

BRYST FOOTBALL ACADEMY

Human Resources Management Policy

(In alignment with Canada Soccer's Safe Sport and Club Licensing Standards)

1. Purpose

The purpose of this Human Resources (HR) Management Policy is to ensure Bryst Football Academy maintains fair, transparent, and consistent human resources practices that align with the values, standards, and expectations of **Canada Soccer**. This policy supports the creation of a **safe, inclusive, and respectful environment** for all employees, contractors, and volunteers while promoting professionalism and organizational excellence.

2. Scope

This policy applies to all individuals engaged by Bryst Football Academy, including:

- Full-time, part-time, and casual employees
- Independent contractors and consultants
- Coaches, trainers, and technical staff
- Volunteers and interns
- Board members and administrators

3. Guiding Principles

Bryst Football Academy adheres to the following guiding principles consistent with Canada Soccer's requirements:

- **Fairness and Equity:** All HR practices are free from discrimination, bias, or favoritism.
- **Transparency:** Recruitment, performance evaluation, and decision-making processes are open and clearly communicated.
- **Accountability:** Staff and management are responsible for upholding ethical and professional standards.
- **Respect and Inclusion:** Every individual is treated with dignity, respect, and fairness.
- **Safety and Wellbeing:** The health, safety, and welfare of all participants and staff are paramount.

4. Roles and Responsibilities

a) Board of Directors / Senior Management

- Oversee implementation of HR policies and ensure alignment with Canada Soccer standards.
- Approve staffing structures, compensation, and key HR decisions.
- Monitor compliance with employment laws and Safe Sport policies.

b) HR Designate

- Manage recruitment, onboarding, and staff records.
- Ensure proper background screening, including police checks and reference verification.
- Maintain compliance with Canada Soccer's screening and training requirements.
- Facilitate ongoing staff development and performance reviews.

c) Employees, Coaches, and Volunteers

- Adhere to all Bryst and Canada Soccer codes of conduct.
- Participate in required Safe Sport and Respect in Sport training.
- Uphold a positive, inclusive, and professional culture.

5. Recruitment and Selection

- Recruitment is conducted through open and equitable processes that promote diversity and inclusion.
- All positions will have **clear job descriptions** and defined **qualification requirements**.
- Screening must comply with **Canada Soccer's Screening Policy**, including Vulnerable Sector Checks, references, and interview documentation.
- Selection decisions are made based on merit, competency, and alignment with organizational values.

6. Onboarding and Orientation

All new personnel will complete a structured onboarding process, which includes:

- Orientation to Bryst's mission, vision, and values
- Review of all key policies (Safe Sport, Code of Conduct, DEI, Harassment and Bullying, and Health & Safety)

- Confirmation of completion of **Respect in Sport** and **Safe Sport** training
- Signing of the **Confidentiality Agreement**, **Code of Conduct**, and **Conflict of Interest Declaration**

7. Performance Management

- Performance is reviewed annually, focusing on professional development, accountability, and contribution to club goals.
- Constructive feedback is encouraged throughout the year to support growth and excellence.
- Disciplinary measures will follow due process, ensuring fairness, documentation, and opportunity for response.

8. Training and Professional Development

- Continuous professional development is a core expectation.
- Bryst will support ongoing education in areas including:
 - Technical certifications and coaching licenses
 - Safe Sport and child protection
 - Diversity, Equity, and Inclusion (DEI)
 - Health, safety, and leadership development
- Participation in **Canada Soccer-endorsed training programs** is mandatory for technical and administrative roles.

9. Compensation and Benefits

- Bryst maintains fair and competitive compensation practices aligned with industry standards.
- Pay equity, transparency, and compliance with employment legislation are upheld.
- Volunteers may receive non-monetary recognition or stipends in accordance with Bryst's volunteer policy.

10. Health, Safety, and Wellbeing

- Bryst is committed to providing a safe workplace that complies with the **Occupational Health and Safety Act (Ontario)** and Canada Soccer's **Safe Sport framework**.

- All incidents or hazards must be reported immediately and documented using the **Bryst Incident Report Form**.
- Mental health, work-life balance, and wellbeing supports will be promoted at all levels.

11. Conflict Resolution and Discipline

- Disputes or performance issues are addressed through a fair, transparent process outlined in Bryst's **Dispute Resolution and Discipline Policies**.
- Any allegations of misconduct will be managed promptly in accordance with **Canada Soccer's Discipline, Complaints, and Appeals Procedures**.

12. Record Keeping and Confidentiality

- Personnel files will be maintained in secure storage and accessed only by authorized individuals.
- All personal and employment information will be handled in compliance with the **Personal Information Protection and Electronic Documents Act (PIPEDA)**.
- Records must be retained for the period prescribed by law and Canada Soccer requirements.

13. Review and Continuous Improvement

This policy will be reviewed **annually** or as required to ensure ongoing alignment with:

- Canada Soccer's Club Licensing and Safe Sport standards
- Provincial and federal employment legislation
- Organizational goals and best practices

14. Approval and Implementation

This HR Management Policy was reviewed and approved by the **Bryst Football Academy Board of Directors**.