



## **Chef de Mission**

### *Roles & Responsibilities*

#### **General Overview**

The Manitoba Games powered by Manitoba Hydro is the largest on-going multi-sport event in the province. Similar to the Olympics, the Manitoba Games take place every two years, alternating between summer and winter. The program is administered by Sport Manitoba and implemented by the selected host society with each Provincial Sport Organization (PSO) leading their sport specific planning and implementation.

#### **Function and Responsibilities**

The Chef De Mission is a volunteer, accountable to the Sport Manitoba **Senior Games Manager**, who assists with the management of the Manitoba Games program in their region. The Chef de Mission supports the Games Coordinator and each Regional Sport Team Manager with the implementation of all tasks (planning, logistics, communications, etc.) to ensure the coaches, managers, and athletes have success navigating the Games environment.

This role is a volunteer position, with a monthly honorarium. There are a total of six Chef de Mission positions available, one per region (East, West, South, North) with two from the Winnipeg region. It is ideal that the Chef de Mission lives within their respective region. All successful applicants must complete Sport Manitoba's Screening Policy.

#### **Pre-Games**

- Works closely with the Games Coordinator's on day to day tasks
- Review and be familiar with the sport technical packages, sports schedules, policy & procedures and communicate potential issues or concerns to the Games Coordinators in a timely manner.
- Support the Games Coordinators and Regional Team Sport Managers as needed, including collecting participant forms and registration fees, assisting with online registration, uniform distribution & exchanges, external travel logistics and communication with all regional Games partners and participants (including families) and providing information to participants and parents as needed.
- Attend and participate in the Host Tour # 2
- Attend and/or support the Guide to Games meetings where applicable.
- Ensures team is prepared for the multi-sport games experience and that all team members adhere to all Manitoba Games rules, regulations, policies, and sport policies for the duration of the Games
- Communicating all Guide to Games logistical areas to all Games participants



- Assist Sport Manitoba to recruit, name and orientate the regional Assistant Chef de Mission
- Coordinates all Assistant Chef de Mission pre-games roles and responsibilities

### **At Games Time**

- Serve as the head of their region as the key communication link between regional team and the Host Society including:
  - Notifying regional teams of any changes regarding events and schedules
  - Providing Host Society updates, including any problems or potential issues, to the Coaching Staff and Team Managers
- Discipline for any code of conduct and Manitoba Games rule infractions. (Works with Games Staff & chef's, as per discipline policy)
- Supports the Coaching Staff and Team Managers in fulfilling their roles and responsibilities and is available 24 hours a day.
- Attends daily Host Society meetings and communicates daily with Regional Team Coaches & Managers.
- Provide support to Sport Manitoba's communication team to develop a daily newsletter, pictures and social media
- Assists the Team Manager to troubleshoot team operations and logistics including accreditation, accommodation, food, transportation, medal and opening/closing ceremonies, planning for team "down-time", arrival/departure, village check in/out, etc.
- Supports the Coaching Staff and Team Managers in fulfilling their roles and responsibilities and is available 24 hours a day in case of emergency.
- Spokesperson for the Regional Team.
- Attend daily Sport Manitoba Meetings, normally scheduled for 8:00 am (following the 7:00 am chef/host society meetings)
- Assist with thanks coach promotion and execution of awards where necessary
- Coordinate all Assistant chef roles and responsibilities for your region
- Promote Games spirit and fair play. And most importantly, have fun!

### **Post Games**

- Complete post evaluation survey
- Submit final report and complete financial expenses



## Major Meeting & Events Requirements

All listed meetings and or events are considered critical attendance for all chef de Mission positions to attend.

Meeting or Event	Date(s)	Location
Host Tour # 1	April 24 & 25	Dauphin, MB
Chef de Mission Orientation	April 25 & 26	Dauphin, MB
Ass't Chef Orientation	June <i>(dates/times TBC)</i>	Regionally
General Communication (4-6 meetings)	May to August <i>(dates/times TBC)</i>	Conference calls/Zoom
Week of Games <b>August 9 - 15, 2020</b>	August 8 - 15	Dauphin, MB