

**CORE V-TEAM REPRESENTATIVE / SPORT ORGANIZING COMMITTEE**

**Position Title:** Sport Leader

**Functional Area:** Sport

**Interactions:**

The Sport Leader will work together with other members of the Core V-Team, V-Team Functional Lead Reps, and all SOC Reps. The Sport Leader will also liaison with the NSO of their respective sport. As a member of the Core V-Team, the Sport Leader will collaborate with the V-Team Leader on pre-Games and Games time planning and coordination.

**Terms of Reference:**

The Sport Leader is responsible for the overall planning, organizing, and staging of their respective sport competition during the sport test events and at Games time. In all matters pertaining to the FOP, the Sport Leader and their respective SOC will ensure that the NSO's competition requirements are met or exceeded.

**Duties & Responsibilities:**

- Responsible for the communication and facilitation of respective sport test events.
- Work with the Technical Rep and NSO in the training of minor officials for the test events and the Canada Games.
- Conduct a thorough evaluation and devise a report on respective sport test events.
- Responsible for the development of the SOC, identification and selection of SOC Reps, as well as ensuring ongoing communication among all SOC members.
- Ensuring that all SOC Reps are completing their assigned tasks in a timely manner.
- Key liaison between SOC and Sport Functional Lead.
- Key liaison between SOC and V-Team, while ensuring that the SOC is working in a positive and collaborative manner with the overall V-Team.
- No authority to commit to budget items, **must** report back to the Functional Lead and Assistant Functional Lead of Sport.
- In charge of the FOP during the Games and for directing the set-up and decommissioning following the Games

**Skills & Knowledge:**

- Excellent written and oral communication skills.
- Excellent planning and organizational skills.
- Ability to work effectively with volunteers and communicate in an appropriate interpersonal manner.
- Team player.
- Well-developed problem-solving skills.
- Ability to make decisions in an efficient and effective manner in stressful situations.
- Ability to facilitate SOC meetings in an efficient manner.

**Prerequisites:**

- Previous experience in provincial/territorial and/or national sport competitions.
- Proven management expertise.
- Working knowledge of the NSO of their respective sport.
- Well-established network within their respective sport community.

**Reports To:**

Functional Lead - Sport

## 2017 Canada Summer Games

### **Time Commitment:**

- Pre-Games organizational and planning meetings.
- Availability for monthly V-Team meetings beginning eighteen months from the start of the Games, with increasing frequency as Games near.
- Full availability for assigned events during Games time, including 1-2 days prior to Games for FOP set-up.
- Attendance at Sport Functional meetings as required.
- Availability to attend Chef de Mission meetings.
- Availability 1-3 days post Games to complete FOP decommissioning.
- Post event Final Report as per Canada Games Council format due within one month of Games completion.