

AQUATIC  
FEDERATION  
OF CANADA



FÉDÉRATION  
AQUATIQUE DU  
CANADA

## **Job Description Chef de Mission 2011 FINA World Aquatics Championships Shanghai, China**

### **General Description:**

The Chef de Mission is a volunteer, who shall facilitate the development and implementation of strategies and plans to ensure the efficient management of the Canadian Team Mission to the 2011 World Aquatic Championships in Shanghai.

While this position shall focus on the period of the Championship (July 16-31, 2011), the term of the position and preparatory work shall commence with the announcement of the individual chosen and continue through the Championship.

The staff and athletes in the delegation are ultimately responsible to the position of Chef de Mission, and as such, the Chef shall provide leadership in all areas common to the member sports.

### **Roles**

#### **VISION**

Develop a long-term strategy outlining objectives and plans to implement these objectives.  
Provide a sense of purpose and set priorities to achieve objectives.

#### **ADMINISTRATION**

Responsible for the overall management of operations, medical and communications services for the Team in the 'largest' context.

#### **PLANNING**

Develop strategies and tactics for implementation of plans to ensure proper support to each member of the team.

#### **CRISIS MANAGEMENT**

Develop a crisis management plan and manage issues arising during the Championship.

#### **LIAISON**

Develop a relationship with each of the 'partners' participating in the competition. This includes the NSO's, the Organizing Committee, Sport Canada, High Commission, Team Leaders, designated travel and accommodation providers, etc.

#### **COMMUNICATIONS**

Provide effective, timely communication of information with AFC members in the lead up to the event and within the team during the Championships.

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## **MEDIA RELATIONS**

Manage relations with the local and Canadian media and coordinate media plans with AFC members and team managers.

**Specific Duties:** Specific duties relate to issues that affect “Team Canada” as a total group, not to specifics on an individual sport basis.

- Select accommodations for Team Canada at the competition. Make reservations and follow up on changes as required, with Official accommodation supplier.
- Ensure the safe departure of our teams following the Championship. The Chef must stay at least through the Closing Ceremonies.
- Recruit and select designated “general” Health Services Team.
- Work with the staff of the member sports and provide support when necessary to develop administrative procedures and ensure all administrative requirements and deadlines are met (i.e. registration and entry forms, application for and management of team accreditations, etc.)
- Work with the staff of the member sports in the marketing and promotion of the Canadian team for the Championships.
- Develop budget for approval by the AFC Board of Directors. Manage budget, expenditures and cash flow leading up to and during the Championship.
- Represent and speak on behalf the Canadian Team when issues that relate to the ‘entire team’.
- Official liaison with the Rome Organizing Committee.
- Lead a task force in event of emergency. Task force is made up of one (1) representative from each sport that will be on site at the competition. (i.e. Team Manager).
- Conduct daily team meetings with sport managers. Initiate steps to maintain good team morale.
- With the AFC President, adhere to proper protocol with dignitaries and present gifts on behalf of entire Canadian delegation to appropriate dignitaries
- Liaise with AFC executive on site at the Championships.

## **Term of Appointment:**

Part time leading up to the competition and full time for the duration of the competition on site.

## **Responsibility:**

The Chef de Mission position is responsible to the President of the Aquatic Federation of Canada.