



GYMNASTICS NOVA SCOTIA

5516 Spring Garden Road, Halifax, NS B3J 1G6
Tel: (902)425-5450, ext. 338, fax: (902)425-5606
e-mail: gns@sportnovascotia.ca
Web page: www.gymns.ca

GYMNASTICS NOVA SCOTIA 2017 NS TEAMS TO:

ATLANTIC CHAMPIONSHIPS
EASTERNS ARTISTIC & T&T CHAMPIONSHIPS
CANADIANS ARTISTIC CHAMPIONSHIPS

CHEF-DE-MISSION / MANAGER VOLUNTEER POSITIONS AVAILABLE

Gymnastics Nova Scotia is seeking the following estimated volunteers for upcoming Team NS competitions:

- **WAG (Girls) Team Manager – Atlantic Artistic Championships** – Amherst, NS/Sackville NB (April 20- 24, 2017)
- **MAG (Boys) Team Manager – Atlantic Artistic Championships** – Amherst, NS/Sackville NB (April 20- 24, 2017)
- **WAG (Girls) Team Manager – Eastern Artistic Championships** – Sackville, NB (May 5-8, 2017)
- **MAG (Boys) Team Manager – Eastern Artistic Championships** – Sackville, NB (May 5-8, 2017)
- **Team Chef T&T– Eastern T&T Championships** – Sackville, NB / Amherst, NS (May 5-8, 2017)
- **Team Manager(s) – Eastern T&T Championships** – Sackville, NB / Amherst, NS (May 5-8, 2017)
- **Team Chef – Canadian Championships (MAG & WAG)** – Montreal, QC (May 23 – May 29th, 2017)
- **Team Manager(s) – Canadian Championships (MAG & WAG)** – Montreal, QC (May 23 or May 24th – May 29th, 2017)

The successful candidates will be required to attend the events with the team and perform all duties as listed in this job description and the GNS Policy Manual. **The successful candidates must also have a criminal check and a child abuse check completed (current within 3 years).** These are volunteer positions and the successful candidates will have their expenses paid for the event (travel, registration, meal per diem, and accommodations).

All Chef and Manager positions will be non-coaching, non-spotting, non-judging positions for the duration of the designated trip.

... over

Qualifications:

- experience in managing teams
- demonstrated competence in organization, planning, communication, problem solving and administration
- no coaching experience required

Duties / Responsibilities:

• Pre Event:

- work with PSO to ensure that the deadlines are met
- assist with coordination of team travel to the events (including registration, communication, transportation, accommodations, meals, and supervision as required)
- assist as required with both technical and logistical planning
- facilitate communications between all parties involved, ensuring that all relevant information has been circulated
- act as media liaison
- assist head coaches with administrative tasks
- collect and submit team members' documentation (profiles, registration forms, waivers, etc) as per requirements and deadlines
- communicate with parents of all participants to ensure that all are aware of the competition events
- identify and work to resolve problem issues that may arise
- assist head coaches as requested

• At Event:

- chaperone / supervise athletes when necessary
- arrange for and accompany athletes to necessary medical (physio, etc.) services
- media communication
- ensure that results are sent to NS media and Gymnastics Nova Scotia following competitions
- oversee arrival / departure procedures
- ensure that van rentals are taken care of if required
- ensure that athletes' meals are arranged (boxed lunches if necessary)
- attend meetings for managers / chef-de-mission of delegation
- organize activities for off-times if necessary
- follow GNS Codes of Ethics and Conduct

• Post Event:

- submit reports, including recommendations for the future

A COMPLETE LIST OF DUTIES IS INCLUDED IN THE GNS POLICY MANUAL IN APPENDIX F: F.1 CHEF-DE-MISSION & F.2 TEAM MANAGER (ATTACHED). THE [POLICY MANUAL](#) IS ALSO ON THE GNS WEBPAGE (www.gymns.ca)

Interested individuals are asked to apply by sending a **cover letter and a resume to GNS. Please indicate what event(s) you are interested in.** Applications must be received in the Gymnastics Nova Scotia office by **Thursday, March 29th, 2017.**

Gymnastics Nova Scotia, 5516 Spring Garden Rd. 4th floor, Halifax, NS B3J 1G6
Phone: (902) 425-5450, ext. 338, Fax: (902) 425-5606 e-mail: gns@sportnovascotia.ca

