

SKATE AMHERSTBURG

Hiring & Recruitment Policy

Effective: 2026/27 Season
Approved by the Board of Directors — July 27, 2026

1. Purpose

The purpose of this Hiring Policy is to establish transparent, fair, and consistent guidelines for the recruitment and selection of employees and volunteers at Skate Amherstburg. This policy ensures that the hiring process is equitable and inclusive.

2. Application

This policy applies to all hiring activities for paid and volunteer positions within Skate Amherstburg, including full-time, part-time, temporary, and contract positions.

3. Principles

- **Equity, Diversity, and Inclusion:** Skate Amherstburg is committed to creating a diverse and inclusive team. All hiring decisions will be made without discrimination based on race, color, religion, sex, gender identity, sexual orientation, age, disability, or any other protected characteristic.
- **Transparency:** The hiring process will be conducted in a transparent manner.
- **Merit-Based Selection:** Hiring decisions will be based on qualifications, skills, experience, and potential of the candidates.

4. Recruitment Process

- All positions will be advertised widely, including on the club website and social media channels.
- Job postings will include a clear description of the position, required qualifications, responsibilities, and the application process.
- Applications will be reviewed by a hiring committee.
- All candidates will be checked against Skate Canada's suspended/expelled list at skatecanada.ca/portfolio-item/safe-sport/.
- Background screening requirements must be met as outlined in Section 5 below.

5. Background Screening

Skate Amherstburg requires background screening appropriate to the role as outlined below.

5.1 Coaches — Skate Canada Sterling Backcheck

All coaches are required to complete a criminal record check through the Skate Canada Sterling Backcheck program as a condition of being in good standing with Skate Canada. This is a Skate Canada requirement and is the responsibility of the individual coach.

Sign up: <https://forms.sterlingbackcheck.com/partners/mybc-en.php?&partner=cacace>

5.2 Board Members and Volunteers with Access to Club Funds — City of Windsor Police Clearance

All members of the Board of Directors and any volunteers who have access to club funds or financial records are required to obtain a Police Clearance through the City of Windsor Police Service prior to beginning their role. This check must be renewed every three years.

Proof of current clearance must be submitted to the club Secretary and kept on file in accordance with the Records Retention Policy.

5.3 Additional Roles

Additional roles not captured above may be required to complete a police clearance or criminal record check at the discretion of the Board of Directors. The requirement will be determined on a case-by-case basis, taking into account the nature of the role and the level of access to participants, funds, or sensitive information.

6. Interview Process

- Interview questions will be structured and consistent for all candidates.
- Questions will assess qualifications, skills, and fit for the position.
- Interviews may be conducted in person, by phone, or via video conferencing.

7. Selection and Onboarding

- The hiring committee will make a selection based on evaluation of all candidates.
- The chosen candidate will be offered the position contingent upon the successful completion of required background checks.
- All candidates will be notified of the outcome of their application in a timely manner.
- New employees and volunteers will receive an orientation to Skate Amherstburg, including an introduction to the organization's mission, values, policies, and procedures.
- Mandatory training includes accessibility (AODA), safe sport, and concussion training.

8. Confidentiality

All personal information collected during the hiring process will be kept confidential and used only for the purpose of evaluating candidates.