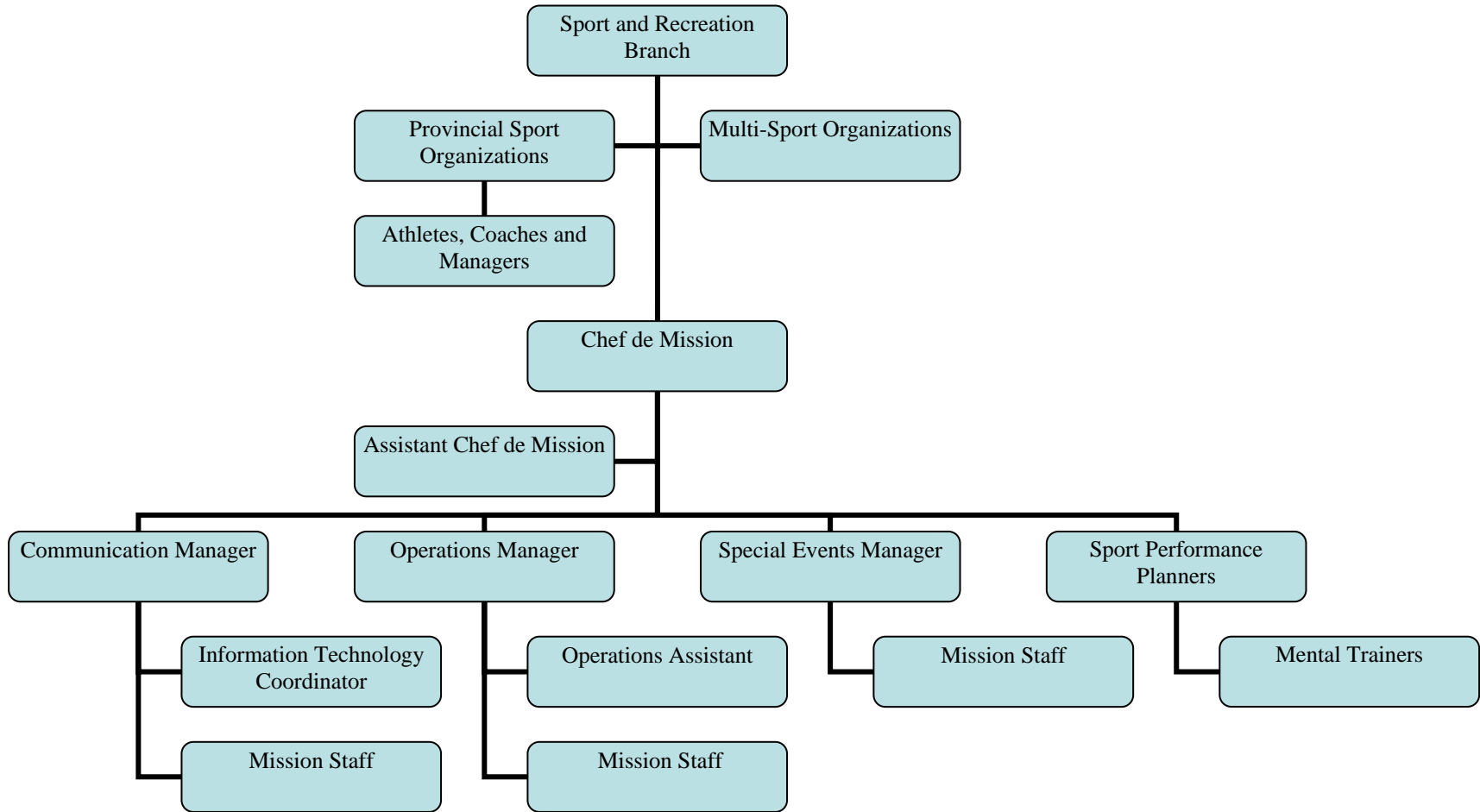


Resource Centre Links

Athlete Diary	http://www.athletediary.com
BC Athlete Voice	http://www.bcathletevoice.ca
BC Games Society	http://www.bcgames.org
Canada Games Council	http://www.canadagames.ca
Canadian Olympic Committee	http://www.olympic.ca
Canadian Paralympic Committee	http://www.paralympic.ca
Canadian Sport Centre – Pacific	http://pacificsport.com
Canadian Centre for Ethics in Sport	http://www.cces.ca
Coaches Association of BC	http://www.coaches.bc.ca
Coaches Association of Canada	http://www.coach.ca
Growing Champions	http://growingchampions.ca
National Coaching Institute	http://web.uvic.ca/coach
Sport BC	http://www.sport.bc.ca
SportMedBC	http://www.sportmedbc.com
Sport and Recreation Branch	http://www.tsa.gov.bc.ca/sport
Sport for Life (LTAD)	http://www.ltad.ca/content/home.asp
SportWeb	http://www.sportweb.ca
Team BC	http://teambc.org
True Sport	http://www.truesportpur.ca
2010 LegaciesNow	http://www.2010legaciesnow.com

