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# Hiring Club Personnel Templates

## Appendix A: Club Hiring Policy Template

**General**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Insert Club Name)* may choose to hire independent contractors upon a majority vote of the Club executive members to fulfill different roles within the club to better serve its members as a whole.
2. The decision to hire an Independent contractor is one the club will take seriously and will look for input from all members and parents.
3. A Hiring Committee may be created from members of the club board to oversee the hiring process and review potential candidates.
4. If a conflict of issue arises between any members in the decision process, they will excuse themselves from any discussion or vote regarding the issue.
	1. A conflict of issue may be any financial reward to the member directly or indirectly.
5. All people being hired will be an Independent Contractor.
6. The Hiring Committee will annually complete a performance evaluation of the independent contractor to evaluate the effectiveness of each individual.
7. Payment for independent contractors will come from the membership/club fees and payment will be delivered at the end of the contract term.
8. All positions will be advertised and have clear job descriptions and requirements before appointing someone in the position.

## Appendix B: Sample Independent Contractor Agreement Template

**Insert Club Heading and Logo**

Ref. # (Insert)

**THIS AGREEMENT** MADE AS OF THE \_\_\_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_, 2014

BETWEEN:

**Insert Club Name**,
Insert Address,

("Club Name")

AND:

 **Independent Contractor Name
 Address
 City, Province, State
 Postal Code**

(“Contractor”)

WHEREAS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) and the Contractor wish to enter into an Agreement pursuant to which the Contractor will supply services as the [Assignment, Title, Club Technical Director], to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*)(or specific club program) in accordance with the [Scope of Work and Deliverables outlined in Article 1 below and Annex A].

The Contractor will report to the [Insert Position Title,].

The Contractor will provide the services as represented in Article 1 below. The Contractor will be an Independent Contractor and not an Employee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*).

In consideration of the mutual covenants hereinafter expressed, the parties hereto mutually agree that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) shall hire the Contractor upon the terms and conditions specified herein:

 **services**:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) retains the Contractor as an Independent Contractor to provide the following services (the “Services”):

 **Scope of Work/Responsibilities:**

* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]
* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]
* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]
* [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

 **term:**

 This Agreement is effective for the period commencing on \_\_\_\_\_\_\_\_\_\_\_\_, 2014 and ending on \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_.

 **payment for services**:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) will pay to the Contractor for the performance of the Services, an annual sum of $\_\_\_\_\_\_\_\_\_\_\_\_ (Canadian dollars). The Compensation will be payable upon completion of the services.

 **payment for Expenses:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) will pay travel expenses to the Contractor relating to services provided under this Agreement in accordance with \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) Travel Policy. Travel is to be approved in advance by the [Insert Club Representative Title]. Travel expenses include, but are not limited to mileage, parking, tolls, lodging, auto rental and per diem.

5. **confidentiality, ownership of information:**

 The Contractor agrees to treat as confidential all information to which access is given, or which it acquires, as a result of this Agreement. The Contractor agrees that all work product, including intellectual property, resulting from the performance of the Services shall be the sole and exclusive property of \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*).

6. **independent contractor**:

6.1 By mutual agreement, the terms of this contract will be met by your provision of services as an independent contract at arm’s length from, and not as an employee of, \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*).  As such, the Contractor is solely responsible for all matters related to compliance with statutory and other legal obligations arising from the responsibilities in determining how and where the work set forth in this contract is to be performed, including matters arising between Contractor and your employees, if any.  Such obligations include but are not limited to: remuneration; discipline; assessment of and withholding for income tax, employment insurance, Worker’s Compensation and Canada Pension Plan; leave; vacation; overtime and any other payments which may be assessed against you under any statutory authority for your performance of this contract.

* 1. To meet obligations under WorkSafeBC (the Workers’ Compensation Board of British Columbia) regulations, the Contractor confirms to \_\_\_\_\_\_\_\_\_\_\_\_\_ (*Insert Club Name*): (Check one [1] box only)
* A WorkSafeBC registrant employer #     \_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR

* The Contractor is not covered by WorkSafeBC as a registrant employer, and is not automatically covered by its provisions, and has not applied nor will apply for voluntary coverage as a registrant employer for a period of time effective for the duration of this contract.