GNS Policy Manual

APPENDIX F

PROVINCIAL DELEGATION - SPECIFIC DUTIES AND RESPONSIBILITIES

i) Chef-de-Mission

The Chef-de-Mission is a **non-coaching, non-spotting, non-judging position** for the duration of the trip. The Chef-de-Mission should have the following Qualifications:

- Outgoing personality and good humor.
- Care and concern for the Nova Scotia delegation and an understanding of the on-floor needs and goals and an understanding of his/her role in helping to achieve them.
- Flexible personality to deal with all individuals.
- Patience, decisiveness and integrity.
- General appropriate appearance and dress.
- Understanding and behavior according to protocol.
- Involvement and experience with Gymnastics Nova Scotia who understands the needs and goals of the Provincial Team Programs and is committed to make them happen and carries the credibility of the team members.
- Experience of traveling to national events.
- Depth of understanding and exposure to gymnastic development.
- Understanding of the current Gymnastic Nova Scotia plan and strategies.
- Ability to represent Gymnastic Nova Scotia at meetings.
- Understanding of current political trends.
- Communicate effectively with representatives from other provinces and other Gymnastics Canada Gymnastique officials.
- Handle media when interviews are required.
- Ability to establish rapport with other provinces by appropriate person contacts.
- Ability to negotiate proposals and act as host if required.

Duties:

- 1) Ensures that sufficient and appropriate gifts are purchased.
- 2) Maintains close liaison with Team manager at all times.
- 3) Is responsible for initial contacts with Host Committee upon arrival.
- 4) Ensures that at the site each member's accreditation is verified.
- 5) At the site of the competition, liase with officials of the Host Committee as well as with similar members of other teams.
- 6) Attend all meetings, receptions, etc., as the official Head of the Nova Scotia Delegation.
- 7) Present and receive gifts on behalf of Gymnastics Nova Scotia.
- 8) Assumes responsibility for the conduct, presentation of and the rapport of the total traveling Nova Scotia Delegation.
- 9) Athletes leaving the group **must provide the Chef** with written authorization from their parents prior to the event. A copy of the written authorization is kept with the Chef at all times. **The named delegation representative (manager, coach) who releases the athlete to the authorized individual MUST be the same representative to accept the athlete back into the delegation upon return.** This duty cannot be passed to another individual. The athlete must know by sight the person to whom they are being transferred. The athlete will not be transferred to anyone not authorized on the form and/or not known to them personally.
- 10) Assists the team to meet its stated objectives for that tour.
- 11) Handles all protocol on behalf of the team.
- 12) Handles all disciplinary actions as required.
- 13) Ensures all previously agreed to relationships, negotiations and duties are conducted in a manner acceptable to Gymnastics Nova Scotia.
- 14) The Chef de Mission will table a full report to the Gymnastics Nova Scotia Board of Directors. Where appropriate the Association office will provide copy(s) to the Program Committee Chairperson. The report must be submitted within fourteen (14) days after the conclusion of the event. See Appendix H.5.

ii) Team Manager

The manager must know and be sensitive to the performance requirements and demands being placed on each individual in order to respond in a suitable fashion to the demands of the moment. Timing is everything. The Manager is there to enhance and facilitate the team to perform to the best of its ability. The manager position is a **non-coaching, non-spotting, non-judging position** for the duration of the trip.

The Team manager should have the following qualifications:

- Outgoing personality, enthusiasm and energy.
- Dedication to the Nova Scotia Team.
- Patience, decisiveness, integrity and flexibility.
- Be tough skinned.
- Sense of initiative and creativity.
- A good sense of humour.
- Pleasant manner when dealing with people
- Capable of handling stressful situations.
- Show tact and efficiency of organization.
- Put team members ahead of self.
- Previous or current position in the sport that carries with it the gymnastic authority and knowledge required to do the job.
- Ideal experiences as a teacher, parent or professional administrator.
- The ability to understand and get along with both male and female members on the team.
- Previous experience in traveling and/or managing teams is a bonus.
- Previous national exposure as a coach, judge, athlete will be helpful.
- Excellent administrative abilities
- Good written and verbal skills
- Ability to handle and solve problems.
- Ability to perform tasks when under pressure.
- Ability to communicate
 - among team members;
 - between Nova Scotia Team and organizers,
 - with service groups (hotels, restaurants, etc.),
 - between Nova Scotia Team and other Nova Scotia observers
 - with Chef de Mission.
- Ability to organize social functions when they are appropriate or required.
- Ability to create an enthusiastic Nova Scotia environment and esprit de corps.
- Have the foresight to anticipate team needs.
- Ability to verify and coordinate all travel arrangements so they are most appropriate to the team's needs.
- Ability to represent Gymnastics Nova Scotia at some meetings and communicate results to rest of contingent. This necessitates some understanding of technical details. The Manager will have to know what to report back, the importance of it, and the effect of the decision being made.
- Ability to really understand the pressure of the situation and the needs relating the various ages, sexes and multitude of situations.
- Ability to plan many tasks and follow through.
- Ability to complete reports and evaluations as requires after the event.

