacation and only receive the vacation pay. Employers are required to ensure that employees:

- Take time off for their annual vacation; and
- Receive their vacation pay if vacation is unused

Purpose

The purpose of this policy is to explain the standards, guidelines, and procedures for paid vacation time for all staff members.

Responsibilities

The direct supervisor is responsible for receiving vacation requests, reviewing, scheduling, approving, providing documented confirmation of approval or denial and monitoring vacation time requested and any changes or revisions to approved vacation plans.

The direct supervisor is responsible for monitoring vacation schedules and shall ensure vacation pay is paid correctly and in a timely manner, consistent with the provisions of this Policy.

Procedure

All employees are expected to use their allotted vacation time in full every year. The following policy statements are intended to clarify paid vacation procedures.

Vacations must be taken sometime in the 12 months after the employee becomes entitled to the vacation. Vacations will normally be authorized in one week periods unless the employee requests to take his/her vacation in shorter or longer periods. This is permissible as long as the periods are at least one day long.

Vacation Request

- Employees are required to submit by written notification of their intent to take vacation time. Notification must include departure date, return-to-work date, and the number of vacation days or weeks required.

- Any conflict in vacation requests between employees will be decided based on employee seniority, Halifax City Soccer Club's needs, and the good judgment of the direct supervisor.
- If a statutory holiday occurs during an employee's vacation period, the employee is entitled to take off either the first scheduled working day after their vacation, or in agreement with the employer, another day before the next annual vacation (that would otherwise have been a work day for the employee).

Vacation Scheduling

- Vacation scheduling is the responsibility of the direct supervisor who will ensure that all employees are given their full vacation entitlement while taking into account the efficiency of the organization. Employees should not make any vacation commitments until vacation scheduling has been approved.
- If a mutually acceptable time for the employee's vacation cannot be found or an employee chooses not to schedule his/her vacation, Halifax City Soccer Club will exercise its right to decide on the time. However, in this particular situation the employee will be provided at least two weeks' notice in writing of the start date of their vacation. The employee must take their vacation at that time.
- Halifax City Soccer Club employees shall limit their use of vacation time to a maximum of 2 weeks within each 3-month period. This limit has been established to ensure that Halifax City Soccer Club may continue to operate using optimal staffing levels.

Submission Deadlines for Permanent Staff

- Requesting 1-2 weeks' vacation – Submit a minimum of twelve (12) weeks in advance.
- Requesting less than one (1) week vacation – Submit two (2) weeks in advance notice for each day requested. Example; 1 day = 2 weeks' notice, 3 days = 3 weeks' notice.
- All vacation requests for the summer months (May-September) must be submitted no later than March 1st.
- Halifax City Soccer Club reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is utilized prior to year-end.
- Halifax City Soccer Club reserves the right to institute an organization-wide vacation shutdown period. All vacation



days/payments must be applied to this period unless the employee does not have any vacation days/payments left.

Employee & Volunteer Social Media Policy

Introduction

Halifax City Soccer Club's Social Media Policy has been developed to inform our community about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

Policy

When using social media as a member of Halifax City Soccer Club you must adhere to the following guidelines when using social media related to Halifax City Soccer Club or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

Purpose

This policy assists to establish a culture of openness, trust and integrity in all online activities related to Halifax City Soccer Club.

This policy contains Halifax City Soccer Club guidelines for the Halifax City Soccer Club community to engage in social media use. It also includes details of breaches of the policy.

In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

Definition

Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet.

This social media policy applies to platforms including, but not limited to:

- Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc)
- Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc)
- Blogs and microblogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
- Review sites (e.g. Yelp, Google, etc)
- Live broadcasting apps (e.g. Periscope, Facebook, etc)
- Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc)
- Online encyclopaedias (e.g. Wikipedia, etc)
- Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)
- Online multiplayer gaming platforms (e.g. FIFA, Xbox Live, etc)
- Online voting or polls

- Public and private online forums and discussion boards
- Any other online technologies that allow individual users to upload and share content.

Procedure

This policy is applicable when using social media as:

1. an officially designated individual representing Halifax City Soccer Club on social media; and
2. if you are posting content on social media in relation to Halifax City Soccer Club that might affect Halifax City Soccer Club business, products, services, events, sponsors, members or reputation.

NOTE: This policy does not apply to the personal use of social media where it is not related to or there is no reference to Halifax City Soccer Club or its business, competitions, teams, participants, products, services, events, sponsors, members or reputation. However, any misuse by you of social media in a manner that does not directly refer to Halifax City Soccer Club may still be regulated by other policies, rules or regulations of Halifax City Soccer Club.

Use common sense

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for Halifax City Soccer Club.

Protecting your privacy

Be smart about protecting yourself and your privacy.

When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

Honesty

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or

posting anything. Halifax City Soccer Club recommends erring on the side of caution – if in doubt, do not post or upload.

Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have.

If you have a vested interest in something you are discussing, point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation.

The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

Use of disclaimers

Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with (e.g. member of Halifax City Soccer Club) and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble -- it may not have legal effect.

Reasonable use

If you are an employee of Halifax City Soccer Club, you must ensure that your personal use of social media does not interfere with your work commitments or productivity.

Respect confidentiality and sensitivity

When using social media, you must maintain the privacy of Halifax City Soccer Club confidential information. This includes information that is not publicly accessible, widely known, or not expected to be shared outside of Halifax City Soccer Club.

Remember, if you are online, you are on the record—much of the content posted online is public and searchable.

