

PURPOSE

- To ensure that all members of Team PEI are well prepared and informed prior to the departure to the games
- To ensure that all areas of responsibility for coaches and team managers are well defined prior to the games and managed effectively during the games
- To ensure that a productive and positive competitive and social experience is had by all Team PEI members

DUTIES AND RESPONSIBILITIES

General

- Ensure team spirit
- Must submit medical information sheet provided
- Act as a role model for all Team PEI members
- Conduct oneself according to the Team PEI Code of Conduct

Budget

- Prepare team budget

Public Relations

- Ensure all public relation duties prior to and during the games contains the correct results and information

Uniforms

- Select and order walkout and competitive uniforms with the input from the Head Coach of each sport
- Ensure that each team member is supplied with the appropriate uniforms prior to departure to the games

Transportation

- Work with Games Organizing Committee (GOC) to confirm travel arrangements to and from the games

Section: COMPETITIONS
Topic: JOB DESCRIPTION - PROVINCIAL TEAM
CHEF DE MISSION
Effective Date: October 2003
Revised Date: January 2019

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Communication

- Ensure that all pre-games information is communicated to all Team PEI members, including parents and guardians
- Arrange and facilitate all Team PEI Mission Staff and Coaches meetings
- Make program visits 3 and 6 months out of the games.
- Work with Head Coaches to facilitate all Team PEI meetings
- Assist coaches in establishing communication links with parents and/or guardians
- Ensure that all Team members are registered with the GOC
- Ensure that both coaches and athletes abide by the Special Olympics PEI Code of Conduct
- While at the games, attend daily Chef de Mission meetings and convey all information to the appropriate persons
- Act as a diplomat and spokesperson for Team PEI
- Arrange and facilitate all Team PEI Mission Staff and Coaches meetings while at the games
- Prepare and disseminate coaches handbooks with all required forms and information
- Prepare and send out all registration packages to Mission Staff, Coaches and Athletes
- Disseminate all follow up information to Coaches and Athletes as needed
- Develop an evaluation document for Team PEI mission Staff, Coaches, Athletes and Parents to be completed and returned to the SOPEI office no later than one month post games
- Submit a written report of the games for the Board of Directors and GOC.