7. **conflict:**

 Contractor does not currently have a relationship with another Club, organization, or individual that may give rise to a conflict of interest, or the appearance of a conflict of interest, in the Contractor’s performance of the Services, and Contractor shall advise \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) if circumstances arise where such a conflict may occur. A conflict of interest is a situation in which the Contractor has a private or personal interest sufficient that it appears that it could influence the objective exercise of his or her performance of the Services.

8. **compliance with safety regulations:**

 In providing the Services the Contractor will comply with all applicable safety and risk management policies. The Contractor will arrange to meet with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Contact Name*) in the location where the Contractor will work to review all applicable safety regulations, including the safety and emergency evacuation procedures.

9. **personal harassment**:

 In providing the Services the Contractor will comply with \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) Discrimination and Harassment Policy. \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) will not tolerate behavior which is likely to undermine the dignity, self-esteem or productivity of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) members. \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) will provide a copy of the Discrimination and Harassment Policy to Contractor on request.

10. **liability:**

 Except to the extent caused by the willful misconduct or negligence of \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*), the Contractor will indemnify and save harmless \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) at any time where the same are based upon or arise out of the willful misconduct or negligence of the Contractor.

11. **variation of agreement**:

This Agreement will not be varied nor assigned to another individual under any circumstances by the Contractor save in writing and signed by both parties.

12. **Entire agreement**:

 It is agreed that there is no representation, warranty, collateral agreement or condition affecting this agreement except as expressly provided in this agreement.

13. **termination:**

This Agreement will expire on \_\_\_\_\_\_\_\_\_, 2014 unless renewed by the Parties prior to that date.

This Agreement may be terminated by:

(a) either \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) or the Contractor by providing 3 months (90 days) notice in writing to the other party, or

(b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) on written notice for Contractor’s failure to comply with this Agreement.

In such event, all obligations and liabilities of both parties under this Agreement will cease as of the date of termination. \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) sole responsibility will be to pay fees accrued due and owing prior to the termination, including a pro rated amount of the total fee to the Contractor based upon the number of days completed in which the notice period expires prior to termination of the Agreement.

A minimum of 1 month’s notice (30 days) is required if the Contractor wishes to absent himself for a period of time such that his absence would require \_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name*) to find a replacement contractor.

Authorized Signatory of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Insert Club Name*) Witness

Accepted this day of 2014

Authorized Signatory of the Contractor Witness

Accepted this day of 2014

## Appendix C: Contractor Performance Evaluation Form

 **(*INSERT CLUB NAME*) PERFORMANCE EVALUATION FORM**

Name:

Evaluation Period:

Club Title: Date:

**PERFORMANCE PLANNING AND RESULTS**

**Performance Review**

* Use a current job description.
* Rate the person's level of performance, using the definitions below.
* Review with employee each performance factor used to evaluate his/her work performance. Also give an overall rating in the space provided, using the definitions below as a guide.

**Performance Rating Definitions**

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (there should be supporting comments to justify ratings of “Outstanding” “Below Expectations, and “Unsatisfactory”)

 Outstanding Performance is consistently superior

 Exceeds Expectations Performance is routinely above job requirements

 Meets Expectations Performance is regularly competent and dependable

 Below Expectations Performance fails to meet club requirements on a frequent basis

 Unsatisfactory Performance is consistently unacceptable

**A. Performance Factors** *(use job description as basis of this evaluation)*

|  |  |  |
| --- | --- | --- |
| **Administration** - Measures effectiveness in planning, organizing and efficiently handling activities and eliminating unnecessary activities.  | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
| **Knowledge of Work -** Consider coaches’ skill level, knowledge and understanding of all phases of the position and sport.  | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
| **Communication** - Measures effectiveness in listening to others, expressing ideas, both orally and in writing and providing relevant and timely information to Board of Directors and other club members.  | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
| **Teamwork** - Measures how well this individual gets along with fellow club members and players, respects the rights of other club members shows a cooperative spirit. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
| **Decision Making/Problem Solving** - Measures effectiveness in understanding problems and making timely, practical decisions. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
| **Expense Management** - Measures effectiveness in establishing appropriate reporting and control procedures; operating efficiently at lowest cost; staying within established budgets. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
| **Human Resource Management** - Measures effectiveness in selecting qualified people and coaches; evaluating subordinates' performance; strengths and development needs; providing constructive feedback to athletes, and taking appropriate and timely action with marginal or unsatisfactory performers.  | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
|  |  |
| **Independent Action** - Measures effectiveness in time management; initiative and independent action within prescribed limits. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |

