



*Archery Nova Scotia
c/o Sport Nova Scotia
5516 Spring Garden Road, 4th Floor
Halifax, NS, B3J 1G6*

*www.aans.ca/
www.sportnovascotia.com/main.htm*

**Volunteer Position
Canada Games Team Manager
Archery Nova Scotia**

Archery Nova Scotia (ANS) invites applications to fill one volunteer position of Canada Games Team Manager. Our Canada Games Coach is male, therefore **the Team Manager must be female**. Candidates should have excellent communication skills including computer skills such as email, Word and Excel. Administrative experience such as record keeping, finance and budget management will be an asset. The successful candidate will assist the Team Coach by undertaking all logistical tasks before, during and after the Canada Winter Games February 15 to March 4, 2019. The successful candidate must be available to travel to athlete qualifying events and training events. A complete list of responsibilities and duties are attached.

The successful candidate will be expected to have a coaching level of at least NCCP Instructor Beginner Certified, to have a valid driver's license, to become knowledgeable of the rules and the organization of archery competition, and be available to attend the Canada Winter Games. A Criminal Record/Vulnerable Sector and Child Abuse Registry checks will be required.

Archery is part of the Canada Winter Games in Red Deer, Alberta, February 15 to March 4, 2019. Canada Games and the hosting organizing committee arrange and pay for team travel and accommodation for the Games. In Nova Scotia qualifying and training event travel and other direct expenses will be paid upon submission of receipts and mileage.

Interested applicants will submit a letter of application, a resumé, and names of three persons with contact information for references, by email to rfrancis@sportnovascotia.ca or by post to:

**Manager Search Committee
Archery Nova Scotia
c/o Sport Nova Scotia
5516 Spring Garden Road, 4th Floor Halifax, NS, B3J 1G6
Canada**

Closing date for receipt of applications is March 31, 2018. It is intended that the position will be filled in early April, 2018.

All qualified applicants are encouraged to apply; Archery Nova Scotia encourages applications from qualified Aboriginal people, persons with a disability, racially visible persons, and women.

This is a volunteer position
Canada Winter Games
Team Manager
Archery Nova Scotia (ANS)

The team manager reports to the Executive of ANS.

Basic Function

Assist the Team Coach by undertaking all logistical tasks before, during and after the Games **Budgets**

- Assist the ANS executive in setting a budget for team training and travel expenses. Expense claim forms will be provided and must be accompanied by receipts and mileage.

Meetings

- required to attend ANS meetings as requested

Reporting

- to the Vice President Target, and the executive of ANS as required/requested
- to the ANS Executive and Board regarding team performance and results

Principal Responsibilities

- Assist the Team Coach and all aspects of team development and organization
- Liaise between ANS, Canada Games organizing committee, the coach and team members and their individual coaches
- Organize the team transportation, accommodations and meals
- Secure and organize for equipment transportation needs (if required)
- To be available as a knowledgeable resource to the athlete, parents, coaches and other staff as assigned
- Manage health and safety
- Act as representative of ANS in absence of other representatives
- Co-ordinate team meeting location in the event city to distribute passes, and to provide key event information prior to the start of competition
- Ensure that athlete paperwork is completed regarding medical information and uniforms
- Be aware of the accommodation addresses, contact numbers of all team members and emergency contacts during the event

Specific Duties

- Manage the budget for team training
- Ensure entry of all athletes in appropriate events with appropriate times
- Ensure eligibility of all athletes
- Contact the athletes to monitor training and competitions
- Ensure safety of all athletes

- Schedule and co-ordinate daily functions including activities, training, food, protocol, etc.
- Maintain administrative records as required
- Arrange transportation as required
- Maintain standards, policies, procedures of ANS and ensure compliance
- Liaise with other games staff as necessary for information, resources and to assist athletes with information and contacts
- Assist in the preparation of the training program under the direction of the Team Coach
- Respond to athlete requests for daily needs
- Equipment co-ordination
- Assist athletes with specific paperwork
- Support Team Coach with appeal and protests as appropriate
- Act as spokesperson for the team if approached by media
- To co-ordinate all media events with the Team Coach and the athletes
- Submit a report to ANS after the event on all aspects of the organization and participation of the team in the event
- Provide recommendations for improvements
- Submit forms and receipts for allocation of all expenses to ANS - Other duties as assigned.

Relationships

- Participate in all team meetings
- Communicate with National and Provincial Sport organizations where appropriate
- Open dialogue with athletes, their parents and coaches where appropriate

Qualifications

Three References

Criminal Record/Vulnerable Sector and Child Abuse Registry checks

A valid driver's license

Knowledge of the rules and the organization of the competition

Be available to attend the Games (February 15 to March 4, 2019)

Must have at least the level of NCCP Instructor Beginner Certified Coach under the National Coaching Certification Program Stream. Selected manager must be so certified not later than 90 days before the opening of the Games (i.e., by November 17, 2019).

The successful candidate will be selected by the High Performance Committee and then approved by the ANS Board.