



**TEAM ONTARIO**  
**-SPORT MANAGER APPLICATION-**  
**2020 NORTH AMERICAN INDIGENOUS GAMES (NAIG)**

**SPORT MANAGERS CALL-OUT**

Indigenous Sport & Wellness Ontario (ISWO) will be accepting applications for *volunteer* positions as a **Sport Manager**. These positions are now available for various sport categories to be held at the next North American Indigenous Games (NAIG) which will take place in Halifax, Nova Scotia in July 12-18, 2020.

ISWO is the recognized Province/Territorial Aboriginal Sport Body (P/TASB) that oversees the operations of Team Ontario (ATO), which will be comprised of approximately 400 athletes, 80 coaches and 20 mission staff. This team will be managed by Mission Staff (ISWO appointed representatives and selected Sport Managers) whose main responsibility will be to oversee all aspects of team operations and logistics.

**GENERAL ROLES & RESPONSIBILITIES FOR SPORT MANAGER POSITIONS**

Pre-Games: Assist with team development efforts such as athlete identification, qualifying events, camps, and athlete registration. Provide ongoing athlete training and monitoring from selection to competition. Provide a detailed plan for try-outs and team development with Coaching Staff and ISWO. Sport Managers of sports within categories of the Ontario Summer Indigenous Games (OSIG) will also be requested to attend the 2019 OSIG event (sports, dates and location yet to be announced). If selected as a Sport Manager for NAIG 2020, specific reference checks will be requested by ISWO.

Games-time: Mentorship, supervision/chaperoning. Sport Managers will report to ISWO and Mission Staff. Communications between multiple parties will ensure better organization and fluency. Provide support and/or direction towards designated caring adults in place for athletes during competition.

Post-Games: A written evaluation of all aspects of Team operations relating to sport management and staff duties, responsibilities and general event overview. Ensure Team Ontario equipment and supplies are returned to designated Mission Staff.

**SPORT MANAGER POSITION DESCRIPTION**

In conjunction with the ISWO staff, the Chef de Mission and respective Coaching staff, the Sport Manager will create awareness of the 2020 NAIG to increase participation in their respective sport program across Ontario. Sport Managers must ensure their sport program meets all deadlines and requirements, and adhere to all administrative, technical and disciplinary guidelines outlined by the NAIG Council.

The Sport Manager must set a strong leadership example as a supportive, encouraging and proud sport participant. Managers of sport must be responsible for all team communication and necessary paperwork. The Sport Manager will strive to motivate and support athletes and coaching staff to achieve team goals and objectives. Sport Managers are required to relay and abide by the policies, a code of conduct, rules and regulations, as well as other guidelines established by ISWO, the NAIG Council and the 2020 Host Society.

In cooperation with the Coaching Staff, a Sport Manager is responsible for the supervision of athletes at all times. Will coordinate for team needs, which include but not limited to: equipment requests, apparel and uniform sizing as well as practice/training schedule reminders leading up to NAIG. Needs to sustain ongoing

communication with Team Ontario Mission Staff, Coaches, Trainers, Parents/Guardians, Athletes and ISWO. May lead or support any related duties to fundraising for their team. In consultation with the Provincial Sport Organizations (PSOs) and Coaching Staff, Sport Managers will assist with talent identification, evaluations, team development strategies and/or camp deliveries, organizing and assistance with athlete selection, where appropriate.

### **ADDITIONAL CERTIFICATION REQUIREMENTS**

All Sport Managers are to complete elected *Professional Development (PD)* in order to be a qualified participant of ATO at the 2020 NAIG. Mandatory PD can be obtained after the application process but must be successfully completed prior to the commencement of 2020 NAIG.

### **SPORT CATEGORIES – PREFERENCE SELECTION**

A chart provided within the application form contains information on grouped categories and sport programs as identified through the 2020 NAIG Technical Sport Package. The sport and group categories have been previously approved by the NAIG Council and are reflected in the Governing Rules – Sport Program. Any necessary updates or changes will be shared with NAIG Council and each team representatives.

### **APPLICATION PROCESS**

1. Fill-out and submit an online application form by Wednesday, July 31, 2019. 5pm EST.  
Printable Application Forms should be completed and scanned or faxed to:  
[Team.Ontario@iswo.ca](mailto:Team.Ontario@iswo.ca) / 905-412-0325 (Fax)
2. Eligible Sport Managers may be asked to have an in-person, online and/or phone interview.
3. Successful applicants will be notified by February 2019.

All applications will be considered; however, Sport Managers of Indigenous descent (First Nation, Inuit and Métis) are preferred.

