



## **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 2015 Western Canada Summer Games, being held in the Regional Municipality of Wood Buffalo, Alberta from August 7-15, 2015.

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### **Chef de Mission - 2015 Western Canada Summer Games**

This is a 20-month volunteer opportunity commencing February 1, 2014 to September 30, 2015.

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

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### **Assistant Chef de Mission - 2015 Western Canada Summer Games**

This is an 18-month volunteer opportunity commencing April 1, 2014 to September 30, 2015.

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.

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## **Western Canada Summer Games**

The Western Canada Summer Games are hosted once every four years in one of the western provinces or territories. The Western Canada Summer Games bi-sect the Canada Summer Games and provide an opportunity for BC's top-level athletes in the Train to Train phase of the Canadian Sport for Life model to test their athletic talent against the best in the West. BC is the ten-time defending champion of the Western Canada Summer Games Cup.

Beyond the actual sport competition, each Western Canada Summer Games is unique because of the host communities that, for five years prior to the actual Games, organize an event that will make their particular community proud and their visitors feel at home. BC recently hosted a very successful Western Canada Summer Games in Kamloops in 2011.

The 2015 Western Canada Summer Games will be held in the Regional Municipality of Wood Buffalo (Fort McMurray), Alberta from August 7 -15, 2015. The Games will bring together approximately 2,300 athletes, coaches, managers, and officials in 18 sports. Team BC will bring a dedicated team of 450 athletes, coaches, managers, and mission staff.

### **Support Team**

The Chefs de Mission are supported by skilled, professional staff from the BC Games Society, Western Canada Games Council, and Host Society. You will work closely with the management team (which includes the Operations Manager, Communications Manager, and Special Events Manager), and approximately 20 mission staff to ensure all operations, communications, special events, and sport assignment areas are in place for a successful Games experience. You will also work closely with the Provincial Sport Organizations and Lead Performance Director (Canadian Sport Institute) 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

## **Terms of Reference:**

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 the Head of the Team BC delegation and are solely and/or jointly responsible for the following:

- a) Working with the BC Games Society to advocate for and support the Team BC program, philosophy, goals, and objectives;
- b) As requested, meet with the Minister of Sport and MLAs to update them on Team BC progress;
- c) In consultation with the Team BC Operations Manager, prepare and monitor the Team BC budget;
- d) Ensuring all operations, communications, special events, and sport technical aspects are in place for a successful Games' experience;
- e) Liaising with CSI and the Lead Performance Director to ensure performance services (performance planning, sports science, and medicine) are in place;
- f) Provincial liaison to the Western Canada Summer Games Council and Wood Buffalo Host Society;
- g) Team BC media spokesperson including team press conferences, pep rallies, issues management plan, ad-hoc media requests;
- h) Liaising with the Provincial Sport Organizations, coaches, and managers on logistics and technical matters;
- i) Good understanding of the sport technical packages and administering athlete eligibility appeals according to the Western Canada Summer Games Council processes;
- j) Working with the sport sector to ensure sport and athlete dispute resolution issues are dealt with in a fair and transparent manner.
- k) Selecting and training mission staff and managing contractors and mission staff recognition;
- l) Organizing and leading Team BC meetings with coaches, managers, and mission staff;
- m) Attending Team BC Discipline Appeals or discipline related to Team BC and Western Canada Summer Games Code of Conduct;
- n) Representing Team BC at ceremonial events and other functions;
- o) Games liaison with Provincial and partner delegates;
- p) Submitting 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 Western 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. An honorarium will be provided to both the Chef and Assistant Chef de Mission.

## **How to Apply**

Applicants must be residents of British Columbia. The successful applicants will be required to do some travel to Vancouver and/or Victoria for meetings with the management team, for the Host Society Meetings (M1 and M2) in Wood Buffalo in May of 2014 and 2015, as well as for the duration of the games.

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 6, 2013** to:

BC Games Society  
Email: [info@teambc.org](mailto: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 at [jarretp@bcgames.org](mailto:jarretp@bcgames.org).