

CRICKET ONTARIO
(Cricket Council of Ontario)

HUMAN RESOURCE MANAGEMENT MANUAL

2016

INTRODUCTION

Cricket Council of Ontario (CCO) was formed in 2008 with the sole intent of uniting all member leagues to work as a unified body to work collectively towards the growth of Cricket in the province of Ontario. In 2010, CCO was recognized as the official representative body to Cricket Canada from the province of Ontario. CCO represents approximately 90% of cricket playing population in Ontario.

Having being in existence for only six years and running, CCO has become a body with a mission and vision to grow the game of Cricket, not only in Ontario but across Canada by working and uniting with other provincial bodies to aid and assist in all dedicated development and growth efforts in partnership with Cricket Canada and Government Sports Agencies in promoting and the game of Cricket.

The Association is affiliated with Cricket Canada and the official Provincial Governing body of Cricket operation in Ontario.

In order to achieve this objective, this Human Resources Management Manual will be used as a guide to employ a workforce. The board reserves the right to amend this manual or any part thereof as may be deemed necessary.

Any issues arising out of the interpretation or application of this Manual shall be referred to the Cricket Council of Ontario (Cricket Ontario) Board whose decision shall be final.

1. HUMAN RESOURCE MANAGEMENT POLICY

a. PURPOSE OF THE MANUAL.

This manual is intended to guide staff regarding their rights and obligations.

These guidelines shall be followed by all staff of CCO (Cricket Ontario) including the full and part time staff who may be employed by the CCO (Cricket Ontario) from time to time.

2. HUMAN RESOURCE MANAGEMENT OBJECTIVES.

The CCO shall endeavor to achieve the following objectives;

- a) Appropriate remuneration for all staff for services rendered.
- b) Fair hearing for all staff as provided for in this manual.
- c) Equal employment opportunities.
- d) Provision of appropriate training and facilitation.

3. HUMAN RESOURCE MANAGEMENT STRATEGY.

The CCO shall endeavor to attract, engage and retain high quality staff and optimally use their services.

4. RECRUITMENT AND APPOINTMENT.

a. Recruitment Policy.

Cricket Council of Ontario (Cricket Ontario) shall advertise the job and positions shall be filled transparently and on merit using open competition as the basis of selection.

b. Recruitment Procedures.

Cricket Council of Ontario (Cricket Ontario) shall strive to attract and retain the best talent within the CCO's financial capacity.

c. Job Applications.

All candidates shall put their applications in writing. No staff shall be recruited through a "*back door*" approach. The CCO reserve the right to headhunt or advertise in an effort to obtain the best affordable talent – In this case no applications may be necessary.

d. Selection Tests.

Candidates shall be subjected to relevant interviews and tests if required as determined by the CCO Board of Directors.

e. **Staff Appointments.**

All staff shall be employed on a yearly contract basis subject to need and with renewal option.

5. CONDITIONS OF APPOINTMENT.

a. **Probation**

On appointment to the CCO, staff shall undergo a two months probationary period after which the appointment will be confirmed after a positive performance appraisal.

b. **Termination**

- i. The CCO may at any time terminate the appointment of any staff on probation on account of unsatisfactory performance or conduct.
- ii. On the termination of the services of an employee, they shall be given one month's notice or one month's pay in lieu of notice.

c. **Confirmation**

Confirmation shall be subject to satisfactory performance reports and staff shall be notified of their confirmation in writing.

6. USE OF CCO RESOURCES.

- a. Staff will as much as possible exercise due responsibility while using the CCO's resources in the course of performing their duties.
- b. The CCO's assets and resources shall be used only to perform the CCO's work. This may include computers, printers, photocopier, stationery, telephone, internet connection; furniture etc.
- c. Un-authorized use of the CCO's resources to gain personal benefit may result into a disciplinary action taken against the responsible staff.

Staff shall be expected to exercise natural judgment in ensuring their acts do not expose the CCO to avoidable costs.

7. STAFF DEVELOPMENT.

The CCO shall plan, develop and implement human resource training and development programs in accordance with set guidelines.

8. PERFORMANCE EVALUATION

The primary objective is to ensure that staff performance is improved at all times for the benefit of both the CCO and the individual staff.

9. PERFORMANCE REVIEWS.

There shall be periodic performance reviews for the purpose of monitoring staff performance which will form the basis for staff development and other management decisions.

10. ANNUAL PERFORMANCE REVIEW CYCLE.

The performance of all staff shall be appraised twice a year at an interval of six (06) months

11. COMPENSATION PACKAGE.

a. Salary Payments and Deductions.

Staff remunerations shall be determined by the CCO Board of Directors from time to time any may be revised upwards or down words depending on circumstances.

12. DISCIPLINE

All staff shall be expected to exhibit the highest degree of discipline and courtesy while conducting the CCO's business. No staff shall be expected to involve themselves in any acts that cast doubt on their integrity.

13. OFFENCES

Misdemeanors, misconduct and gross misconduct such as:

- Drunkenness and drunken driving; Smoking;
- Use of narcotic drugs like marijuana;
- Stealing;
- Fighting in and/or outside office;
- Persistent late coming;
- Diverting the CCO's funds to personal use without authorization;
- Using the CCO's stationery including headed paper, stamps, seals and emblems and such items without authorization especially with an intent to gain personal gain;
- Forgery of documents including accountability records; and any other acts that are contrary to the CCO Code of Conduct shall constitute offences and shall make the staff liable to disciplinary action

14. DISCIPLINARY PROCEDURES

Where performance of a staff is unsatisfactory, they will be given an opportunity to respond to the allegations. Staff alleged to have committed offenses categorized as gross misconduct shall be suspended, pending outcome of the investigations.

15. DISCIPLINARY ACTION

Staff found to have committed offences shall be subject to one of the following disciplinary actions: Caution; written warning; suspension; loss of salary; demotion; or dismissal.

16. LEAVE

a. Annual Leave

All employees shall be entitled to thirty working days. Leave entitlement for staff leaving the CCO shall be computed on prorated basis.

b. Maternity Leave

Female staff shall be entitled to maternity leave on full pay for a maximum period of sixty working days of which at least four weeks shall follow child birth. Male staff shall be entitled to paternity leave of 5 working days once in every year.

c. Sick Leave

Staff shall be entitled to sick leave not exceeding one month, with full pay on presentation of an appropriate medical report from a qualified medical practitioner.

d. Compassionate leave.

In cases of reasonable personal difficulty, staff shall apply and be granted leave not exceeding 5 working days.

17. TERMINATION OF SERVICE.

a. Notice Periods.

A one month written notice or payment in lieu of notice shall be given by staff or the CCO on termination of service.

b. Handing over on termination.

Before staff leaves the employment of the CCO, they shall be required to hand over all the CCO property and assignments in their possession to their immediate supervisor.