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**Chef de Mission of the Canadian Team for the 2011 Pan American Games in Guadalajara, Mexico
Canadian Olympic Committee**

The Canadian Olympic Committee is accepting applications for the position of Chef de Mission of the Canadian Team for the 2011 Pan American Games in Guadalajara, Mexico. Please find attached the Chef de Mission Selection Process and the Chef de Mission Terms of Reference. Applications should be sent in confidence to:

Lucie Leclerc-Rose
Canadian Olympic Committee
1400-85 Albert Street
Ottawa ON K1P 6A4
Email: lleclerc-rose@olympic.ca

Please note, the deadline for submission of applications is Friday, **July 31, 2009, 17.00 ET**.

Should you have questions concerning the selection process, terms of reference, or qualification for the position, kindly contact Caroline Assalian, Executive Director, Olympic Preparation and Games at 613 244 2020 ext. 236; email: cassalian@olympic.ca.



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Comité
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Canadian
Olympic
Committee

***Chef de Mission
PROCESSUS DE
SÉLECTION***

***Chef de Mission
SELECTION
PROCESS***

*Approuvé par le comité exécutif du COC
le 4 octobre 1996
Révisée le 24 avril 1997
Révisée le 13 mars 1999
Révisée le 26 novembre 2004
Révisée le 24 mars 2007
Révisée avril 2009*

*Approved by the Executive Committee of the COC
04 October 1996
Revised 24 April 1997
Revised 13 March 1999
Revised 26 November 2004
Revised 24 March 2007
Revised April 2009*



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CHEF DE MISSION SELECTION PROCESS

1 DESCRIPTION

- 1.1 The Chef de Mission is a leader of the Canadian Team portion of the COC's Games Mission and a member of the Coordinating Team for the overall operation of the COC at the Games.

2 ELIGIBILITY

- 2.1 All members of the Canadian Olympic Committee at the time of the call for applications as well as all Canadian Team members that have participated at the Olympic, Olympic Winter or Pan American Games as an Athlete, NSF Support Team member or COC Mission Team member are eligible to submit an application for the position of Chef de Mission. Previous Chefs de Mission are eligible to apply.

3 QUALIFICATIONS

Following are the qualifications deemed essential or preferable for the position.

3.1 Essential Qualifications

- i. Prepared to commit the necessary time to the Games Mission;
- ii. Demonstrated commitment to athletes and to creating an environment where they can compete to the best of their abilities;
- iii. Leadership skills;
- iv. A sense of vision and the ability to encourage team building;
- v. Demonstrated ability to work well with people (a team player);
- vi. Ability to interpret change that occurs and respond effectively (*ie* crisis management); and
- vii. Effective communication skills (oral and written).

3.2 Preferable Qualifications

- i. Previous COC Games Missions experience;
- ii. Knowledge of current COC policies and issues;
- iii. From a sport on the calendar of the Games being applied for;
- iv. Bilingual in Canada's official languages; and
- v. Linguistic and cultural qualification vis-à-vis the host country.

4 SELECTION PROCESS

4.1 Five Step Process

The chart below outlines the process and timelines in the selection of the Chef de Mission. The five steps are:

- i. Call for applications
- ii. Deadline for submission of applications
- iii. Review by Selection Committee
- iv. Approval by Board of Directors
- v. Announcement of Chef de Mission

4.2 Call for Applications

- i. The call for applications is initiated by the Executive Director, Olympic Preparation & Games.
- ii. The call will be by means of an electronic mailing to all members of the COC and members of the Canadian Olympic, Olympic Winter and Pan Am Games team members, general circulation, and will



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be posted on the COC Website.

4.3 Receipt of Applications

An electronic confirmation will be sent to each applicant acknowledging receipt of application. Following the receipt of all applications at the deadline date, the Executive Director, Olympic Preparation & Games will prepare a package of the applications to be circulated to the Selection Committee.

4.4 Selection Committee

- i. The Selection Committee consists of the following.
 - The President, Chair (*for 2011 PAGs the President-Elect will replace the President*)
 - The CEO/Secretary General
 - The Executive Director, Olympic Preparation & Games (*non-voting*)
 - The Chair of the Games Advisory Committee (*for 2011 PAGs the Chair is also the previous Chef de Mission*)
 - A representative of the Athletes' Council
 - Previous Chef from Games involved (*ie Pan American Games – Pan Am Chef; Olympic Games – Summer Games Chef*).
- ii. In carrying out its mandate, the Selection Committee will review the applications submitted by the different candidates.
- iii. The Selection Committee will have the option to interview candidates to assist it in making its recommendation to the Board of Directors.
- iv. The Selection Committee will have the option to interview individuals who have previously worked with the individual in a major sporting event or at Games.

4.7 Timeline

The selection process and timeline for the Chef de Mission selection process is as follows:

Process	2011 Pan American Games	2012 Olympic Games	2014 Olympic Winter Games
1. Call for applications	June 2009	December 2009	June 2011
2. Deadline for submission of application	July 2009	February 2010	August 2011
3. Review by Selection Committee	August 2009	March 2010	September 2011
4. Approval by Board	September 2009	April 2010	October 2011
5. Announcement of Chef de Mission	October 2009	May 2010	November 2011
Start of Games	October 2011	July 2012	February 2014



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CANADIAN OLYMPIC COMMITTEE

CHEF DE MISSION TERMS OF REFERENCE

[Approved EC 21/22ix02]
Edited April 2007

GENERAL PURPOSE OF THE POSITION

The Chef de Mission's primary role is to:

- (1) provide overall leadership to the Team
- (2) support and promote the Team by creating an on-site environment for athletes and coaches conducive to achieve optimal performance
- (3) encourage and motivate the COC Mission staff, providing the services to the Team, through creative and innovative leadership thinking AND
- (4) be the spokesperson for the Canadian Team

TERM

The term of the Chef de Mission is from the date of endorsement by the Executive Committee, generally two years prior to the Games, through to the final de-brief session and written report to the CEO.

REPORTING

The Chef de Mission is appointed by the COC Executive Committee and reports directly to the CEO.

SELECTION

A Committee comprised of the COC President; CEO; Executive Director, Olympic Preparation and Games; Athlete Representative; Chair, Games Advisory Committee; and the Chef de Mission from the most recent corresponding Games, will select the Chef de Mission, which will then require the endorsement of the Executive Committee. The Selection process will take place a minimum of two years in advance of the Games.

PRIMARY RESPONSIBILITIES

1. Represents the Canadian team members and their activities leading up to and during a Major Games.
2. Functions as a member of the Games Planning Team, working closely with the COC staff.
3. Selects the Assistant Chef de Mission, in consultation with the Executive Director, Olympic Preparation & Games.
4. Participates in the selection process for all mission staff in collaboration with the Assistant Chef de Mission and COC staff.
5. Assists in the training and orientation for the Games Mission Team members.
6. Liases with various stakeholders, on behalf of the Team, namely:
 - NSFs; athletes; coaches; managers, support team members; Games Organizing Committee; Sport Canada; other multi-sport organizations, High Commission or Consulate office, and other Chefs de Mission from NOCs.
7. Participates as a member of the Issues Management Team dealing with any major issues or crisis situations during the games.
8. Assists in providing relevant and timely information to team members and Mission Team prior to and during the Games.
9. Represents the Team at Chef de Mission meetings and addresses team concerns with Organizing Committee.
10. Prepares, in conjunction with COC staff, progress reports and a final report for presentation to the COC Board, Executive Committee and Athletes' Council as required.
11. Performs other duties as required and assigned by the CEO throughout the duration of the organization of the Games and of the Team.