

Canada Winter Games 2023

Team Manager Application

Under the rules of the Canada Games, one manager may be selected to accompany the team to the Canada Winter Games.. The Team Manager should be the opposite gender of the Team Coach.

Role of Team Manager

The Team Manager of the NB fencing team is a vital member of our team, a supreme problem solver and supporter of the team. The Team Manager is the primary administrator with responsibility to ensure that all administrative requirements from the NB sport branch, CWG Mission Staff, and Host Society are met.

Prerequisites

- Age: Minimum 24 years old as of January 1, 2023.
- Membership: Current member of Fencing-Escrime NB.
- Gender: Must be the opposite gender of the Team Coach.

Specific Responsibilities

Leading up to the Canada Winter Games:

- Develop rapport with the team through involvement in training camps and assisting in information-sharing with parents and personal coaches.
- Assist the Team Coach with the administration of training camps. This may involve the recruitment of other volunteers to undertake specific tasks.
- Help organize any out-of-province team trips and accompany the team on at least two trips. The Team Manager will provide general supervision and encouragement to team members.
- Act as liaison with NB CWG Mission Staff to co-ordinate such informational needs as biographies and photographs of CWG fencers, uniform sizing, and medical forms.

During the Canada Winter Games:

- Act as daily liaison between the team and Mission Staff to ensure that all concerns and queries are directed through the proper channels and that established procedures are understood and followed by all team members.
- Act as media liaison for the team.
- Take care of sick or injured fencers in conjunction with the CWG medical services.

Criteria for Selection of Team Manager

- Ability to take care of organizational paperwork.
- Ability to communicate effectively with both adults and youth of Canada Games age.
- Availability to attend "Team NB" meetings, training camps, and travel to at least two out-of-province competition prior to the Games.
- Demonstrated ability to work calmly under pressure.

Selection Process

The Board of Directors with support from the Executive Director shall distribute an application form to all FENB members by July 1st, 2021. The deadline for applications will be July 10th, 2021.

If there are more than one eligible applicant for the position, a Selection Committee shall be appointed.

The Selection Committee shall consist of the Athlete Development Committee and Team Coach. The Selection Committee will review eligible applications and make a recommendation to the FENB Board of Directors not later than July 15, 2021.

The Team Manager shall be selected no later than July 21, 2021.

Conflict of Interest

Selection Committee members have a duty to exempt themselves from participating in any discussion and voting on matters where they have, or may be perceived as having, a conflict of interest. Such exemptions should be recorded in minutes of meetings.

Announcement of Selection

The Selection Committee shall disclose the results of selection to the FENB Board. The Executive Director shall inform each applicant individually of the results of selection. This may be done verbally but must also be confirmed in writing within 7 days of the selection.

Appeal Process

An appeal shall be heard ONLY on the grounds that the Selection Committee

- a) made a decision for which it lacked authority.
- b) failed to follow procedures in the approved selection criteria.
- c) made a decision that was influenced by undue bias.
- d) failed to consider relevant information or considered irrelevant information.

Process and Timelines for Appeal

Appeals will be considered by the Fencing-Esgrime NB Board of Directors.

The applicant shall have 72 hours to request an appeal in writing to the president of the Board of Directors.

The Board of Directors will make a final decision and the decision shall be final and binding.

The president of the Board of Directors will contact the applicant no later than 24 hours after the hearing by phone to advise them of the outcome. This will be followed up by a formal letter and copy of the appeal findings and recommendation.

Application

To apply for the position of Team Manager, please submit the following form.

[Canada Winter Games 2023 Team Manager Application Form](#)

The deadline for applications is July 10th at 11:59pm.

If you have any questions or would like any further information about the position or the Canada Winter Games 2023 Program please contact Sally Goodwin – Executive Director at fencingnb@gmail.com