Team BC Organization Chart



Team BC – Chefs De Mission (Chef De Mission / Assistant Chef de Mission)

Job Description:

The Chef de Mission and Assistant Chef de Mission (Chefs de Mission) are responsible for recruiting, selecting, training and leading a Mission Team of approximately 21 volunteers to ensure that all aspects of Team BC preparation are met. The Chefs de Mission works closely with the Assistant Chef de Mission (or Branch designate) and Management team to ensure all operations, communications, special events, performance services (sport science and medicine) and sport technical aspects are in place for a successful Games' experience. The Chefs de Mission are supported by skilled, professional staff from the Sport and Recreation Branch, partner organizations and contractors.

The Chefs de Mission have proven leadership experience in the co-ordination, management, preparation and delivery of multi-sport Games on a provincial and national level; superior team management, issues management and negotiation skills; demonstrated skills in developing, preparing and delivering oral and written communications; financial management experience; a strong understanding of the provincial and national amateur sport system; a solid knowledge and understanding of sport and sport technical matters; a demonstrated experience in establishing and maintaining positive working relations with external clients in a multi-party environment; a solid understanding of the Team BC Program and Canada Games movement and the role they play within the sport system, both provincially and nationally, and experience leading a group of volunteers in a multi-faceted environment.

The Chefs de Mission are the team leaders (Head of Delegation) for the Team BC provincial team attending the Canada Games. The Chefs de Mission oversee team administration, logistical support, preparation and competition for athletes and coaches, as well as ensures adherence to the sport technical packages and establishes training and supervision of mission staff. The Chefs de Mission also act as the provincial liaison to the Canada Games Council, sport and recreation system partners and the Host Society. The Chefs de Mission have a unique opportunity to play a key role in BC's sport development system and to help prepare BC's future Olympians and Paralympians.

Terms of Reference:

The Chefs de Mission report to and take direction from the Director of the Sport and Recreation Branch and ultimately the Minister of Healthy Living and Sports. The Chefs de Mission work closely with the Team BC Program Manager of the Sport and Recreation Branch on all logistics, operations and technical matters.

The Chefs de Mission are the Head of the Team BC delegation and are responsible for:

- a. Working with the Province of BC Sport and Recreation Branch to advocate for and support the Team BC program, philosophy, goals and objectives.
- b. Preparing and monitoring budgets.
- c. Managing Team BC resources and programs in order to implement the components of the Sport Branch's Ministry Service Plan related to the respective cycle of Games. The Province of BC owns all property rights to the information that the contractor produces or uses and the contractor must provide access to the information immediately upon request.
- d. Ensuring all operations, communications, special events, performance services (sport science and medicine) and sport technical aspects are in place for a successful Games' experience.
- e. Provincial liaison to the Canada Games Council, Federal, Provincial and Territorial Canada Games Chefs de Mission and staff.
- f. Partner and sponsor relations with national and provincial sport and recreation system partner organizations such as Canada Games Council, Sport Canada, Coaches Association of Canada, 2010 Legacies Now, Sport BC, Provincial Sport Organizations, Canadian Sport Centre – Pacific, PacificSport, SportMedBC, Coaches Association of BC, BC Athlete Voice, SportsFunder (BCLC), FarWest, etc.
- g. Team BC media spokesperson including Team BC and team press conferences, pep rallies, issues management (i.e. crisis action) plan, ad-hoc media requests (host society media partners, CKNW, CBC, Global TV, CTV, Vancouver Sun and Province, etc.) and liaising with the Public Affairs Bureau.
- h. Liaising with the Provincial Sport Organizations, coaches and managers on logistics and technical matters including the PSO Canada Games Agreement, attending the Sport BC Roundtable meetings and PSO Board meetings, if possible and when requested.
- i. Administering sport technical packages and athlete eligibility appeals and conducting sport and athlete dispute resolution according to the Canada Games Council processes.
- j. Selecting and training mission staff and managing contractors, and mission staff recognition.
- k. Organizing and leading Team BC meetings with coaches, managers and mission staff.
- l. Attending Team BC Discipline Appeals or discipline related to Team BC and Canada Games Code of Conduct.
- m. Representing Team BC and the Province of BC at ceremonial and other functions (such as the Premier's Athletic Awards, SportsFunder announcements, AAP, BC Sports Hall of Fame, Sport BC Banquet, the Vancouver Board of Trade, Tourism Vancouver Sport Task Team, Richmond Oval, etc.).
- n. Harassment Advisor Training.
- o. National Artist Program.
- p. Women in Coaching program.
- q. Aboriginal Coach Mentorship Program.
- r. Games and Team BC VIP's.
- s. Submitting a final Team BC report.