Duties Prior to Departure:

- 1) Upon receipt of the names of all participants (including phone numbers and addresses), assist the Gymnastics Nova Scotia office in ensuring that all participants have valid passports, visas, entry certificates, health certificates (make sure these forms are filled out correctly). NOTE: Once through customs and security (going and returning), it is recommended that the Manager carry all passports and airline tickets.
- 2) Ensure, through Gymnastics Nova Scotia, that final arrangements have been made for transportation, reservations, ticketing and forwarding of tickets.
- 3) Ensure the travel itineraries and contact person's name and address have been prepared and forwarded to the appropriate person by the date requested.
- 4) Perform liaison duties with the head coaches, judges, etc., in administrative matters, to assist in preparing members of the whole team for the trip and the competition.
- 5) Prepare any necessary budgets and be able to account (with receipts) for any expenditures that are made prior to departure (e.g. telephone calls) and while on the tour (e.g. medicine).

- 6) Find and collect all the necessary documents such as clothing measurement forms, ID cards, biography forms, information questionnaires, athlete handbooks.
- 7) Reply promptly to all letters and requests, etc., as the mail is a slow form of communication.
- 8) Ensure that each team member has the required uniforms.
- 9) Advise all members of the team to declare all photographic and other valuable equipment at Customs before departing Canada and relay all pertinent addresses and itineraries to parents of gymnasts.
- 10) Ensure that all baggage is properly identified.
- 11) Where applicable, be at the embarkation point prior to all individual team members.
- 12) Ensure that a team photo is taken either prior to departure or upon arrival.

Duties During the Tour:

- 1) Attend all appropriate meetings and communicate pertinent information to all team members.
- 2) Arrange all training, transportation, etc., in cooperation with the coaches and all other officials. Ensure that the Team stays together during travel and is the only individual **(in consultation with the Chef)** to grant permission for delegates to leave the group.
- 3) The team manager can plan small trips (ie. mall visits & meals) with the coach while the delegation is away but the Chef must be kept informed.
- 4) Team outings (other than mall visits & meals) will be prearranged (with the Chef) prior to any Provincial Team Trip in order to ensure:
 - that parents can be notified in advance of the teams' departure to the competition
 - that GNS is informed of all team events and they are sanctioned prior to team travel
- 4) Acts as a liaison for the gymnastic team with the Chef of the total delegation.
- 5) Assists the Chef de Mission with any matters as he/she requests.
- 6) Carry the name, address, phone number, emergency contact phone number, passport number, extra passport picture, GCG number, hospitalization number, SIN and room number of everyone in the group.
- 7) Ensure that all members of the group are well informed of all items -- meal times, receptions, departure times, training hours, wake up times, check out procedures, etc., by arranging daily meetings.
- 8) Be prepared to deal with any local situation - food, water, electricity, language, etc., that may arise to facilitate everything for the team.
- 9) Delegate one member of the group to obtain video action photos while on tour.
- 10) Be prepared to miss any function or part of event while other preparations or arrangements for the team are required.
- 11) Make whatever arrangements are needed for a final team banquet or dinner party.
- 12) Communicate results and other details to the Gymnastics Nova Scotia office as required.
- 12) Extend gifts to the appropriate contacts.

Duties After the Tour:

- 1) Provide any available publicity to the Gymnastics Nova Scotia office.
- 2) Recommend letters of thanks and appreciation.
- 3) The Team manager will submit a full report with all appropriate attachments to the Gymnastics Nova Scotia office. This report (without attachments) will be circulated to the Gymnastics Nova Scotia Board of Directors and the Technical Committees by the Executive Director.
- 4) The report should include a financial statement and competition results.
- 5) The report must be submitted within fourteen (14) days following the event.