



## **Call for Team BC Assistant Chef de Mission**

The BC Games Society is seeking an enthusiastic and experienced person to serve as Assistant Chef de Mission for Team BC for the 2019 Canada Winter Games.

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This is a 14-month volunteer opportunity commencing February 1, 2018 to April 15, 2019.

The Canada Winter Games are February 15 to March 3, 2019 inclusive.

Preference will be given to applicants who have experience in positions of leadership and a team environment.

Past multi-sport Games experience is an asset.

Applicants must be residents of British Columbia.

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## **About Team BC**

Team BC is the group of athletes, coaches, managers, and mission staff who represent the Province of British Columbia at Canada's premier multisport Games – the Canada Winter Games and Canada Summer Games.

Team BC athletes and coaches are the best in their age group and the Canada Games are a key development opportunity toward future national and international competitions. Team BC athletes are the next generation of junior national and national team athletes and as such, they are provided with enhanced training and competitive opportunities, sport science and medicine services, and support with the goal of personal bests and podium performance at the Games.

The Team BC program is a collaborative effort of partners to prepare, select, and service the athletes and coaches to ensure optimal performance at the Games. The Province of BC funds the program, which is managed by the BC Games Society with integration with Canadian Sport Institute-Pacific and SportMedBC. Team BC mission staff are volunteer leaders in the BC sport, recreation and business sectors and provide administrative support to the program so that the athletes and coaches can focus on their competitions.

## **About the Canada Games**

Held every two years, alternating between winter and summer, the Canada Games are a key event in the development of Canada's young athletes. As the best in their respective age groups in the *Training to Compete* phase of the Canadian Sport for Life model, the athletes represent their respective province or territory and compete for medals and the Canada Games Flag.

For some athletes, the Canada Games are a goal along the way to what they hope will be success in sport at the Pan Am, Para Pan Am, Commonwealth, Olympic or Paralympic Games.

For others, the Canada Games are the goal, their personal dream.

The Games will bring together approximately 3,600 athletes, coaches, managers, and officials in 19 sport disciplines. Team BC will bring a dedicated team of 350 athletes, coaches, managers, and mission staff.

## **About the Assistant Chef de Mission Role**

The Assistant Chef de Mission is the 2IC of the Team BC delegation and is a key member of the Team BC Leadership Team, which consists of the Chef de Mission, Operations Manager, and Communications Manager. This person, partnering with and in the absence of the Chef de Mission, is the team leader, official spokesperson, and cheerleader for Team BC, and in consultation with the Canada Games Council and the Host Society, coordinates the overall direction of the contingent's participation in the Canada Games. The Chefs ensure that all aspects are completed as required, in a manner which upholds the spirit and philosophy of the Canada Games movement.

The Assistant Chef de Mission reports to and takes direction from the President and CEO of the BC Games Society. In this special opportunity, you will be part of the selection committee responsible for selecting a mission team of 16 volunteers and contractors, and training and leading them to success and to ensure that all aspects of the Games preparation are met.

The Assistant Chef de Mission supports the Chef de Mission, and is supported by skilled, professional staff from the BC Games Society, Canada Games Council, and Host Society. You will work closely with the Leadership Team and 16 mission staff to ensure all operations, communications, mental performance, special events, and sport assignment areas are in place for a successful Games experience. The Leadership Team will also work closely with the Provincial Sport Organizations to ensure all technical aspects and services are in place to support the athletes and coaches.

## **Experience and Qualities**

- highly motivated with excellent time management skills;
- superior team management, issues management, and negotiation skills;
- demonstrated skills in developing, preparing, and delivering oral and written communications;
- proven leadership experience in the co-ordination, management, preparation, and delivery of multi-sport Games or major events on a provincial and national level is an asset;
- a strong understanding of the provincial and national amateur sport system;
- a solid knowledge and understanding of sport and sport technical matters;
- established working relations with the Provincial Sport Organizations;
- a strong understanding of the Team BC Program;
- values accountability, ensuring efficient and prompt replies to enquiries and other communications;
- commits and sticks to timelines and empowers mission staff to respect timelines and the importance of efficient communications;
- deals well with a fast-paced environment and high-stress circumstances;
- allowable time away from employment to effectively deliver the complete role of Assistant Chef de Mission

## **Roles and Responsibilities**

The Assistant Chef de Mission is solely and/or jointly responsible for the following:

### **General Responsibilities**

- Working with the BC Games Society to advocate for and support the Team BC program, philosophy, goals, and objectives;
- Provincial liaison to the Canada Games Council and Games' Host Society;
- Team BC media spokesperson, including team press conferences and press releases, pep rallies, issues management plan, ad-hoc media requests;
- Games liaison with Provincial and partner delegates;
- Provide input and guidance in the continuing Transfer of Knowledge materials;
- As requested, meet with the Minister responsible for Sport and/or MLAs to update them on Team BC progress.