Method of Appointment:

The Chef de Mission is selected through an application and interview process.
The Assistant Chef de Mission is a Sport and Recreation Branch employee.

Power of Decision:

The Chefs de Mission have sufficient authority to take measures that are necessary to carry out his/her duties in accordance with the job description. The Sport and Recreation Branch has final approval on all major operational and administrative matters.

Team BC – Operations Manager Job Description

Terms of Reference:

The Operations Manager is a contracted position and reports to the Manager, Team BC Program for the Sport and Recreation Branch and ultimately the Minister of Healthy Living and Sport. The Operations Manager works closely with the Chef de Mission and Assistant Chef de Mission to organize operations and logistics for Team BC participating in a Canada Games or Western Canada Summer Games. In addition, the Operations Manager is part of the “Executive” team and provides expert advice on operations, communications, special events and sport technical matters.

Qualifications:

The Operations Manager has proven experience in the co-ordination, preparation and delivery of multi-sport Games on a provincial and national level; superior organization skills and understanding of Word and Excel software programs, demonstrated experience in establishing and maintaining positive working relations with external clients in a multi-party environment and ability to work well with people (the Operations Manager must work closely with provincial sport organizations, coaches, multi-sport organizations, sponsors and Province of BC Branch staff), experience in supervising volunteers (the Operations Manager supervises a team of mission staff assigned to the Operations portfolio), issues management skills; demonstrated skills in developing, preparing and delivering oral and written communications; financial management experience, a good understanding of the Team BC Program, Canada Games movement and the provincial and national amateur sport system.

Operations Team Responsibilities for the 2009 Canada Summer Games:

The Operations Manager will mentor an Assistant in the Team BC operations area (systems and information) leading up to and at the Games. The Operations Assistant and mission staff will provide administrative support to the Operations Manager throughout the Games cycle.

Responsibilities:

- Accommodations (Coaches, Managers and Mission Staff)
- Accreditation and Registration
- Cell Phones
- Coach Certification
- Team BC Handbook
- Team BC Meetings
- Mission Office
- Mission Staff Training
- Sport Equipment
- External Transportation and Staging (Coaches and Athletes)
- Internal Transportation (Mission Staff)
- Internal Transportation (Coaches and Athletes)
- Uniforms and Distribution

Duties:

- Manage Team BC resources and programs in order to implement the components of the Sport Branch's Ministry Service Plan related to the respective cycle of Games. The Province of BC owns all property rights to the information that the contractor produces or uses and the contractor must provide access to the information immediately upon request;
- Provincial liaison to the Canada Games Council, Federal, Provincial and Territorial Canada Games Chefs de Mission and staff;
- attend the Chef de Mission meetings when appropriate prior to and at the Games (travel and accommodation expenses covered);
- determine and coordinate accommodations requirements for athletes, coaches and managers, including liaising with the Host Society and booking rooming assignments by sport;
- determine and book accommodations for mission staff, including liaising with the Host hotel;
- advise the Team BC Information Technology Coordinator in the development of the Team BC registration system and assist teams with registration on the Team BC and Host Society system;
- work with the IT Coordinator to develop the sport schedule database for use on the Team BC website;
- assist with the preparation and posting of information on the Team BC website;
- collect and file registration and Code of Conduct forms by sport for Team BC and the Host Society waiver forms;
- confirm accreditation information for all participants and sort accreditation badges by sport for distribution at the Games;
- determine cell phone and air time packages for mission staff at the Games and assist with training;
- work with the Coaches Association of BC to ensure Team BC coaches meet minimum certification standards and liaise with the Canada Games Council regarding eligibility issues;
- assist with writing and editing the Team BC Handbook (Guide to the Games) and Team BC Operations Manual;
- prepare materials and assist with organizing the Team BC coaches meetings;
- supervise, train and monitor mission staff assigned to the Operations portfolio;
- assist the Chef de Mission and Assistant Chef de Mission with training of mission staff at the Team BC retreats and Games;
- set up, manage and take down the Team BC Mission Office (operations centre) at the Games;
- manage the mission office during the Games ensuring all information and systems are in place for the coaches, managers and mission staff;

