



Call for Chefs de Mission for Team BC

The BC Games Society is seeking enthusiastic and experienced people to serve as Chef de Mission and Assistant Chef de Mission for Team BC for the 2025 Canada Summer Games, being held in St. John's, Newfoundland and Labrador from August 8 - August 24, 2025.

These are 19-month volunteer opportunities commencing April 1, 2024 to October 31, 2025.

The Canada Summer Games are August 8 - 24, 2025 inclusive.

Preference will be given to applicants who have extensive knowledge of amateur sport and large-scale sporting events, as well as experience in positions of leadership and stakeholder engagement.

Past multi-sport Games experience is an asset, but not required.

Applicants must be residents of British Columbia.

If the selected candidates have a successful Games experience, the opportunity to continue their role for the 2027 Canada Winter Games in Quebec City, Quebec may be considered.

About Team BC

Team BC brings together British Columbia's top athletes, coaches, managers, and Mission Staff to represent the Province at the Canada Games – the country's premier multi-sport competition.

As the top achievers in their age group, Team BC athletes represent the next generation of junior national and national team members. The Canada Games are a key development opportunity towards future national and international competitions. The Team BC program provides athletes with enhanced training, competitive opportunities, and sport science and medicine services with the goal of personal bests and podium performances at the Games.

Team BC is a collaborative effort of partners to select, prepare, and service the athletes and coaches to ensure optimal performance and experience at the Games. The Province of B.C. funds the program, which is managed by the BC Games Society with integration with viaSport, Canadian Sport Institute-Pacific, and SportMedBC. Team BC Chefs de Mission and 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 competing at their best.

Team BC will bring a dedicated team of just over 500 athletes, coaches, managers, and Mission Staff to the 2025 Canada Summer Games in St. John's.

About the Canada Games

Held once every two years, alternating between winter and summer, the Canada Games are the largest multi-sport event for up-and-coming Canadian amateur athletes. Each Games features two weeks of competition, between 16 - 19 sports, approximately 3,400 summer and 2,350 winter athletes, and over 4,000 volunteers. Hosted in every province/territory at least once since their inception in Quebec City in 1967, the Games are proud of their contribution to Canada's sport development system in addition to their lasting legacy of sport facilities, community pride, and national unity. 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 and their personal dream.

About the Chef & Assistant Chef Roles

The Chef de Mission is the Team Leader for the Team BC contingent and Mission Staff, and in consultation with the Team BC Operations Manager, the Canada Games Council, and the Host Society, helps to coordinate 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 Chef may be asked to provide input into the selection process for the Assistant Chef de Mission position.

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

These volunteer positions report to, and take direction from, the Team BC Operations Manager. In this special opportunity, the Chef and Assistant Chef will be responsible for recruiting, selecting, training, and leading a mission team of up to 23 volunteers and contractors to ensure that all aspects of the Games preparation are met.

The Chefs de Mission are supported by staff from the BC Games Society, Canada Games Council, and Host Society. They will work closely with the Leadership Team and up to 20 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 sport technical aspects and services are in place to support the athletes and coaches.

Experience and Qualities

The following are desired skills and abilities that best suit the roles of Chef and Assistant Chef de Mission:

- experience and knowledge of the co-ordination, management, preparation, and delivery of multi-sport Games or major events on a provincial and national level;
- proven leadership experience and abilities leading and motivating both volunteer and contracted professionals;
- highly motivated with excellent time management skills;
- superior team management, issues management, and negotiation skills;
- excellent communication and interpersonal skills, with the ability to build strong relationships and collaborate effectively with diverse stakeholders;
- values accountability, ensuring efficient and prompt replies to enquiries and general 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 situations;
- financial management experience;
- a strong understanding of the Team BC program and the provincial and national amateur sport system;
- a solid knowledge and understanding of sport technical matters;
- established working relations with the Provincial Sport Organizations;
- allowable time away from employment to effectively deliver the complete role of Chef / Assistant Chef de Mission.

Roles and Responsibilities

The Chef and Assistant Chef are the head of the Team BC delegation and are responsible for the following tasks and responsibilities that will be assigned based on each individual skillset and expertise.

General Responsibilities

- Working with the BC Games Society to advocate for and support the Team BC program, philosophy, goals, and objectives;
- Provide leadership and mentorship to Mission Staff, fostering a positive and united team culture and supporting their personal and professional development;
- Provincial liaisons to the Canada Games Council and Games' Host Society;
- Act as the Team BC media spokesperson, including team press conferences and press releases, pep rallies, and ad-hoc media requests;
- Games liaison with Provincial and partner delegates;
- Provide input and guidance in the continuing Transfer of Knowledge materials;

Before the Games

- Assist with the selection and training volunteer Mission Staff;
- With the Leadership Team, document and clarify lines of communication and division of responsibilities for all Mission Staff roles;
- Establish potential professional development and training opportunities for Mission Staff
- Ensuring all operations, communications, special events, and sport technical aspects are in place for a successful Games' experience;
- Manage Mission Staff performance, ensuring all are on track with timelines and are feeling supported and comfortable in their role;
- Assist with managing and tracking tasks and timelines through online task tracking tool;
- Liaising with the Provincial Sport Organizations, coaches, and managers on logistics and technical matters;
- Leading and preparing agendas and materials for monthly Mission Staff conference calls, PSO Meetings, and Coaches Meetings;
- Leading the coordination and planning of two Mission Staff Training Camps;
- Attending, as required, sport training camps to meet the athletes and provide an overview on the role of Mission Staff and any important Games updates;
- Assist with implementing and coordinating opportunities to recognize and celebrate indigenous culture and participation;
- Lead and coordinate Team BC Legacy Project opportunities;
- Attending M1 and M2 Chef de Mission Conferences in the host city/province;
- Serve on the opening and closing flag bearer selection committee;
- Reinforce the vision of one aligned, unified Team BC.

