



Request for Applications, Assistant Chef de Mission, FINA 2022 World Championships.

Aquatics Canada Aquatiques (“ACA”) is seeking applications for the position of Assistant Chef de Mission for the FINA World Championships scheduled for Fukuoka, Japan May 13-29, 2022 (the “Championships”).

Position Summary

General Description:

The Assistant Chef de Mission (the “AC”) is a volunteer who will work with the Chef de Mission (the “Chef”) in the development and implementation of strategies and plans to ensure the efficient management of the Canadian Team Mission at the Championships. While the position will focus on the period of the Championships (May 13-29, 2022), the term of the position and preparatory work will commence shortly after the AC has been nominated and continue through the Championship, and for up to 6 weeks following to ensure a formal debrief of the event is completed.

The AC shall provide support to and take on specific responsibilities delegated by the Chef and take the leadership role in managing the activities providing support to the Canadian Team during the event.

Assistant Chef de Mission responsibilities include:

ADMINISTRATOR

Provide administrative support for operations, accommodations, travel, accreditation and communications services for the team. This includes providing administrative support with the online GMS (Games Management System).

PLANNING

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

CRISIS MANAGEMENT

Provide support as needed to the Chef during any crisis situation. This could include taking over certain responsibilities of the Chef, if required, because the Chef is required to deal directly with managing the crisis situation.

LIAISON





Develop a relationship with each of the 'partners' participating in the Championships. This includes each of the aquatic national sport organizations ("NSO's"), the Organizing Committee, Sport Canada, the Canadian High Commission, the NSO Team Leaders, designated travel and accommodation providers, etc.

COMMUNICATOR

Provide effective, timely communication of information to the Chef and other designated stakeholders as directed by the Chef.

NEGOTIATOR

Mediating problems and securing equipment and resources on behalf of the team as requested.

EVENT EXPERIENCE

Applicants should have international sport experience as an athlete, coach, manager, administrative support team member or volunteer.

COMPUTER

Proficiency in working with Google Drive, and its' associated programs, Word, Excel, and PowerPoint.

LANGUAGE

Primary language is English, but bilingualism (French/English) will be considered an asset.

Specific Duties:

- Please keep in mind that these specific responsibilities relate to issues that affect "Team Canada" as a total group.
- This role does NOT relate to specifics on an individual sport basis.
- Replaces and takes the responsibilities of the Chef in her absence
- Assists the Chef relating to Canadian team accreditations, as processed through GMS
- Manages the arrivals and departures schedules for the Canadian teams, hotel and organizing committee ("OC") transportation services and works as the direct liaison with the OC support staff in the hotel/accommodation location
- Manages the Team Canada office including work schedules, supplies, decorating, and any/all support equipment necessary including printer, cell phones, computer services, internet services, etc.
- Ensures the safe departure of the Canadian teams following the Championships. (The AC must stay at least through the closing ceremonies).
- Initiates steps to create and maintain good team morale
- Adheres to proper protocol with dignitaries and assists the Chef on recognizing recipients key to the operations on behalf of entire Canadian delegation
- Provides, when necessary, administrative support to each Canadian team
- Assists with any communication and strategy around COVID-19 protocols.
- Assists Chef in creating a final report to the leadership of ACA

Responsible to:

- Chef de Mission

Works with:





- Chef de Mission
- Hotel/Accommodation management staff
- OC liaison staff in hotel
- Designated 'manager/leader' for each sport during the competition
- Organizing Committee (accreditation; finance; hosting and protocol areas as required)

Financial Accountability:

Subject to approval by Chef de Mission

Term: June 2021 through June 1, 2022

Applications are invited from individuals associated with any of the 4 aquatic disciplines of Diving, Swimming, Artistic Swimming, or Water Polo, as well as any other national or provincial sport organization in Canada. This position is a volunteer position and inquiries may be made to the Chef de Mission by email: michellercomeau@gmail.com.

Procedure for Applying:

- Applications and a résumé outlining the candidate's background and experience are to be forwarded to the Chef de Mission by email: michellercomeau@gmail.com
- The deadline for applications is **April 30, 2021**. Selected candidates will be short listed and will go through a selection process including a telephone interview and the successful candidate will be announced by **May 30, 2021**.
- Please check the following websites for further information for this position;
 - Diving Canada – www.diving.ca
 - Water Polo Canada – www.waterpolo.ca
 - Swimming Canada – www.swimming.ca
 - Artistic Swimming Canada – www.artisticswimming.ca

Aquatics Canada Aquatiques

Kelly Stark-Anderson, President & Selection Committee Chair, kellysa@telus.net

Michelle Comeau, 2022 Chef de Mission – michellercomeau@gmail.com