- liaise with the Host Society regarding office and technology equipment requirements such as phone rentals, computer terminals, fax machine for the Team BC Mission Office;
- work with the sports to determine Team BC cargo and equipment requirements and liaise with the airline to ensure equipment requirements are met to and from the Games;
- work with the Host Society to arrange for storage and transportation of Team BC equipment at the Games;
- determine and coordinate ground transportation requirements such as renting cars and vans for mission staff and the teams;
- manage the air travel for athletes, coaches, managers and mission staff such as liaising with the teams, airlines, and the Canada Games Council to make sure they fully understand the staging and flight requirements,
- prepare flight manifests for all Team BC attending the Games;
- train staging volunteers and work with the airline(s) to organize staging for Team BC at the Vancouver International Airport and at the host city airport;
- manage the collection of team uniform sizing information and work with the supplier to order the Team BC clothing for all participants;
- sit as a member of the uniform selection committee and liaise with the uniform supplier to design the Team BC ceremonial uniforms;
- manage uniform distribution to the teams;
- work with the selection committee to design and distribute the Games pins;
- liaise with the program suppliers to ensure the clothing and pins meet Team BC standards and are delivered on time and on budget;
- act as a conduit of information between Team BC, the host society and the sports, distribute Games information and coordinate feedback from the sports;
- develop and coordinate the contact management system for Team BC;
- manage the Team BC Operations budget;
- submit a final Team BC report to the Sport and Recreation Branch.

Method of Appointment:

The Operations Manager is selected through an RFP application and interview process.

Power of Decision:

The Operations Manager has sufficient authority to take measures that are necessary to carry out his/her duties in accordance with the job description. The Sport and Recreation Branch has final approval on all major operational and administrative matters.

Team BC – Communications Manager Job Description

Terms of Reference:

The Communications Manager is a part-time staff position with the Sport and Recreation Branch. The Communications Manager works closely with the Team BC Program Manager, Chef de Mission, Assistant Chef de Mission, Operations Manager and Information Technology Coordinator and other designates, to organize the communications, and assist with the marketing, branding and information technology areas for Team BC participating in a Canada Games or Western Canada Summer Games. The Communications Manager also prepares and manages the contract with an outside agency to help with media liaison and logistics support.

Qualifications:

The Communications Manager is a Graduate of a journalism, public relations or communications program at an accredited college or university, has 3 to 5 years progressive experience in the field, preferably in a multi sport games environment, speaks fluent English, can converse in French, and is computer literate in word processing, data base management and page layout. Standard PC software (Word, Excel, PowerPoint) experience is necessary.

The Communications Manager is an organizational communications professional, a producer of fine journalistic copy who knows how to influence an audience and how to use the tools of the communications trade to create widespread support and a continuous presence for the Team BC program through proactive media/public relations, has proven experience in the co-ordination, preparation and delivery of a comprehensive communications plan for multi-sport Games on a provincial and national level, ability to multi-task and work in a high pressure environment (particularly during the Games), superior skills in developing, preparing and delivering oral and written communications, understanding and ability to work well with local and national media; excellent organization skills, demonstrated experience in establishing and maintaining positive working relations with external clients in a multi-party environment and ability to work well with people (the Communications Manager must work closely with the Provincial Government Public Affairs Bureau, Canada Games Council, Host Society Communications team, provincial sport organizations, coaches, athletes, multi-sport organizations, media and sponsors), experience in supervising contractors and volunteers (the Communications Manager supervises the Information Technology Coordinator, a team of mission staff assigned to the Communications portfolio and other contractors that have engaged in Team BC), issues management skills, has a good understanding of the Team BC Program, Canada Games movement and the provincial and national amateur sport system and is willing to work occasional evenings and weekends during events, and to travel.

