

# **Canada Games Squash Team Manager Selection Policy**

*Issued by: Squash Nova Scotia*

*Effective Date: July 15, 2025*

## **1. Purpose**

This policy outlines the process and criteria for selecting the Manager for the Nova Scotia Canada Games Squash Team. It is designed to ensure a fair, transparent, and performance-focused selection process in accordance with the Canada Games Council and Squash Canada standards.

## **2. Eligibility Requirements**

To be eligible for consideration as a manager, candidates must:

- Be a member in good standing with Squash Nova Scotia
- Have experience in team logistics, administration, and athlete support.
- Provide or be willing to obtain a Criminal Record Check with Vulnerable Sector Screening within the last 12 months.
- Be available for all team-related activities, including training camps, travel, and the full duration of the Canada Games.
- Demonstrate a strong understanding of and commitment to Safe Sport, inclusion, and athlete-centered practices.

## **3. Application Process**

- An open call for applications will be posted on Squash Nova Scotia's website and distributed via email and social media.
- Applicants must submit:
  - A resume highlighting relevant management or administrative experience.
  - A cover letter outlining interest in the role and team leadership philosophy.
  - A minimum of two references (preferably sport-related).

**Deadline to apply:** September 1, 2025

#### 4. Selection Process

- A Selection Committee composed of members of the Squash Nova Scotia Board of Directors, Squash Nova Scotia Member(s) at Large, and other member(s) in good standing of Squash Nova Scotia as selected by the Director of Coaching and Officiating, will review applications.
- Shortlisted candidates may be invited for an interview.
- The following are intended as guiding considerations for the committee in its assessment of candidates, to be applied as appropriate:

Criteria	Weighting
Organizational and administrative skills	30%
Experience working with youth/athletes	20%
Leadership and communication	20%
Availability and commitment	10%
Familiarity with squash and sport systems	10%
Safe Sport awareness and policy knowledge	10%

#### 5. Selection Timeline

- **Posting Date:** July 15, 2025
- **Application Deadline:** September 1, 2025
- **Interviews (if applicable):** September 8 – 12, 2025
- **Final Selection Announcement:** September 26, 2025

#### 6. Appeals

Unsuccessful applicants may appeal the selection process on procedural grounds only, following the Squash Nova Scotia Appeal Policy.

## **7. Manager Responsibilities**

The Team Manager is expected to:

- Coordinate all logistical aspects of team participation (e.g., travel, accommodation, meals, uniforms).
- Act as a liaison between the team, the Canada Games Mission Staff, and the Provincial/Territorial Squash Association.
- Provide on-site support for athletes and coaches before and during the Games.
- Promote a safe, respectful, and inclusive environment for all team members.
- Assist with pre-Games planning, including administrative documentation and scheduling.
- Comply with all relevant Codes of Conduct, policies, and procedures.

## **8. Terms**

- The team manager appointment is valid for the duration of the Canada Games cycle, ending upon the completion of post-Games reporting and debrief.
- In accordance with Canada Games protocols requiring gender balance in delegation staff, the manager must be of the opposite gender to the coach and will therefore be selected only after the coach's appointment.
- The role may be revoked for breaches of conduct, policy non-compliance, or failure to fulfill responsibilities.
- The successful applicant must abide by the 2027 Canada Winter Games Squash Technical Package (<https://drive.google.com/file/d/1C8ED2rzL7lAjmlu2U-SlVsypt6tid3St/view?usp=sharing>)