



## STAFF RECRUITMENT POLICY

Policy number	<<insert number>>	Version	<<insert number>>
Drafted by	<<insert name>>	Approved by Board on	<<insert date>>
Responsible person	<<insert name>>	Scheduled review date	<<insert date>>

### INTRODUCTION

The success of Squamish Youth Soccer Association (SYSA) relies on its ability to attract the best staff and volunteers available. Recruitment methods must be fair, efficient, and effective.

### PURPOSE

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

### POLICY

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

SYSA will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions and volunteer vacancies.

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

SYSA will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.

SYSA is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect SYSA's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

### AUTHORIZATION

Terra Gaddes  
[Date of approval by the Board]  
Squamish Youth Soccer Association