The Communications Manager is a member of the management team and provides expert advice on Games and Team BC matters.

Communications Team Responsibilities for the 2009 Canada Summer Games:

- Communications Plan
- Branding
- Data Tracking (Team BC current and past Alumni)
- Human Interest Stories
- Media Guide
- Media Liaison and Spokesperson
- News Stories and Releases
- Newsletter [The Wave]
- Press Conference
- Photography
- Results
- Website

Duties:

Communications

- Develop and deliver the Team BC Communications Plan.
- Work with the Sport and Recreation Branch throughout the Games cycles to promote the Canada Games movement, Team BC Program and alumni.
- Provide superb copy writing/editorial services including news releases, web site, publications, participant profiles, stories, articles, reports, speeches and presentations.
- Oversee content and design of publications such as the Wave newsletter, website, and Media Guide.
- Work with the Provincial Sport Organizations to gather human-interest stories and promote the Team BC Program.
- Send regular correspondence to MLA's (regional news releases) and other officials to keep them apprised of Team BC activities and athletes' performances prior to and at the Games.
- Work with the Information Technology Coordinator to manage the layout and communications in the Team BC website (compile and post information).
- Work with system partners such as the Provincial Sport Organizations, Coaches Association of BC and BC Athlete Voice to promote the Team BC Program.

Media

- Media negotiation skills and responds to media requests, including interview requests and requests for photos prior to and during the Games.
- Coordinate Team BC press conferences, radio interviews and TV interviews with local and national media.
- Create and maintain a database of national, provincial and local media sources.

- Work with Public Affairs Bureau to manage the media monitoring system and clippings.

At Games

- Manage the Media Team and communications office.
- Team BC spokesperson at the Games.
- Manage communications mission staff volunteers and train all mission staff on communications related systems and information.
- Promote Team BC presence at the Games to the media and coordinate the BC media accreditation process.
- Provide media training session for the athletes and team personnel.
- Assist with Team BC and Games events and announcements.
- Work with the Host Broadcaster and press at the Games to arrange for athlete and coach interviews.
- Prepare speaking notes for the Premier/Sport Minister/Team BC delegation as required.

General Duties

- Ensure Team BC, Canada Games Council and Host Society requirements and deadlines are met.
- Attend or participate in conference calls for all Team BC Executive meetings as required.
- Research historical data on Team BC alumni and other historical program information.
- Complete a final report for the Communications area.

Method of Appointment:

The Communications Manager is a Sport and Recreation Branch staff person.

Power of Decision:

The Communications Manager has sufficient authority to take measures that are necessary to carry out his/her duties in accordance with the job description. The Sport and Recreation Branch has final approval on all major operational and administrative matters.

Information Technology Coordinator

The Communications Manager is also responsible for managing the **Information Technology Coordinator** position who is responsible for:

- Deliver the Team BC Information Technology requirements in the Communications Plan.
- Develop, enhance and maintain the Team BC website including posting articles, communications, results, photos, etc.
- Undertake all database development for the Team BC website.
- Undertake all database development for Team BC registration on the website and/or assistance with Team BC registration on the Host Society system.
- Manage data grooming and report generation for Team BC Executive.
- Provide computer / IT support for Team BC during the Games.
- Set up a media database and distribution tracking system.
- Set up and manage the Team BC email accounts.
- Compile post Games data & reports and complete a final report for the Team BC Information Technology position.
- Work with the Communications team to produce the Media Guide.
- Coordinate the production of the post Games commemorative CD.
- Assist with the training of Mission Staff on posting of results, news and photos on the website.
- Host Society liaison for information technology issues.

Team BC – Special Events Manager Job Description

Terms of Reference:

The Special Events Manager works closely with the Team BC Program Manager, Chef de Mission and Assistant Chef de Mission to organize the special events portfolio for Team BC participating in a Canada Games or Western Canada Summer Games. The Special Events Manager also liaises with Host Society events staff for logistical information and support.

Qualifications:

The Special Events Manager has proven experience in the planning, co-ordination and implementation of events; superior organization skills; is enthusiastic, creative and flexible; is comfortable speaking in front of a large audience; has demonstrated experience in establishing and maintaining positive working relationships with volunteers and staff; demonstrated skills in developing, preparing and delivering oral and written communications; financial management experience and a good understanding of the Team BC Program and Canada Games movement.

