

	<b>Policies and Procedures</b>		Policy #
	Name: Job Description – Human Resources		2003-006
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**SCOPE**

The following outline the various tasks and responsibilities that are to be undertaken by the Human Resources Director of the Club. The H/R Director is expected to carry out these responsibilities; however they may delegate certain activities to other club members when support and assistance is required. .

**DEFINITION**

The H/R Director shall:

- Act as a liaison between coaches and parents.
- Attend coaches meetings.
- Participate in the committee responsible for selecting new coaches.
- Talk to the Board about who will be offered continuing positions and what should be in the contract offers (in a contract year – January).
- Start negotiations or notify coaches that contracts will not be renewed (completed by April).
- Place ads in newspapers, with swim organizations, etc. if new coaches are required.
- Work with junior coaches regarding their employment for the upcoming season and obtain commitments (March).