

CALL FOR TEAM LEADER Pan-Am Championships

The Canadian Fencing Federation is making a call for a team leader for 2009 Pan-Am Championships. Pending a positive experience in San Salvador, the CFF retains the option to re-appoint the selected individual as Team Leader to future events during the quadrennial (2009-2012) without further advertisement of the position. Should the individual decline re-appointment, the Team Leader position will be posted for selection.

The event will be held in San Salvador, El Salvador the Team Leader must be available to travel with the team from July 1-9, 2009.

APPLICATION PROCEDURE

1. All candidates must have validated 08-09 CFF licence and must submit a written application, which includes:
 - a letter outlining why they would like to serve as a team leader, indicating their perceived strengths and weaknesses and relative experience
 - a full resume
2. All applications must be submitted to the HP Director prior to the close of the application deadlines.

by mail: Pan-Am Team Leader
 6000 St. Exupery
 Laval, QC, H7H 1H6

OR

by e-mail: hpd@fencing.ca indicate Pan-Am Leader in subject line

Application deadline: April 24th, 2009

Selection Date: May 1st, 2009

TEAM LEADER SELECTION PROCESS

The selection of Team Leaders is the responsibility of the High Performance Director (HPD). The HPD will chair a sub-committee, which will include two current (or former) National Coaches and an Athlete Representative from the Athletes Council.

Selection of the Team Leader will be based on an assessment of the candidates:

- a) International Experience and Demonstrated Organizational Skills (50%)
 - . previous (positive) managerial experiences
 - . understanding of FIE structure and international competition rules
 - . previous involvement in international fencing competitions
 - . high level of personal organization and efficiency
 - . knowledge of planning and executing athletic trips

- b) Communication Skills (25%)
 - . pleasant, personable, approachable
 - . language capabilities (English, French, Spanish)
 - . good rapport with potential team members
 - . effective written and verbal communication skills
 - . positive interactions and effective liaison on behalf of the Canadian team

- c) Personal Qualities (25%)
 - . sound judgment
 - . resourcefulness/initiative
 - . trustworthy/personal integrity/professionalism
 - . enthusiasm/motivator
 - . conscientious, very hard-working.
 - . other relevant skills/experiences/intangibles

Each member of the selection committee will utilize a simple scoring system to objectively evaluate the candidates' suitability. As example; 3 - excellent, 2 - good, 1 - fair only, 0 – does not fulfil this criteria.

It is the responsibility of the Chairperson of the Selection Sub-Committee to ensure that all members are familiar with the process.

TEAM LEADER 2009 PAN-AM CHAMPIONSHIPS ROLES AND RESPONSIBILITIES

While the duties of the Team Leader (TL) relate mostly to the administrative management of the Canadian team, the TL has responsibilities prior to, during and following the competition. The TL is there to provide support to the team members and to ensure that conditions are optimal for peak performance. The TL will work closely with the coaching staff and report to the HP Director. While the obligations and duties listed below are the primary responsibilities of the TL, there may be opportunities or situations where these duties can be shared or distributed amongst other team staff. Changes and/or distributions must be made in consultation with the HP Director.

The primary responsibilities of the TL are outlined and explained below. This list is not exhaustive. The TL may find situations and/or circumstance may vary and will require the TL to take initiative to work for the benefit of the Team members.

Pre-Event

- Attend any Pre-Pan Am Training Camps to “get to know” the athletes and coaching staff.
- Take part in any Pre-Pan-Am Staff meetings.
- Be familiar with the HP Action Plan for the Pan-Ams and ensure all team members understand their roll and responsibilities.
- Ensure all team members are familiar with and have signed the “CFF Code of Conduct”.
- Assist the HP staff in any pre-planning activities which may include, visa, air travel, ground transportation and hotel arrangements.

In-transit/At the event

- Responsible for the implementing and executing action plan for Pan-Ams
- Directly responsible for any technical issues associated with the competition, i.e. ensure that all athletes/teams are registered, that they are properly seeded for the competition, verify and correct any errors in the official posted results, appeals to DT, collects results and other info.
- Attends all Chef de Delegation meetings
- Liaison with competition organizers/FIE and help addresses issues to benefit performance potential of the team.
- Ensure all team members respect the “CFF Code of Conduct”.
- Must be aware of all problems arising with the coaches and athletes in order to solve these problems and take final decisions.
- Responsible for day to day organization and delegation of duties i.e. Travel, hotel, meals, ground transportation, availability of training venue, solving last minute problems, team trips and social activities etc. He may delegate some of these tasks to the assistant coaches.
- Take all precautions to ensure safety and security of team members

- Ensures that all support staff are effectively performing their roles and responsibilities.
- Responsible for distributing information to all team members.
- Ensure hotel arrangements meet team needs and billing is accurate, and respects initial reservation.
- Ensure local transportation is arranged with the organizers and resolve any transportation problems.
- Arrangements on-site training. This should be arranged based on prior coordination with the attending Coaches.
- Organize meals/lunches, as required
- Fax or e-mail a one-page summary of results to the HP Director (450-628-1791 or hpd@fencing.ca) and any other pre-determined media contacts every evening if competitions website is not updated daily. This should include the top 3, number of entries and Canadian results for each event on that day.

Post – Event

Complete the post-event report to the HP Director within 3 weeks after returning from the event.

This report will include comments on;

- Pre-planning
- Travel
- Hotel
- Team participant interactions
- Highlights of Canadian results
- List of problems encountered and any solution found, including the final result
- Recommendations for the future
- Conclusion and general impressions
- Miscellaneous comments

Conditions

- The CFF will cover the cost of travel, hotel and per diem for the duration of the scheduled travel periods (training camp and Pan-Ams).
- This is a volunteer position.