
Subject: Team NB Mission Staff Selection – Canada Games
Effective: June 08, 2004
Revisions: December 6, 2007, July 22, 2011

1.0 Purpose

This policy sets out the process under which the Team NB mission staff is selected for Canada Games.

2.0 Application

This policy applies to all applicants for Team NB mission staff.

3.0 Definitions

Mission staff has the overall responsibility for administering and delivering services to Team NB's athletes, coaches and managers.

Team NB's mission staff is composed of a Chef de Mission, Appointed Games Staff, and Volunteer Games Staff.

The Chef de Mission is the lead for Team NB and responsible for providing overall direction, leadership and expertise. The Department of Wellness, Culture and Sport will call for volunteers to fill the position of Chef de Mission prior to making the call for volunteer mission staff. The Department retains the option to appoint a Chef.

Appointed Games Staff are responsible for interpreting the policies and procedures of the Department of Wellness, Culture and Sport, Canada Games Council and Host Society. They plan and organize New Brunswick's Games' teams in consultation with Provincial Sport Organizations, Canada Games Council and the Host Society. Appointed Games Staff are seen as the specialist core group of individuals whose primary role is to handle very detailed tasks before the Games, during the Games and after the Games.

Volunteer Games Staff are selected through an open application process. The number of Volunteer positions will be determined by the Chef de Mission and Assistant Chef de Mission, taking into consideration the size of the NB delegation, the specific operational needs, the Mission's operational budget, an appropriate balance of geographic and gender representation, and the linguistic needs of the team.

The major responsibilities of Volunteer Games Staff include:

- liaising with assigned sport(s)
- providing support to coaches, managers and athletes prior to and during the Games
- coordinating and/or assisting with Team NB activities and operations
- attending all Team NB activities (seminars/symposiums/ team rally/Games)

(Note: expenses for travel, accommodations and meals are provided. No salary or honoraria is attached to these positions)

4.0 Legal Authority

The Youth Assistance Act

5.0 Goals / Principles

5.1 Selection Principles

1. Selection is based first and foremost on the skills and experience candidates possess. Priority is given to selecting a team best qualified to do the job.
2. Consideration is given to the potential for the enhancement of sport leadership by providing mission experiences to qualified individuals.
3. The willingness, and ability of mission members to use their Games' experience to give back to the NB sport community is highly valued.

5.2 Other selection factors

- The need to service Team NB in both official languages.
- The desire to match the interests of applicants with position assignments.
- Team chemistry.
- The desire to reflect New Brunswick's gender makeup and regional diversity.

6.0 Requirements / Standards

The Department of Wellness, Culture and Sport is responsible for the selection and preparation of Team NB's Canada Games mission staff. This includes the selection of a Chef de Mission and Assistant Chef de Mission(s).

The Chef de Mission, in consultation with a selection committee, shall recommend to the Minister responsible for Wellness, Culture and Sport a list of recommended candidates for Team NB's mission staff.

7.0 Guidelines / Recommendations

Selection Procedure (Volunteer Games Staff)**Step 1**

The Department of Wellness, Culture and Sport calls for applications for the position of Chef de Mission. This may be done by approaching known individuals, advertising within the sport system or by publicly. The recruitment of a volunteer chef will begin at least 24 months prior to the Games.

Step 2

The Department of Wellness, Culture and Sport calls for applications for the positions of Volunteer Games Staff. This is done by issuing a media release, advertising in two provincial newspapers and distributing notice directly to all provincial sport/recreation organizations no later than 18 months before each Games.

Step 3

Applications received by the deadline date will be reviewed and ranked by the Selection Committee. The Selection Committee consists of the Chef de Mission, the Assistant Chef de Mission and the Director of the Sport and Recreation Branch.

Step 4

All applicants will be notified of the Selection Committee's decision. A media release will be issued announcing the Mission Staff.

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Sign-Off _____ Roger Duval, Director

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