

## **ATHLETICS NEW BRUNSWICK**

### **POLICY STATEMENT 2.1: PROVINCIAL TEAM STAFFING**

#### **Staff Selection Policy**

##### Goals:

- a) To fulfill the requirements of the applicable governing bodies, with respect to certification.
- b) To select a staff that:
  - 1) is balanced with respect to the 4 event areas,
  - 2) will work efficiently as a unit
- c) To achieve the stated goals within the restrictions of numbers allowed.

##### Selection Procedures:

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. The Provincial Teams Committee shall then submit its selection(s) to the Executive Committee 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 the Executive Committee.
- 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 more than one month prior to final selection of the team.

##### Specific Regulations:

- a) Staff shall be appointed with the goal of providing a "balanced" staff representing 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 disabled athletes shall be appointed by their respective associations.

##### Specific Tasks:

- 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 the Executive Committee 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.
- d) Throughout the Program the staff shall be required to establish, review, and update an Athlete Identification List.

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 Technical Director 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.

Adopted, AGM, 1995/09/24

Amended, BoD, 2004/05/08