



2023 Staff Call for Applications

Athletics New Brunswick is now seeking applicants for the upcoming provincial team programs. Applicants are asked to submit their coaching application and the requested documents to chris@anb.ca by Friday January 20th, 2023.

Required documentation by applicants:

- Cover Letter of interest – specific to position of interest
- Resume – **Coaching and Athletics experience**
- NCCP Coaching transcript
- 3 References - relevant to sport setting and coaching/managing experiences

****Coaches interested in multiple positions should be sure to apply to each position separately with the according cover letter and resume for their application****

All applicants should review the Provincial Team Policy - ANB policy statement 2.0

All applicants should review the Provincial Team Staff Policy – ANB policy statement 2.1



Canada Games 2025: (2 positions)

1. Position of Head Coach for the 2025 Jeux Canada Games that will be held in St. John's, Newfoundland and Labrador.
2. Team Manager for the 2025 Jeux Canada Games that will be held in St. John's, Newfoundland and Labrador.

The date of the games is tentatively August 1st - 20th, 2025 and it is understood that Athletics will be a 2nd week sport encompassing the dates of August 9th - 17th.

1. Head Coach 2025 Jeux Canada Games:

- Head Coach candidates **MUST BE** level 3/Comp Dev/Performance Coach certified.
- Head Coach applicants must have completed MED evaluation
- **STRONG** organizational skills
- National or Provincial Coaching/Managing Experience considered and asset
- Demonstrated background of **STRONG** leadership

****Those selected will be asked to submit a valid and current police record check no later than three months after notice of selection). A letter of request will be made available to those who require it.***

Official team duties will be discussed upon selection however, duties may include but are not limited to:

- Event coach selection in conjunction with the 2025 CSG Team Manager
- Team budget planning
- Tracking, monitoring, and liaising with identified athletes and personal coaches
- Identifying up and coming athletes and personal coaches
- Assisting with events in the lead up to the games (trips, competitions, camps, clinics, presentations).
- Being present at the selection meet and team selection meeting (June/July 2025)
- Coach and athlete development as requested

- Being committed and available to achieving the provincial mandate outline in the strategic plan for the 2025 CSG program
- Additional duties as assigned by ANB Executive Director



2. Team Manager for the 2025 Jeux Canada Games

- *Team Manager candidates MUST have a strong background in the sport of athletics - combination of experience and technical certification are acceptable.*
- *Leadership experience with ANB or Sport NB provincial programs*
- *Team Manager applicants must have completed MED evaluation*
- *STRONG organizational skills*
- National or Provincial Coaching/Managing Experience considered an asset
- Demonstrated background of STRONG leadership

**Those selected will be asked to submit a valid and current police record check no later than three months after notice of selection). A letter of request will be made available to those who require it.*

Official team duties will be discussed upon selection however, duties may include but are not limited to:

- Event coach selection in conjunction with the 2025 CSG Head Coach
- Team budget planning
- Tracking, monitoring, and liaising with identified athletes and personal coaches
- Identifying up and coming athletes and personal coaches
- Assisting with events in the lead up to the games (trips, competitions, camps, clinics, presentations).
- Being present at the selection meet and team selection meeting (June/July 2025)
- Coach and athlete development as requested
- Create comprehensive IST plan for athlete preparation
- Being committed and available to achieving the provincial mandate outline in the strategic plan for the 2025 CSG program
- Additional duties as assigned by ANB Executive Director

Jeux de la Francophonie 2023: (1 Position)

1. Head Coach Jeux de la Francophonie 2022: (July 28-Sunday August 6, 2023) Kinshasa, Democratic Republic of Congo



- Head Coaches candidates MUST BE level 3/Comp Dev/Performance Coach certified. Head Coach applicants must have completed MED evaluation
- Strong communications skills in both French and English
- International Coaching Experience considered and asset
- Demonstrated background of STRONG leadership and organizational

**Those selected will be asked to submit a valid and current police record check no later than three months after notice of selection). A letter of request will be made available to those who require it*

Official team duties will be discussed upon selection however, duties may include but are not limited to:

- Staff selection in conjunction with the 2023 JDLF criteria
- Program budget planning
- Tracking, monitoring, and liaising with identified athletes and personal coaches
- Identifying up and coming athletes and personal coaches
- Assisting with events in the lead up to the games (trips, competitions, camps, clinics, presentations).
- Lead team selection (June/July 2023)
- Create comprehensive IST plan for athlete preparation
- Coach and athlete development as required
- Coach mentorship program development
- Being committed and available to achieving the provincial mandate outline in the strategic plan for the 2023 JDLF
- Additional duties as assigned by ANB Executive Director

National Youth Track & Field Championships - U16/U18 Championships: (4 positions)



Athletics Canada Hershey Indoor championships are being held August 11- 13, 2023 in Sherbrooke, QC. Technical information can be found at www.athletics.com. Team ANB will tentatively be departing August 9th returning August 15th.

Team NB is seeking 3 event coaches in addition to the Head Coach/Team Lead. This staff will accompany the team selected athletes to Sherbrooke, QC. Duties and abilities will include but are not limited to:

- Working with Legion staff appointed on all team projects and tasks
- Event and technical support for Team NB athletes
- Management and chaperone duties as appointed
- Athlete development as requested in pre competition buildup
- Attendance at all team meetings
- Experience with U16/U18 athlete development an asset
- Experience working in a team and staff environment
- Demonstrated team experience
- Strong organizational and communication skills

Required qualification:

Head Coach – NCCP Club coach certified

Event Coaches – NCCP Club coach trained



Athletics New Brunswick – Coaching Application

Name: _____

Club or School Affiliation:

Address : _____ City: _____

Province : _____ Postal Code : _____

Phone : (Res.) _____ (cell) _____

E- mail _____

Team Selection

2025 CSG: _____

2022 JDLF: _____

Legion U16/U18: _____

NCCP Certification Number: _____

Please include the following in with your coaching Application:

- Cover Letter – specific to position and program of interest
- Resume – **Coaching and Athletics experience**
- NCCP Coaching transcript
- 3 References - relevant to sport setting and coaching/managing experiences

APPLICATIONS ARE DUE JAN 20TH, 2023

The coach selection committee will be made up of no less than 3 individuals (who are not in a role of conflict) plus a chair that will be overseeing the selection process. It is expected that final selections for 2023 JDLF & 2025 CSG can be brought to the ANB board for ratification at an ANB board meeting. Noting that the selection committee reserves the right to withhold naming all positions during this initial call.

Although ANB appreciates all applicants for our 2023 JDLF & 2025 CSG programs, only individuals selected for an interview will be contacted about the 2nd phase of selection.