

## **Policy 403**

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**Subject:** Team Canada-New Brunswick Mission Staff Selection – Games of La Francophonie  
**Effective:** May, 2005  
**Revisions:** October 1, 2018

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### **1.0 Purpose**

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1.1 This policy sets out the process under which the Team Canada-New Brunswick mission staff is selected for Games of La Francophonie.

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### **2.0 Application**

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2.1 This policy applies to all applicants for Team Canada-New Brunswick mission staff.

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### **3.0 Definitions**

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3.1 Mission staff has the overall responsibility for administering and delivering services to Team Canada-New Brunswick's athletes, artists, coaches, managers and support staff.

3.2 Team Canada-New Brunswick's mission staffs is composed of Appointed Games Staff, and Volunteer Games Staff.

a) Appointed Games Staff are responsible for interpreting the policies and procedures of the Sport and Recreation Branch of the Department of Healthy and Inclusive Communities and the Arts Development Branch of the Department of Tourism, Heritage & Culture, the Comité International des Jeux de la Francophonie and the Comité National des Jeux de la Francophonie. They plan and organize Canada-New Brunswick's Games' teams in consultation with Provincial Sport and Culture Organizations, the Comité International des Jeux de la Francophonie and the Comité National des Jeux de la Francophonie. Appointed Games Staff are seen as the specialist core group of individuals whose primary role is to handle planning and coordination of the team.

b) Volunteer Games Staff are selected through an open application process. The number of Volunteer positions will be determined by the Chef de Mission, taking into consideration the size of the Canada-New Brunswick 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.

3.3 The major responsibilities of Volunteer Games Staff include:

- a) liaising with assigned sport(s) or artist group(s);
- b) providing support to coaches, managers, support staff, athletes and artists prior to and during the Games;
- c) coordinating and/or assisting with Team Canada-New Brunswick activities and operations ;
- d) attending all Team Canada-New Brunswick activities (seminars/symposiums/Games).

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

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#### **4.0 Legal Authority**

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4.1 *The Youth Assistance Act*

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#### **5.0 Goals / Principles**

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##### 5.1 Selection Principles

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

##### 5.2 Other selection factors

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

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## 6.0 Requirements / Standards

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- 6.1 The Sport and Recreation Branch is responsible for the selection and preparation of Team Canada-New Brunswick's mission staff. This includes the appointment of a Chef de Mission and / or Assistant (s) Chef de Mission.
- 6.2 The Chef de Mission, in consultation with a selection committee, shall recommend to the Director of the Sport and Recreation Branch a list of candidates for Team Canada-New Brunswick's mission staff.

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## 7.0 Guidelines / Recommendations

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- 7.1 Selection Procedure (Volunteer Games Staff)
- a) **Step 1:** The Sport and Recreation Branch calls for applications for the positions of Volunteer Games Staff. This is done by distributing notice directly to all provincial sport/recreation and culture organizations no later than 6 months before each Game.
  - b) **Step 2:** Applications received by the deadline date will be reviewed and ranked by a Selection Committee.
  - c) **Step 3:** 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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## 8.0 Contact for more information: (506) 453-2928 – SR/SL@gnb.ca

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Approved by: \_\_\_\_\_

  
Jeff LeBlanc

Director, Sport and Recreation Branch