Special Events Team Responsibilities for the 2009 Canada Summer Games:

- Athletes Gifting
- Builders of Excellence Program (Family Program)
- Coaches, Managers, Officials and Parent's Receptions
- Event kits and decorations
- Pep Rallies (at Games)
- Provincial Mission Night (Canada Games only)
- Staging Event (pre-Games)

Duties:

- Manages a team of mission staff volunteers in the Special Events portfolio. Mission staff are assigned responsibility to take the lead in organizing some of the events.
- Manages the Athletes Gifting program including sponsorship and in-kind donations.
- Liaises with the "BC Parents Hotel" to ensure Team BC and Games information is provided.
- Assists with writing the Parents Handbook.
- Organizes the pre-Games Team BC Staging Event (approx 450 people) Coaches, Managers, Officials and Parent's Receptions at the Games (between 100 – 250 people) and Team BC Pep Rallies at the Games (approx 250 people). Duties include but are not limited to:
 - preparing the script
 - purchasing decorations
 - booking the facility and arranging the catering requirements
 - organizing room set up, banners, merchandise, etc
 - preparing and distributing gifting requirements, draw prizes
 - ensuring all logistics are in place for a successful event

- In partnership with other Provinces and Territories, organizes a Provincial Mission Night at the Games (approx 500 people).
- Works with the Branch to determine and purchase the event kits, decorations and for the various events.

Method of Appointment:

The Special Events Manager is a volunteer position selected from the sport and recreation sector.

Power of Decision:

The Special Events Manager has sufficient authority to take measures that are necessary to carry out his/her duties in accordance with the job description. The Sport and Recreation Branch has final approval on all major operational and administrative matters.

Sport Performance Team Job Descriptions

Refer to the “Team BC Sport Performance Services Program” document for a description of the role of Canadian Sport Centre – Pacific in leading performance planning and on-site Games support and for a description of the role of SportMedBC in managing the provision of sport science and medicine support programs and services.

Team BC – Mental Trainer / Psychologist

The provision of mental skills training has been identified as an important component of athlete preparation and performance. The goal of the Team BC mental training program is to teach athletes how to consistently create the ideal mental climate that allows them to perform at their best. The program focuses on education in the months leading up to the games and on-site reinforcement and support for the various teams.

Team BC mental trainers / psychologists work with individual athlete’s, teams’ and coaches as appropriate to develop mental skills for enhancing competitive performance and training (e.g., self talk, focus, imagery, goal setting, emotional and arousal management, commitment, belief, positive images, mental readiness, distraction control, constructive evaluation). Team BC mental trainers educate athletes about mental skills and their development primarily through group work, educational seminars and facilitated communication tools (e.g. Athlete Diary & Resource Centre).

The Practitioners are also part of the Team BC “mission staff” team who attend the Games to provide support to Team BC and the sports. The Practitioners are an integral part of the mission staff team and as such are expected to participate in mission staff meetings / training prior to and at the Games.

REPORTING

Reporting to the Sport and Recreation Branch (i.e. Chef or Assistant Chef de Mission) and directly to Kurt Innes (Director, Sport Performance Program), the Practitioners provide mental training education and support to Team BC athletes and coaches participating in the 2009 Canada Summer Games. Each Practitioner is assigned sports prior to and at the Games. If a sport is already engaged with a mental trainer practitioner, the Team BC Practitioner will liaise with the sport practitioner to ensure a smooth transition during Games time.

DELIVERABLES

- Provide mental training support to Team BC athletes and coaches. All pre-approved assessment and educational tools, handouts, support materials are expenses of Team BC.
- Establish an ongoing working relationship with approximately 5 assigned sports (to be determined in consultation with the Director, Sport Performance Program).
- Conduct athlete assessments using quantitative and qualitative means.
- Conduct sessions with the designated teams related to skill development.
- Observe teams in practice and competition settings where appropriate.

- Provide mental training articles and information where appropriate for general publications relating to the Team BC program and education sessions at the Team BC coaches meetings.
- Maintain open communication and ensure the Lead Mental Trainer is kept apprised of mental training support activities for the duration of the contract;
- Attend scheduled Team BC administrative, mission staff and coach meetings where appropriate.
- Provide a final status report for each team at the conclusion of the Games.
- Provide mentoring to other mental trainers (who have expressed an interest in the Team BC Program) where deemed appropriate and as mutually agreed upon with the coach and Mental Trainer Lead.