
Policy 531

Subject: Team NB Mission Staff Selection – Canada Games
Effective: June 8, 2004
Revisions: October 1, 2018

1.0 Purpose

- 1.1 The intent of this policy is to set out the process under which the Team NB mission staff is selected for Canada Games.
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2.0 Application

- 2.1 This policy applies to all applicants for Team NB mission Staff.
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3.0 Definitions

- 3.1 The Canada Games are a national multi-sport competition held every two years in Canada, alternating between the Canada Winter Games and the Canada Summer Games, with participation from every province and territory in Canada. The amateur athletes that participate in the Games are some of each province and territory's finest.
- 3.2 Team NB consists of all athletes, coaches, managers, mission staff and support staff that travel with the team, and receive official team accreditation at the Canada Games.
- 3.3 The Chef de Mission and Assistant Chef de Mission(s) are the lead Mission Staff for Team NB and are responsible for providing overall direction, leadership and expertise. The Chef de Mission is the primary spokesperson for Team NB at Games and is usually selected or appointed well before the Mission Staff selection process.
- 3.4 Mission Staff have a significant role in the development and execution of projects and tasks that are required leading up to and throughout the Games. Each mission staff member is responsible for administering and delivering services to Team NB's athletes, coaches and managers. Team NB's mission staff is composed of Appointed Mission Staff and Volunteer Mission Staff.
- a) Appointed Mission Staff are experts in their field and play a key lead role in the preparation and performance of Team NB for the Canada Games. They are seen as the specialist whose primary role is to handle very detailed logistics before the Games, during the Games and after the Games. Appointed Mission Staff are most often employees of government and/or key partner organizations that attend the Games as part of their duties or on a temporary service loan.

- b) Volunteer Mission Staff are selected through an open application process. The number of required volunteer positions will be determined by the Chef de Mission and Assistant Chef de Mission and will take into consideration the size of the NB delegation, the specific operational needs, and the operational budget. An appropriate balance of geographic and gender representation and the linguistic needs of the team are also considerations of selection.

Note: Mission Staff positions are non-paid positions but are provided with reimbursement of approved expenses for travel, accommodations and meal allowance. They also receive Team NB clothing and other Mission Staff benefits.

4.0 Legal Authority

- 4.1 The Youth Assistance Act

5.0 Goals / Principles

- 5.1 Selection Principles

- a) Selection is based, first and foremost, on the skills and experience of the candidates. Priority should be given to selecting a team of mission staff best qualified to do the job collectively.
- 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 the Games' experience to give back to the NB sport community.
- d) The need to service the Team in both official languages.
- e) The desire to reflect New Brunswick's gender makeup and regional diversity.
- f) Good balance of veterans and rookies to build capacity for future Games.
- g) Overall fit, chemistry.

6.0 Requirements / Standards

- 6.1 The Sport and Recreation Branch is responsible for the selection and preparation of Team New Brunswick's Canada Games Mission Staff. This includes the selection or appointment of a Chef de Mission and Assistant Chef de Mission(s); Appointed Mission Staff; and, Volunteer Mission Staff.
- 6.2 The Sport and Recreation Branch is responsible for establishing a Canada Games Mission Staff Selection Committee that will recommend the full complement of mission staff, (including appointed and volunteer mission staff) via the Chef de Mission and Assistant Chef de Mission(s) to the Sport and Recreation Branch Director.

7.0 Guidelines / Recommendations

7.1 Core Leadership Team: The Sport and Recreation Branch appoints the Team NB Core Leadership Team which includes a Chef de Mission and 1 or 2 Assistant Chef de Mission(s).

- a) **Step 1** - The Sport and Recreation Branch calls for applications for the position of Chef de Mission. This may be done by approaching known individuals, advertising within the sport system or publicly. The recruitment of a volunteer chef will begin at least 24 months prior to the Games.

Note: The Branch retains the option to appoint a Chef de Mission from staff internally.

7.2 Volunteer Mission Staff:

- a) **Step 2** - The Core Leadership Team prepares a call for applications for the positions of Volunteer Mission Staff. This can be done through variety of methods including: issuing a province wide media release; utilizing the Team NB web and social media outlets; advertising in provincial newspapers; and distributing notices directly to all provincial sport/recreation/multi-sport organizations in New Brunswick with a request that they distribute to their members/post to their web and social media outlets. The call for Volunteer Mission Staff will be issued before each Games (e.g., 16-20 months out) and will remain open for a minimum of 10 business days.

- b) **Step 3** - Applications received by the deadline will be reviewed and ranked by the Mission Staff Selection Committee.

7.3 **Mission Staff Selection Committee Composition:** The Committee shall be comprised of 3 to 5 members including the Chef de Mission who will serve as Chair of the selection committee and 1 Assistant Chef de Mission; along with any of the following: Former mission staff; former or current Team NB athletes, managers, coaches; or key partners/stakeholders (e.g. Sport NB, Coach NB, Canadian Sport Centre Atlantic etc.)

7.4 **Selection Process:** The Sport and Recreation Branch will receive and compile applications and will formally acknowledge individual receipt of application. The Sport and Recreation Branch will provide administrative support as required;

- a) Applications received by the deadline date will be circulated to the Selection Committee members and will be reviewed and ranked by each committee member;
- b) The Selection Committee shall receive all application documentation and will have a minimum of 10 business days to review and submit individual rankings;
- c) The Selection Committee will convene to:

- d) discuss the final rankings;
- e) determine if interviews are needed for closely ranked applicants;
- f) prepare the list of recommended mission staff
- g) The recommended list will be presented to the Sport and Recreation Branch Director for approval

Note: Related expenses for Committee Members to participate in the mission staff selection process will be covered.

7.5 Approval and notification:

- a) Step 4 - Once approved by the Sport and Recreation Branch Director, successful candidates will be notified of their selection to Team New Brunswick. Immediately after all selected Volunteer Mission Staff have accepted their offer, all other applicants will be notified in writing of the Selection Committee's decision.

Note: A media release will be issued announcing the Mission Staff.

8.0 Contact for more information: (506) 453-2928 – SR/SL@gnb.ca

Approved by:



Jeff LeBlanc

Director, Sport and Recreation Branch