ATHLETICS NEW BRUNSWICK POLICY STATEMENT 2.1: PROVINCIAL TEAM STAFFING

**Goals**:

a) To fulfill the requirements of the applicable governing bodies, with respect to certification.

b) To select a staff that:

1) has expertise with respect to the 4 event areas,

2) has at least one member of each gender (man and woman),

2) will work efficiently as a unit

c) To achieve the stated goals within the restrictions of numbers allowed.

**Selection Procedures:**

The preparation of the poster, rubric and selection process should follow the current ANB Guidelines for Staff Selection. Selection criteria should be relevant to the role, tasks and duties of each position on the team as described in the current ANB Provincial Team Staff Manual in addition to other requirements related to the specific team. The Provincial Teams Committee shall make the staff selection from among the received applications and shall have the authority to seek input from whatever sources it feels necessary. When a position(s) remain empty at the conclusion of the selection process, the Provincial Teams Committee can call for more applications to fill the remaining position(s). The Provincial Teams Committee shall then submit a report of the selection process and selections to the Board of Athletics New Brunswick (ANB) for confirmation.

**General Procedures:**

a) Within 30 to 36 months prior to the Games, the Provincial Teams Committee shall call for applications for the positions of Head Coach and Manager.

b) Successful applicants shall be named by the Provincial Teams Committee within the time-frame outlined in (a) and confirmed by ANB Board.

c) Within 18 to 24 months prior to the Games, the Provincial Teams Committee shall call for applications for other staff positions.

d) In consultation with the Head Coach, the Provincial Teams Committee shall determine the numbers of staff positions that shall be filled within the time-frame stated in (c).

e) From the applications received in (c), and in consultation with the Head Coach, the Provincial Teams Committee shall "fill out" the staffing positions allowed not less than one month prior to final selection of the team.

**Specific Regulations:**

a) Staff shall be appointed with the goal of having expertise in all 4 general event groups, specifically, Sprints/Hurdles, Distance, Jumps, and Throws.

b) Depending upon the size of the team, the Head Coach may or may not fulfill one of the event groups.

c) Coaches for the Special Olympics athletes shall be appointed by their respective association.

**Specific Tasks:**

The role, tasks and duties of the different positions on a provincial team are described in the ANB Provincial Team Staff Manual, but can also include the following tasks where appropriate:

a) Upon appointment, the Head Coach, in consultation with the Manager, shall:

1) Establish the basic Program Outline Document,

2) Review, and suggest changes if necessary, the job descriptions of the Head Coach, Manager, and Assistant Coaches

3) Determine the Athlete Selection Criteria and Standards to be followed for the Games.

4) Establish the preliminary budget for the Program.

b) Submit the above listed documentation to the Provincial Teams Committee for review and submission to ANB Board for approval.

c) Review on a regular basis and submit for approval to the Provincial Teams Committee, any revisions of the Program, Selection Criteria, or Standards. Final revisions to Criteria and Standards shall not be made later than 01 January of the year in which the Games are held.

**General**:

a) The above policy, procedures, and tasks shall apply to all Provincial Teams established by ANB. As necessary, the policies, procedures and/or tasks may be modified by the Provincial Teams Committee.

b) Specific time-lines shall be established for each team based on the requirements of the team being established.

**Staff Selection Criteria:**

a) The Provincial Teams Committee shall have the task of establishing, beyond that outlined above, any specific criteria it deems necessary to evaluate and select team staff.

b) A copy of the additional criteria shall be provided to the Provincial Teams Committee to be kept on file.

**Other**:

Any individual has the right of appeal under the guidelines and following the Athletics New Brunswick Appeals Process as outlined in Policy Statement 14.1.

The Provincial Teams Committee will review the ANB Provincial Team Staff Manual on a regular basis and submit proposed update to ANB Board.

The Provincial Teams Committee will collect and file the different reports and evaluations produced by Provincial Teams and their staff.

Adopted, AGM, 1995/09/24

Amended, BoD, 2004/05/08

Amended, BoD, 2019/06/05