



Call for Chefs de Mission for Team BC

The BC Games Society is seeking enthusiastic and experienced people to serve as Chefs de Mission for Team BC for the 2017 Canada Summer Games, being held in Winnipeg, Manitoba from July 28 - August 13, 2017.

Chef de Mission - 2017 Canada Summer Games

This is a 21-month opportunity commencing January 1, 2016 to September 30, 2017.

Preference will be given to applicants who have experience leading a group of volunteers in a multi-sport Games environment.

Assistant Chef de Mission - 2017 Canada Summer Games

This is a 20-month opportunity commencing February 1, 2016 to September 30, 2017.

Preference will be given to applicants with experience on a Provincial/Territorial mission staff team or leading a group of volunteers in a multi-sport Games environment.

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, Canada Summer Games, and Western Canada Summer Games.

Team BC athletes and coaches are the best in their age group and the Games are a key development opportunity towards future national and international competitions. Team BC athletes are the next generation of junior national and national team athletes and they are provided with enhanced training and competitive opportunities, 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 provides funding for the program which is managed by the BC Games Society with integration with Canadian Sport Institute-Pacific and Sport Med BC. Team BC mission staff are volunteer leaders in the BC sport and recreation system and provide administrative support to the sport so that the athletes and coaches can concentrate on competing at their best.

Team BC is about getting to know other Canadians from a lifetime of memories for participants in one of Canada's greatest celebrations of sport.

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 Olympic or Paralympic Games. For others, the Canada Games are the goal, their personal dream. Beyond the actual sport competition, each Canada Games is unique because of the host communities who, for five years prior to the actual Games, organize an event that will make their particular community proud and their visitors feel at home.

The 2017 Canada Summer Games will be held in Winnipeg, Manitoba from July 28 - August 13, 2017. The Canada Games will celebrate its 50th anniversary. The convergence of the 50th anniversary of the Canada Games with the 150th anniversary of Confederation have resulted in the Canada Games having already been marked by Canadian Heritage as a key nation-building milestone.

The Games will bring together approximately 4,500 athletes, coaches, managers, and officials in 21 sport disciplines. Team BC will bring a dedicated team of 450 athletes, coaches, managers, and mission staff.

About the Chef / Assistant Chef Role

The Chef de Mission is the Team Leader for the Provincial/Territorial contingent, 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 Chef ensures 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 is the second-in-command for Team BC, and in the absence of the Chef de Mission, acts as his/her designate. In addition to sharing duties with the Chef de Mission, the Assistant Chef usually holds primary responsibility for specific components of the preparation of the administrative preparation of the Games, based on his/her skill set.

The Chefs de Mission report to and take direction from the President and CEO of the BC Games Society. In this special opportunity, you will be responsible for recruiting, selecting, training, and leading a mission team of approximately 20 volunteers and contractors to ensure that all aspects of the Games preparation are met.

The Chefs de Mission are supported by skilled, professional staff from the BC Games Society, Canada Games Council, and Host Society. You will work closely with the management team (which includes the Operations Manager, Communications Manager, Performance Manager, and Special Events Lead), and approximately 15 mission staff to ensure all operations, communications, mental performance, special events, and sport assignment areas are in place for a successful Games experience. You 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

- proven leadership experience in the co-ordination, management, preparation, and delivery of multi-sport Games or major events on a provincial and national level;
- 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;
- 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 gained from experience on previous provincial missions or working within the sport community;
- established working relations with the Provincial Sport Organizations and external clients;
- a solid understanding of the Team BC Program;
- allowable time away from employment to effectively deliver the complete role of Chef / Assistant Chef de Mission

Roles and Responsibilities

The Chefs de Mission are the head of the Team BC delegation and are 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;
- Supporting the Team BC Operations Manager, prepare and monitor the Team BC budget;
- 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, which enable Team BC mission staff;
- As requested, meet with the Minister of Sport and MLAs to update them on Team BC progress

Before the Games

- Selecting and training mission staff, managing contractors, and mission staff recognition;
- Ensures all mission staff have completed a criminal record check
- Ensuring all operations, communications, special events, and sport technical aspects are in place for a successful Games' experience;
- Liaising with Canadian Sport Institute Pacific and the Performance Manager to ensure performance services (performance planning, sports science, and medicine) are in place;
- Liaising with the Provincial Sport Organizations, coaches, and managers on logistics and technical matters;
- Assisting mission staff to follow up with Provincial Sport Organizations to ensure important timelines and milestones are being met;
- Leading and preparing agendas and materials for monthly mission staff conference calls, mission staff retreats, PSO Meetings, and Coaches Meetings;
- Attends training camps to meet the athletes and explain the roles of the Chef, Assistant Chef, and mission staff (as needed);
- Assisting the Operations Manager with the design and purchase/manufacture of the Team BC ceremonial uniform kit;
- Attends M1 and M2 Chef de Mission Meetings in the host city

During the Games

- Attends daily Chef de Mission Meetings;
- Chair/Co-Chair each daily mission staff meeting and provide mission staff with all important updates for each functional area;
- Assists the Host Society and the Canada Games Council, when necessary;
- Good understanding of the sport technical packages and administering athlete eligibility appeals according to the Canada Games Council processes;
- Working with the sport sector to ensure sport and athlete dispute resolution issues are dealt with in a fair and transparent manner.

- Enforces the Team BC Code of Conduct and Discipline policies, as required. As well, attending Team BC Discipline Appeals or discipline related to Team BC and Canada Games Code of Conduct;
- Representing Team BC at ceremonial events and other functions;

After the Games

- Finalize any outstanding issues in regards to discipline, appeals, and/or dispute resolution;
- Prepare agenda and materials, and assist the Operations Manager in organizing the post-Games mission staff debrief;
- Attend the Canada Games Council debrief;
- Collect final reports from all mission staff and contractors;
- Submit a final report;

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 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 Olympians and Paralympians.

Professional Development:

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

- enhance abilities/skills in decision making, leading, and developing others, and strategic direction;
- opportunity to network with other professionals in the BC sport sector and with leaders from other provinces and territories;
- an unbelievable experience! The Canada Summer Games is a unique opportunity for people who love sport and above all are supportive of athletes and coaches and their pursuit of excellence.

Honoraria and Expenses

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

How to Apply

Applicants must be residents of British Columbia. The successful applicants will be required to travel during the following dates and events:

- Initial meeting with Provincial Sport Organizations: Burnaby, BC: Spring 2016 (Date TBD: 2-4 days)
- M1 Chef de Mission Conference: Winnipeg, MB: May 24 - 27, 2016
- Mission Staff Retreat #1: Lower Mainland: Spring 2016 (Date TBD: 2 days)
- M2 Chef de Mission Conference: Winnipeg, MB: Spring 2017 (Date TBD: 3-4 days)
- Mission Staff Retreat #2 / Coaches Meeting: May/June 2017 (Date TBD: 3-4 days)
- Canada Summer Games: Winnipeg, MB: July 26 - August 14, 2017

- Canada Games Council Debrief: Ottawa, ON: Fall 2017 (Date TBD: 2 days)
- Other meetings and sport training camps, as required

If you are interested in being considered for these opportunities, please forward a letter clearly indicating which position you are interested in and a resume outlining related skills and experience by **December 4, 2015** to:

BC Games Society
Email: info@teambc.org
Phone: (250) 387-1375
Fax: (250) 387-4489

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