

## Ontario Bobsleigh Skeleton Association Human Resources Policy

The Ontario Bobsleigh Skeleton Association (OBSA) currently only hires independent contractors. At such time that staff is hired, a more in-depth human resources policy will be developed.

### Recruitment and Selection

OBSA believes in equal opportunity in hiring practices without discrimination on the grounds of race, religious beliefs, gender, sexual orientation, physical disability, mental disability, ancestry, place of origin, age, marital status, source of income or family status.

OBSA will endeavour to recruit the most competent individuals to fill all contracts.

### Guidelines

- Recruitment activities may be conducted within the Membership or externally
- Recruitment postings will include essential requirements for education and experience, knowledge and skills required, key areas of responsibility, starting/ending date, compensation rate, closing date of competition
- All applications will be acknowledged and confirmed, including a statement that only those candidates selected for an interview will receive further correspondence
- An interview will be conducted by, at minimum, two members of the Executive Board before offering a contract
- All candidates participating in an interview will be notified of the results
- A service contract will be issued by OBSA Executive Board and signed by both the OBSA President and the Contractor

### Contracts

Contracts will be written and will include all terms and conditions of the agreement, including responsibilities of the contractor, commencement and termination dates, fees and payments, working/reporting relationships, deliverables and deadlines, failure to perform, conflict of interest, termination of agreement, confidentiality, proprietary rights, liability and indemnity, dispute resolution, governing law, and scope of work.

### Coach Contracts

As the governing body for the sports of bobsleigh and skeleton in Ontario, OBSA maintains a list of all qualified coaches for each type of event. As such, recruitment for events will consist of contacting only the qualified coaches, and a contract will be issued for each event tailored to the specific requirements of the event.