## APPLICATION FORM

**IF MORE SPACE IS NEEDED TO COMPLETE ANY SECTION OF THIS APPLICATION:**

*Attach a separate document and check this box (right)*

### A. PERSONAL INFORMATION

<b>Last Name:</b>								
<b>First Name:</b>								
<b>Preferred Name to be Called:</b>								
<b>Middle Name:</b>			<b>Middle Initial(s):</b>					
<b>Preferred Gender Pronoun:</b>	<input type="checkbox"/> They	<input type="checkbox"/> Ze	<input type="checkbox"/> He	<input type="checkbox"/> She	<input type="checkbox"/> No pronoun preferred			
	<input type="checkbox"/> A pronoun, not listed:							
<b>Ethnicity:</b>	<input type="checkbox"/> First Nation (Status)		<input type="checkbox"/> Métis Status	<input type="checkbox"/> Inuit	<input type="checkbox"/> Non-Native			
	<input type="checkbox"/> First Nation (Non-Status)							
<b>Status #:</b> <i>If Applicable</i>								
<i>If First Nation of Non-Status, please provide a Proof of Ancestry letter</i>			<input type="checkbox"/> Letter Attached	<input type="checkbox"/> Not Applicable (N/A)				
<b>ALL APPLICATIONS WILL BE CONSIDERED; HOWEVER, SPORT MANAGERS OF INDIGENOUS DESCENT ARE PREFERRED</b>								
<b>Health Card #:</b> <i>10 Digits and Version Code (two letters), If Applicable</i>			<b>Date of Birth:</b> <i>(dd/mm/yyyy)</i>					
<b>NCCP #:</b>			<b>Current Age:</b>					
<b>Community/Band(s) Represented:</b>								
<b>Mailing Address:</b>								
<b>City/Town:</b>			<b>Postal/Zip Code:</b>					
<b>Province/State:</b>			<b>Country:</b>					
<b>Phone #:</b> <i>(Primary)</i>			<b>Phone #:</b> <i>(Secondary)</i>					
<b>Email:</b>								
<b>Eligibility Assets &amp; Requirements</b> <i>(in bold):</i>	<input type="checkbox"/>	<b>Respect in Sport – Activity Leader Program</b>	<input type="checkbox"/>	<b>Aboriginal Coaching Module</b>	<input type="checkbox"/>	Making Headway in Sport	<input type="checkbox"/>	Sport-Specific NCCP Certification(s)
	<input type="checkbox"/>	Age of 18+ upon Application Submission	<input type="checkbox"/>	Valid Driver's License	<input type="checkbox"/>	Making Ethical Decisions – Module	<input type="checkbox"/>	Making Ethical Decisions – Online Evaluation

<input type="checkbox"/>	Able to stand, walk or wheel for an extensive duration of time and/or distance	<input type="checkbox"/>	CPR/First Aid	<input type="checkbox"/>	Respectable Character
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**B. POSITION PREFERENCE(S) – IDENTIFYING ALTERNATIVE CONSIDERATIONS**

In the event you are not selected as a Sport Manager, would you consider becoming either of these positions?  
 Chaperone:  Y  N / Coach:  Y  N

For planning purposes, please include any known dates that you will be unavailable to be perform any General Roles & Responsibilities as a Sport Manager in the space provided:

**C. SPORT PREFERENCE(S) – SPORT MANAGEMENT CATEGORIES YOU ARE INTERESTED IN**

Review chart below. Enter your 'top three' preferred choices in numbered order (1, 2 & 3 – one, being highest).

2020 NAIG	GROUPED CATEGORIES							
	14U (2006 & later)		16U (2004 & later)		17U (2003 & later)		19U (2001 – 2005)	
	M	F	M	F	M	F	M	F
Archery (3-D)								
Athletics								
Badminton								
Baseball								
Basketball								
Canoe/Kayak								
Golf								
Lacrosse (Box)								
Rifle Shooting								
Rugby (7's) **								
Soccer								
Softball								
Swimming								
Volleyball (Beach) **								
Volleyball (Court)								
Wrestling								

**CHART LEGEND**    \*\*: Demonstration Only Sport    M: Male    F: Female    U: (and) Under

Available Category: \_\_\_\_\_    Unavailable Category: \_\_\_\_\_

**D. EMERGENCY DETAILS – IN THE EVENT OF AN EMERGENCY**

Medical, Allergy and Food Considerations: \_\_\_\_\_ *If None, Check Here*

**EMERGENCY CONTACT** Preferred Gender Pronoun:  He  She  They  Ze  No Pronoun preferred  
 Other, not listed: \_\_\_\_\_

Relation to Applicant: \_\_\_\_\_

Full Name: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_    Alternative Phone #: \_\_\_\_\_

\_\_\_\_\_    Email Address: \_\_\_\_\_

Residential Address:		
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**E. CERTIFICATIONS – NEEDED FOR SPORT MANAGERS**

NCCP#:	
<b>REQUIREMENTS TO COACH</b>	<b>DATE OBTAINED</b> <i>(mm/yyyy)</i>
<i>Aboriginal Coaching Module (ACM)</i>	
<i>Respect in Sport – Activity Leader Program</i>	
<b>IF ANY OF THE ABOVE REQUIREMENTS ARE NOT YET OBTAINED:</b>	
By checking this box (right) - I understand that by the month of May 1 <sup>st</sup> , 2020 I must have obtained ALL of the above requirements or risk forfeiting my position to another eligible Sport Manager. <input type="checkbox"/>	
<b>OTHER:</b>	List any other relative course(s) or certification(s) obtained in a listing by title and date obtained.
<b>DESIRES:</b>	List any leadership education, professional development or other relative opportunities in which you may be interested in taking. <i>[I.e - Apprenticeships, Certifications, Conferences, Training; Sport-specific/Multi-sport, etc.]</i>
<b>REFERENCES:</b>	Please list two references: 1) from either a league, club or organization and 2) from a parent/guardian or community member to verify your skills and abilities. <i>[Family and ISWO staff are not eligible references]</i> <i>[Details Required: First &amp; Last Name, Primary &amp; Alternative Contact Number, Email Address]</i>
Please provide the address and name of your local police station that corresponds with information from two pieces of accepted valid identification. <i>[i.e. - driver's license, status card, birth certificate]</i> <i>[For purpose of a letter that may be provided to obtain reference checks as the requesting organization]</i>	

**F. DECLARATION – STATEMENT OF UNDERSTANDING**

I understand and agree that submitting this application form does not automatically register me as a volunteer Sport Manager, and that there are certain qualifications I must meet. If selected, I will provide ISWO with the appropriate reference checks requested. By submitting this form, I attest that the information I have provided is true and accurate. I am aware that this application submission is for purposes of my possible participation in a quality sport leadership position during North American Indigenous Games which will take place on July 12-18, 2020 in Halifax, Nova Scotia.

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Signature of Applicant*                      *dd / mm / yyyy*