

<i>Coach and Manager Appointment policy</i>		
Approved by: Board of Directors, November 2017	Last reviewed Date:	Document # CC-POL-022

1. General

1.1: This policy is designed to describe the procedure for appointing coaches and managers for all representative teams including:-

- Senior men
- Senior women
- U19
- Development teams

1.2: This method should be applied to all such appointments, unless there is an urgent requirement to appoint either coach or manager, in which case such appointments can be made directly by the board.

1.3: Coaches and managers are appointed as required.

1.4: In general, to ensure continuity, coaches are appointed for a minimum 2-year period, subject to probationary periods and annual review. The board is responsible for approving conditions of employment, and renewal/ termination of agreements.

1.5: Managers are appointed for individual tours and tournaments, and the appointment reviewed after each such event. Managers can be replaced or renewed at the discretion of the board.

2. Appointment Committee

2.1: The Board of Directors shall establish an appointment committee to deal with the appointment of coaches and managers for representative teams.

2.2: The committee remains in place and sits if the Board directs it to start the procedure for filling a vacancy for either coach or manager position.

2.3: Membership: The membership of the Committee is subject to annual review by the Board.

- The committee usually will consist of 3-5 members.
- No more than 50% of the Committee can be Board Members.
- Committee members can be provincial representatives,
- Committee members are not eligible for consideration for coach or manager positions
- Committee members ideally should have experience of the demands of managing teams at international tournaments (former managers, players, coaches etc.)
- Nominees to the Committee should be considered from outside Cricket Canada Board Members and Administrators.

2.3: Mandate.

- This Committee is to recommend appointments for representative team coaches and managers to the board
- The Committee should seek nominations from provincial associations.
- The Committee should also make a public call for candidates on the Cricket Canada web site and other social media platforms.
- The Committee should make recommendations to the board based on the job descriptions provided for each vacant position
- For paid positions the Committee should follow the Cricket Canada HR- Recruitment policy.
- For volunteer positions, the committee may choose to interview selected candidates to determine suitability.
- The committee can seek input from other individuals or committees (selection committee, athlete's committee) as required in developing their recommendations.

2.4: Reporting

- The committee should provide to the board a list of qualified candidates and ranking for their consideration.
- In general the top-ranked candidate would be offered the position by the Board, but the Board may appoint another candidate if listed by the committee as qualified for the position. If the board is not satisfied by any of the candidates, the committee will be informed and asked to widen the scope of their nomination process.

- The board is responsible for offering the positions to recommended candidates as well as developing any contracts or employment conditions.

Revision History

Revision #	Revision Date	Approved By	Major Changes or Reason for Changes