|  |  |  |
| --- | --- | --- |
| **Job Knowledge** - Measures effectiveness in keeping knowledgeable of methods, techniques and skills required in own job and related functions. Has current NCCP Coaching certificate and taken steps to improve his knowledge.  | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
| **Leadership** - Measures effectiveness in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively; promoting innovation and team effort. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
| **Managing Change and Improvement** - Measures effectiveness in initiating changes, adapting to necessary changes from old methods when they are no longer practical, identifying new methods and generating improvement in facility's performance. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
| **Club Member Responsiveness** - Measures responsiveness and courtesy in dealing with internal Club members and Directors, parents and players and other Club personnel. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
| **Personal Appearance -** Measures neatness and personal hygiene appropriate to position. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
| **Dependability -** Measures how well coach complies with instructions and performs under unusual circumstances; consider record of attendance and punctuality. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
| **Safety** - Measures individual's work habits and attitudes as they apply to working safely. Consider their contribution to accident prevention, safety awareness, ability to care for facilities and steps taken to prevent injury amongst players.  | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |
| **Employee's Responsiveness** - Measures responsiveness in completing tasks in a timely manner. | **Outstanding** |  |
| **Exceeds Expectations** |  |
| **Meets Expectations** |  |
| **Below Expectations** |  |
| **Unsatisfactory** |  |
| **NA** |  |

**B. Employee strengths and accomplishments:**

**C. Performance areas which need improvement:**

**D. Plan of action toward improved performance:**

**E. Employee comments:**

**F. Job Description Review Section:** (Please check the appropriate box.)

❒ Club member job description has been reviewed during this evaluation and no changes have been made to the job description at this time.

❒ Club member job description has been reviewed during this evaluation and modifications have been proposed to the job description. The modified job description is attached to this evaluation.

**G. Signatures:**

Club member Date

Evaluated by Date

Reviewed by Date

## Appendix D: Job Description Template for Technical Director/ Club Head Coach

***(Insert CLUB Name)* TECHNICAL DIRECTOR/CLUB HEAD COACH**

ROLE DESCRIPTION

The Technical Director/ Club Head Coach will play a lead role in the ongoing advancement of technical development for volleyball within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Insert Club Name).* They will oversee club programs, and player and coach development and provide general volleyball knowledge and guidance for the club.

SKILLS/QUALITIES REQUIRED

* Must have a level 3 NCCP Volleyball Coaching Certification
* Must complete a Criminal Record Check and the Club Screening Procedure
* Must have valid First Aid
* Have 5+ years of Volleyball Coaching/Playing Experience
* Experience with delivering volleyball programs to youth
* Strong abilities to inspire and educate players and coaches in a variety of settings including clinics, camps, and training sessions.
* Have strong communication skills
* Good organizational skills

MAIN DUTIES

* Be responsible for obtaining, training, supervising all coaches within the Club
* Arrange for/ or give clinics and training programs where needed and disseminate information when appropriate to assist coaches
* Recruit and provide guidance and instruction for younger coaches to continue to grow as a coach for the Club
* Responsible for developing club athletes with respect to the LTAD and VBC recommendations.

COMMITMENT
A commitment of \_\_\_\_\_ hours for \_\_\_\_\_ days a week during the Club season (January – April) , and \_\_\_\_\_ hours for \_\_\_\_\_\_ days a month in the off- season. (*Change as Needed*)

## Appendix E: Job Description Template for Club Administrator

***(Insert CLUB Name)* CLUB ADMINISTRATOR**

ROLE DESCRIPTION

The Administrator will play a lead role within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Insert Club Name).* They are responsible for receiving and disseminating information effectively and ensure the smooth running of the Club. They Club administrator will perform all general club administrative duties while reporting to the board of directors.

SKILLS/QUALITIES REQUIRED

* + Exceptional customer service skills
	+ Strong communication skills
	+ Experienced computer skills
	+ Ability to plan and organize
	+ An office Administration Diploma is an asset
	+ Knowledge and experience of Club management duties an asset

MAIN DUTIES

* Perform general administrative duties as assigned by the Club President and Board of Directors.
* Email and communicate to teams and club members
* Control cash management for the club
* Organize uniforms, gym bookings and other general Club management duties

COMMITMENT

A commitment of \_\_\_\_\_ hours per month, and attend AGM and other meetings as necessary.