### **Before the Games**

- Assist with the selection of and provide training to mission staff;
- Manage mission staff performance, ensuring all are on track with timelines and are feeling supported and comfortable in their role;
- Ensure all timelines and milestones are being met;
- Ensure all operations, communications, special events, and sport technical aspects are in place for a successful Games' experience;
- As required, liaise with Provincial Sport Organizations, coaches, and managers on logistics and technical matters;
- Assist with agendas for monthly mission staff conference calls, mission staff retreats, PSO Meetings, and Coaches Meetings;
- Attend, as required, training camps to meet the athletes and explain the roles of the Chef, Assistant Chef, and mission staff;
- Meet regularly with Leadership Team
- Attend M1 and M2 Chef de Mission Meetings in the host city
- Serve on:
  - Flagbearer Selection Committee
  - Powering Potential Fund Selection Committee
- Reinforce the vision of one aligned, unified Team BC

## **During the Games**

- Attend daily Chef de Mission Meetings;
- In the absence of the Chef de Mission, chair each daily mission staff meeting and provide mission staff with all important updates for each functional area;
- Assist the Host Society and the Canada Games Council, when requested;
- Knowledge of the sport technical packages and administer athlete eligibility appeals according to the Canada Games Council processes;
- Work with the sport sector to ensure sport and athlete dispute resolution issues are dealt with in a fair and transparent manner;
- Lead the Crisis Management Team, enforcing the Team BC Code of Conduct and Discipline policies;
- Attend Team BC discipline appeals or discipline related to Team BC and Canada Games Codes of Conduct;
- Represent Team BC at ceremonial events and other functions;
- Assist with developing turnaround and departure day plans.

## **After the Games**

- Finalize any outstanding issues in regards to discipline, appeals, and/or dispute resolution;
- Prepare agenda and assist the Operations Manager with development of materials for the post-Games mission staff debrief;
- Attend the Canada Games Council debrief in Ottawa;
- Collect final reports from all mission staff and contractors;
- With the Chef de Mission, submit a final report by the contracted deadline

## **Power of Decision:**

The Assistant Chef de Mission has sufficient authority to take measures that are necessary to carry out his/her duties in accordance with the position description. The BC Games Society has final approval on all major operational and administrative matters. This is an opportunity to play a key role in BC's sport development system and to help prepare our future international athletes and coaches.

## **Professional Development:**

Having the opportunity to lead Team BC as the Assistant Chef de Mission brings many benefits:

- enhance abilities/skills in decision making, leading, and developing others, and strategic direction;
- opportunity to network with other professionals in the federal, provincial, and territorial sport sectors;
- an unbelievable experience! The Canada Summer Games is a unique opportunity for people who love sport and have the desire to lead.

## Honoraria and Expenses

All expenses related to the positions including meetings, travel, and accommodation costs, etc. are covered. In addition, an honorarium will be provided to the Assistant Chef de Mission as recognition of his or her contribution to the Team BC Program.

## Required Travel and/or Meeting Attendance:

- Initial PSO Introduction Meeting (likely via conference call): week of February 5-9, 2018
- M1 Conference: February 13 - 16, 2018, Red Deer AB
- Post M1 PSO Meetings: mid to late March 2018 - Lower Mainland, BC
- Mission Staff Retreat 1: Date TBD - likely summer 2018 - Lower Mainland, BC
- M2 Conference: October 9 - 12, 2018, Red Deer AB
- PSO Coaches Meeting / Mission Staff Retreat 2: Date TBD - November 2018
- Canada Winter Games: Travel dates February 12 - March 4, 2019
- Post-Games Mission Staff Debrief: April 2019, Lower Mainland, BC
- Canada Games Council Post-Games Debrief: date TBD - likely May 2019, Ottawa, ON
- Other meetings and training camps, as required

## How to Apply

If you are interested in being considered for this opportunity, please forward a resume and cover letter outlining related skills and experience by **4:00pm, December 8, 2017** to:

Kelly Mann, President and CEO  
BC Games Society  
info@teambc.org

It is the intention that interviews for this position will be held the week of December 18-22, 2017.

If you have any questions related to this application or the Chef de Mission position, please contact Jarret Poitras, Team BC Operations Manager, at jarretp@bcgames.org.