



Appointments and Remunerations Policy

Purpose: To establish policy and procedure around the engagement and remuneration of paid personnel within the organisation. This policy is to cover honorariums and contracts of service for administrators, coaches and other remunerated personnel.

Background:

In recent years, Squash Northland has made various payments to personnel for services provided to the organisation. While Squash Northland is a not-for-profit organisation, with a large amount of its function being carried out by volunteers, there are some services for which payment is seen to be justified to ensure commitment to the carrying out of specific tasks, or to ensure particular programmes or events are managed and delivered to a professional standard. Payment for services within this type of organisation needs to be seen to be fair and reasonable for the services and commitment provided and appointment to these paid positions also must be a fair and transparent process with decisions to be made at appropriate levels of management.

Appointments and Remunerations Sub-committee:

The SN Management Committee is responsible for appointing an Appointments and Remunerations Sub-Committee which will comprise three persons who are deemed to collectively have the skills to carry out the functions of:

- Establishing Appointment Processes
- Determining Levels of Remuneration for various personnel or tasks
- Developing and reviewing employment-related documentation including contracts and commitment documents
- Handling other employment-related affairs for Squash Northland.

The persons selected for this sub-committee are not necessarily required to be part of the SN Management Committee but it is reasonably expected that one of these persons will be the current SN President.

| <u>Paid Personnel Appointments:</u> | <i>recommended by</i> | <i>ratified by</i> |
|--|-----------------------|--------------------|
| District Administrator | Management Committee | Regional Committee |
| Coaching Staff | | |
| Coach Lead | Management Committee | Regional Committee |
| Rep Squad Coach | Management Committee | Regional Committee |
| Dev Squad Coach | Management Committee | Regional Committee |
| Assistant Coaches | Coach Lead | Regional Committee |
| Treasurer | Regional Committee | AGM |
| Rep Team Managers | Management Committee | Regional Committee |

| <u>Contractual Arrangements:</u> | <i>format</i> |
|---|--|
| District Administrator | Contract for service, part-time hours, monthly invoice |
| Coaching Staff | |
| Head Coach | Contract for service, casual hours, regular invoice |
| Assistant Coaches | Commitment document, casual hours, regular invoice |
| Community Coaches | Commitment document, casual hours, regular invoice |
| Rep Team Coaches | Commitment document, Team Coach's Fee (set by Executive Committee) |
| Treasurer | Commitment document, annual honorarium (set at AGM) |
| Rep Team Managers | Commitment document, Manager's Fee (set at AGM) |

Commitment document would be a one pager, specific to the roles and responsibilities of the position and requiring a declaration of suitability and commitment from the person involved. It could also cover ethics.

Disputes regarding appointments, remuneration or processes:

Any official of any affiliated club of Squash Northland, or any person feeling aggrieved in the appointment process may dispute the actions of Squash Northland by:

- In the first instance, writing to the management level responsible for the appointment or remuneration setting, and this management level shall endeavour to resolve any conflict (also in writing).
- If not satisfied, the dispute may be taken by the complainant to the next upward tier of management.

Remuneration Setting:

Payments for services rendered to Squash Northland, will be set by the Appointments and Remunerations Sub-Committee which will endeavour to establish fair payment levels by taking into consideration the following factors:

- The degree of skill required to fulfil the tasks or deliver the services
- The level of qualification currently held by the provider
- Relative levels of payment for similar services within the Northland regions, possibly among other sporting codes
- Relative levels of payment for similar services within the code of squash, around other similar districts of New Zealand

Approved at AGM dated:

23 February 2016

Review Date: AGM 2016

K Dykzeul
President

G Trimble
Secretary