Within the scope of your authorisation by Halifax City Soccer Club, it is perfectly acceptable to talk about Halifax City Soccer Club and have a dialogue with the community, but it is not okay to publish confidential information of Halifax City Soccer Club. Confidential information includes things such as details about litigation, unreleased product information and unpublished details about our : e.g. team, coaching practices and financial information.

When using social media you should be considerate to others and should not post information when you have been asked not to, or where consent

has not been sought and given. You must also remove information about another person if that person asks you to do so.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

Gaining permission when publishing a person's identifiable image

You must obtain express permission from an individual to use a direct, clearly identifiable image of that person.

You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents or controversial behaviour.

In every instance, you need to have consent of the owner of copyright in the image.

Complying with applicable laws

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.

Abiding by copyright laws

It is critical that you comply with the laws governing copyright in relation to material owned by others and Halifax City Soccer Club own copyrights and brands.

You should never quote or use more than short excerpts of someone else's work, and you should always attribute such work to the original author/source. It is good practice to link to others' work rather than reproduce it.

Discrimination, sexual harassment and bullying

The public in general, and Halifax City Soccer Club employees and members, reflect a diverse set of customs, values and points of view.

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

When using social media you may also be bound by Halifax City Soccer Club values and **Anti-Discrimination, Harassment and Bullying Policy**.

Avoiding controversial issues

Within the scope of your authorisation by Halifax City Soccer Club, if you see misrepresentations made about Halifax City Soccer Club in the media,

you may point that out to the relevant authority. Always do so with respect and with the facts. If you speak about others, make sure what you say is based on fact and does not discredit or belittle that party.

Dealing with mistakes

If Halifax City Soccer Club makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses Halifax City Soccer Club of posting something improper (such as their copyrighted material or a defamatory comment about them), address it promptly and appropriately and if necessary, seek legal advice.

Conscientious behaviour and awareness of the consequences

You should always follow the terms and conditions for any third- party sites in which you participate.

Branding and intellectual property of Halifax City Soccer Club

You must not use any of Halifax City Soccer Club's intellectual property or imagery on your personal social media without prior approval from Halifax City Soccer Club.

Halifax City Soccer Club's intellectual property includes but is not limited to:

- trademarks
- logos
- slogans
- imagery which has been posted on Halifax City Soccer Club official social media sites or website.

You must not create either an official or unofficial Halifax City Soccer Club presence using the organisation's trademarks or name without prior approval from Halifax City Soccer Club.

You must not imply that you are authorised to speak on behalf of Halifax City Soccer Club unless you have been given official authorisation to do so by the Club Manager.

Policy breaches

Breaches of this policy include but are not limited to:

- Using Halifax City Soccer Club's name, motto, crest and/or logo in a way that would result in a negative impact for the organisation, clubs and/or its members.

- Posting or sharing any content that is abusive, harassing, threatening, demeaning, defamatory or libellous.
- Posting or sharing any content that includes insulting, obscene, offensive, provocative or hateful language.
- Posting or sharing any content, which if said in person during the playing of the game would result in a breach of the rules of the game.
- Posting or sharing any content in breach of Halifax City Soccer Club's anti- discrimination, racial discrimination, sexual harassment or other similar policy.
- Posting or sharing any content that is a breach of any province or federal law.
- Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.
- Posting or sharing material that brings, or risks bringing Halifax City Soccer Club, its affiliates, its sport, its officials, members or sponsors into disrepute. In this context, bringing a person or organisation into disrepute is to lower the reputation of that person or organisation in the eyes of the ordinary members of the public.

Reporting a breach

If you notice inappropriate or unlawful content online relating to Halifax City Soccer Club or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately to the Club Manager or Club President.

Staff Expense Policy

Introduction

Halifax City Soccer Club understands that there are times where staff and volunteers need to receive reimbursement on expensed items. Clear guidelines and processes are important to ensuring the financial security of the club.

Policy

This policy applies to all employees that spend money on work-related activities or products. We will reimburse all reasonable business expenses, after they are approved, in part or in full, depending on their alignment with this policy.

Purpose

This Expense Policy outlines how we reimburse employees for work-related expenses. We explain how our expense process works, which expenses will or will not be reimbursed and share guidelines for expense etiquette.

Procedure

Items you can expense:

- approved travel inc. accommodation & meals out of HRM
- items you need to work from home
- items you need to run programs
- approved meals with clients or colleagues

These expenses may be capped based on budget and the Club Manager should pre-approve them. In case you go over the limit, you must cover the extra costs yourself.

We will not reimburse the following expenses:

- Unauthorized business trips or unauthorized meetings with clients or partners
- Non-business related courses
- Personal trips or purchases

This list is not exhaustive. Please ask the Club Manager about reimbursable expenses when you are in doubt, before you submit a claim.

You need to make sure you:

- Keep track of any expenses that the club has not paid for (taxi fares & lunches for example). Always ask for receipts!
- Please submit your claim/report within 30 days after purchasing.



If the Club Manager approves your expenses, it will be forwarded to the club treasurer for approval and you will receive your reimbursement(s) within 7 days.

Fraud

At Halifax City Soccer Club we believe in trusting our employees. Therefore we don't pre-authorize most expenses and expect you to make the right decisions when making expenses. We consider any false expenses, double expenses and excessive expenses as fraudulent. In cases of consistently false or exaggerated claims, we may take disciplinary action.

Per Diem

The Halifax City Soccer Club Per Diem is a framework with senior staff taking discretion based on location.

The suggested breakdown for meals is \$12.00 for breakfast, \$18.00 for lunch and \$30.00 for dinner. Receipts for meals are not required.