
Subject: Staffing Assistance Program - General
Effective: February 24, 2004
Revisions: November 16, 2009

1.0 Purpose

The Staffing Assistance Program for Full-Time Employees responds to the increasingly demanding environment of amateur sport. The employees hired as a result of this program provide the leadership, continuity and stable management necessary for respective organizations to function adequately and for volunteers to carry out their responsibilities successfully.

It is recognized that a case could be made for almost every provincial organization to employ full-time professional staff. Some provincial organizations could make the case for more than one employee. Given the limited resources which are available from the Sport Development Trust, only 16 positions can be supported. Provincial organizations that gain support through the program receive a three year funding commitment.

The purpose of Staffing Assistance Program is to provide eligible provincial organizations with added resources to assist them in meeting their domestic, high performance and linguistic mandates through the hiring of professional staff.

2.0 Application

The Staffing Assistance Program policies apply to all provincial organizations that receive assistance from the Branch through the Sport Development Trust Fund to hire full-time employees.

Provincial organizations will also be required to take the leadership role in the employment, management, evaluation and retention of professional staff.

Multi-sport organizations are special clients whose staffing requirements will be negotiated on a case-by-case basis.

3.0 Definitions

"Full-Time" employees shall work an equivalent of 36 ¼ to 40 hours per week, 48-49 weeks of the year. Their employers, the provincial organization, will normally have a training/competitive program delivery period of 10-12 months in duration.

4.0 Legal Authority

Sport Development Trust Fund

5.0 Principles

5.1 There shall be only one category of employment under the Staffing Assistance Program. The category shall be Full-Time. The following descriptions act as guidelines in defining Full-Time.

5.2 Financial support for the position is based on a partnership between the Branch and the provincial organization.

5.3 An effective employee management strategy includes a competitive and progressive compensation package. Since the Sport and Recreation Branch contribution towards salary shall remain at \$25,000 for the duration of the four year commitment, the provincial organization should budget for a growing contribution.

5.4 Secure funding is an important factor in the recruitment of quality employees into positions. Staffing Assistance Program funding commitments are made on a four year basis. The selection of provincial organizations to the program is based on the following:

- The most deserving provincial organizations shall be invited to participate in the program.
- The most deserving provincial organizations shall be determined by calculating
 - the 13 provincial organizations with the highest four year Funding Model I average point totals and
 - 3 provincial organizations in Funding Model II identified for special consideration.
- Provincial organizations must clearly demonstrate their readiness and ability to become an employer of a professional staff person.
- Provincial organization must demonstrate they have or will have the financial resources to meet their obligations.

5.5 The employee compliments, but does not replace the work of the volunteer.

6.0 Requirements / Standards

6.1 Not for Profit

6.1.1 Be a member of Sport New Brunswick

6.1.2 Be incorporated under the Companies Act as a non-profit organization with the Department of Justice; Corporate and Trust Affairs Branch.

6.2 Size and Scope

6.2.1 Generate at least 40% of its revenue, on average, from sources other than government.

6.2.2 Have a provincially co-coordinated competitive/training period of no less than 8 months in duration.

6.3 Position Management

6.3.1 Have a sport development and linguistic plan in place and approved by the Branch.

6.3.2 Show evidence that a full-time employee will significantly impact on a provincial organization development and linguistic mandates.

6.3.3 Be sound administratively, having an effective policy-setting apparatus in place

6.3.4 Operate according to good business principles and practices

6.3.5 Develop a job description for the position.

6.4 Employee Management

6.4.1 The provincial organization must create a personnel committee to oversee the implementation of the Staffing Assistance Program and the ongoing management, evaluation and retention of professional staff.

6.4.2 The composition of the personnel committee is to be determined by the provincial organization, however, it shall comprise no fewer than two individuals.

6.4.3 This committee is to be an ongoing committee of the organization and therefore appropriate provision should be made for it in the provincial organization's constitution and/or bylaws.

6.4.4 The chairman of this committee may in fact be the provincial organization president. provincial organizations should ensure that in any given year a complete change over in committee personnel does not occur.

6.5 Provincial Organization Contributions

Provincial organizations must contribute the following to the program:

- 6.5.1 Minimum \$5,000.00 of gross salary towards a minimum salary of \$30,000/annum.
- 6.5.2 Employer's share of Employment Insurance and Canada Pension Plan expenses
- 6.5.3 Employer's share of employee benefits package (see Policy 211 – Staffing Assistance Program – Employee Benefits).
- 6.5.4 Other associated expenses

6.6 Rehiring

- 6.6.1 Should an employee leave or a termination occur, approval for rehiring is required from the Branch.
- 6.6.2 Funding commitments are made on a four year cycle beginning January 1, 2007. Once approved for funding under this program, provincial organizations can expect to receive support for the four year cycle, or remainder of, providing the following conditions exist:
 - The provincial organization continues to satisfy the expectations and eligibility criteria for the program, and
 - Funding remains available through the Sport Development Trust Fund.

Should either of these conditions fail to exist, the Sport and Recreation Branch reserves the right to terminate its support.

- 6.6.3 In advertising for positions supported by the Trust Fund, the provincial organization must include the following statements: "This position is financially supported by the Sport Development Trust Fund".

7.0 Guidelines / Recommendations

The Branch contribution of \$25,000 is based on a 12 month employment period. The support shall be pro-rated in the event of a shorter term of employment

8.0 Reference:

Policy 211 – Staffing Assistance Program – Employee Benefits

9.0 Contact for More Information: Karolina Gehres, Program Coordinator

Sign-Off: Roger Duval, November 16, 2009