During the Games

- Attending daily Chef de Mission Meetings;
- Chairing/Co-Chairing each daily Mission Staff meeting and providing Mission Staff with all important updates for each functional area;
- Assisting the Host Society and the Canada Games Council, when necessary;

- Being familiar with the sport technical packages and administering athlete eligibility appeals according to the Canada Games Council processes;
- Developing and implementing daily plans for all Mission Staff, especially turnaround day and departure day plans;
- Assisting with the execution of the Team BC Coaches Meetings for each week of the Games;
- Lead the Crisis Management Team, enforcing the Team BC Code of Conduct and Discipline policies and processes;
- Working with the sport sector to ensure sport and athlete dispute resolution issues are dealt with in a fair and transparent manner;
- Representing Team BC and providing welcome speeches at ceremonial events and other team functions;
- Attending sport competitions to represent Team BC, supporting athletes, and engaging with family and friends;
- Act as Team BC's spokespersons for all media requests;
- Having daily check-ins with the Leadership Team to provide updates on any important matters that require monitoring or attention;
- Checking in with Mission Staff to ensure they are having a positive experience or require any help;
- Along with the Team BC Operations Manager, liaising with the Host Society and Canada Games Council to ensure Games logistics (i.e. accommodations, food, transportation, medical, etc.) are functioning well and troubleshooting as needed to support the athletes and coaches;

After the Games

- Finalizing any outstanding issues in regard to discipline, appeals, and/or dispute resolution;
- Have individual debriefs with Mission Staff to provide feedback on their performance, as requested;
- Prepare agenda and assist with developing slide decks and activities for the post-Games Mission Staff debrief;
- Attending the Canada Games Council debrief;
- Collecting final reports from all Mission Staff and contractors;
- Submitting a final report;
- Meet with Team BC Operations Manager to discuss findings from the final report.

Power of Decision:

The Chef de Mission and Assistant Chef de Mission have sufficient authority to take measures that are necessary to carry out their duties in accordance with the position description. The BC Games Society and Team BC Operations Manager have 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 national and international level athletes and coaches and community leaders.

Professional Development Opportunities:

- enhance abilities/skills in decision making, leading and developing others, strategic planning, crisis and disciplinary process management, and problem solving;
- opportunity to network with other professionals in the BC sport sector and with leaders from across the country;
- an unbelievable experience! The Canada Games is a unique opportunity for people who love sport and have the desire to support athletes and coaches in their pursuit of excellence.

Honoraria and Expenses

All expenses related to the positions are covered by the BC Games Society. In addition, an honorarium will be provided to both the Chef and Assistant Chef de Mission in recognition for their contribution to the Team BC Program.

Required Time Commitment, Travel, and/or Meeting Attendance:

These positions are done remotely, with the requirement of the following in-person milestones:

- Pre-Games communication via texts, emails, phone calls, and zoom meetings with the following volume (demand will vary):
 - Approximately 0 - 5 hours per week from April – August 2024
 - Approximately 2 - 7 hours per week from August 2024 – March 2025
 - Approximately 2 – 10 hours per week from March 2025 – August 2025
 - Approximately 0 – 2 hours per week from September – October 2025
- Chefs de Mission Orientation - Lower Mainland, BC – Spring 2024 (date TBD)
- M1 Conference: August 20-23, 2024 – St. John's, Newfoundland and Labrador
- Post M1 PSO Meetings: October 2024 – (Dates and Location TBD – possibly virtual)
- Mission Staff Training Camp #1: September 20 – 22, 2024 - Whistler, BC
- M2 Conference: Late March / Early April 2025 – St. John's, Newfoundland and Labrador
- PSO Coaches Meeting / Mission Staff Training: May 2025 – Lower Mainland (Dates TBD)
- Mission Staff Training Camp #2: July 18 – 20, 2025 – White Rock, BC
- Canada Summer Games: Travel dates August 5 - August 25, 2025
- Post-Games Mission Staff Debrief: Late Sept / Early Oct 2025 – Dates/Location TBD
- Canada Games Council Post-Games Debrief: Oct/Nov 2025 – Dates/Location TBD
- Other in-person and online meetings and training camps, as required.

How to Apply

Applicants must be residents of British Columbia.

If you are interested in being considered for these opportunities, please click on the following link to complete an online application form where you will be asked to include a resume and cover letter. Applications must be submitted before the end of day **March 1, 2024**.

[CLICK HERE TO APPLY](#)

If you have any questions related to these two opportunities, please contact Jarret Poitras (Team BC Operations Manager) at jarretp@bcgames.org or 250-387-4635.