

Multi Sports Games Festivals

Multi Sports Games Festivals require the appointment of key officials to ensure the smooth administration and management of Bermuda Teams supporting these events. In order to accomplish this, a Chef-de-Mission is appointed as the head of the delegation, and a team manager for each sport is considered essential. For large contingents, a Deputy Chef-de-Mission and/or a General Team Manager may also be appointed. The following is a non-exhaustive guideline of duties that Chefs-de-Mission are asked to assume.

The Bermuda Olympic Association (BOA) must provide effective and adequate support services to its athletes prior to and during the Games. Administration begins prior to the Games with information collection and diffusion between the BOA, National Sport Governing Bodies (NSGBs), athletes and the Games Organising Committee. Efficient pre-Games administration is vital to ensure that the BOA can function effectively during the Games, providing the best possible conditions for athletes to perform well.

The Chef-De-Mission

The Chef-de-Mission is the Games delegation and operational leader and should possess strong management, communication and leadership qualities. The Chef-de-Mission should be able to delegate responsibilities and solve problems in a calm way, quickly, decisively, and in a re-assuring way, in particular giving due consideration of the mental, physical and social needs of the Bermuda Team, and the established rules and regulations relating to the conduct of the Games.

Responsibilities include the following:

- Fulfilling the role of Delegation Leader and the Bermuda Olympic Association's (BOA's) representative in the Village.
- Attends the Chef-de-Mission seminar prior to the Games (usually in the year prior to the games).
- Ensures that the needs of all Bermuda athletes and officials are met.
- Collates Games information and ensures appropriate distribution (e.g. to NSGBs, Medical Personnel, athletes, Media).
- Liaises with the Games Organising Committee to solve NOC problems
- Attends pre-Delegation Registration Meeting and (final) Delegation Registration Meeting (DRM).
- In conjunction with Sport Team Leaders, defines and implements the Games operational plan to achieve the BOA's Games objectives.
- Ensures the supervision of clothing, equipment, finance, transport, accreditation, and accommodation issues.
- Liaises with Media regarding sports preparations, administration and athlete results.
- Ensures arrivals/departures of delegation are completed efficiently and trouble free.
- Supervises the administration of Village guest passes.
- Investigates Village problems and issues concerning the team.
- Manages BOA finances in an efficient and prudent manner.
- Ensures a proper sense of organization, dignity and pride in preparations for ceremonies such as the Village Flag Raising, Games Opening and Closing, and any other official Ceremony of the Games.
- In conjunction with Sport Team Managers, ensures that all athletes and officials recognize the importance of team spirit, decorum, and deportment in their representation of Bermuda, whilst wearing the Bermuda uniform traveling to the Games, during the Games, and returning after the Games.
- Makes a determination on matters of discipline, and reports all such matters to the BOA representatives at the Games.
- Oversees team administration and logistical support in the Village.
- Attends all Chefs-de-Mission meetings at the Games.
- Holds meetings with Team Managers on Games issues as required.
- After approval from the President, appoints the Flag Bearer for the Opening Ceremony, and the Flag Bearer for the Closing Ceremony.

- As a result of limitations, appoints officials who will march in the Opening Ceremony.
- Assumes such other responsibilities as are required, to ensure the orderly conduct of the delegation in their ability to conduct their respective duties and responsibilities in a positive atmosphere, always striving for conditions that provide for an optimum representation by the athletes.
- Receives post Games reports from Sport Team Managers at conclusion of the Games.
- Reviews Team Managers' Games reports and includes comments as appropriate, in the Chef's Games Report to BOA, to be completed within six (6) weeks of the conclusion of the Games.

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The Sport Team Manager

In collaboration with National Sports Governing Bodies, a Team Manager is appointed for each sport in which the BOA has athletes participating. The Team Manager is responsible for that particular sport within the Bermuda delegation, and the needs of those athletes. At games time, the Team Manager reports to the Chef-de-Mission.

Responsibilities include the following:

- Maintains regular contact with the Chef-de-Mission on pre-Games matters(e.g. accreditation, sport entries).
- Ensures that the needs and welfare of their athletes are met.
- Provides team administration and logistical support within the Games Village.
- The sport team manager must familiarise himself/herself with the facilities at training and competition venues prior to competition. They should secure contact details for the competition and venue managers, and the Chef-de-Mission as soon as possible after arrival in the Village.
- Supports the coaches in organizing the team preparation for competition (e.g. equipment provision, administration).
- Attends International Federation (IF) Technical Meetings.
- Organises management meetings specific to that particular sport.
- Organises and schedules transport to training and competition venues.
- As soon as is practicable, ensures that the Chef-de-Mission is advised of any and all unusual occurrences involving athletes and/or officials in his team. Such matters are to include, but are not limited to training, competition or public mishaps involving others, accidents of any sort, particularly those involving injury to a party, uncertainties of personnel whereabouts, etc.
- Performs such other duties as are delegated by the Chef-de-Mission relating to one's specific sport team, or to the Bermuda delegation.
- Sport Team Managers should provide a report to the Chef-de-Mission within one (1) calendar month of the conclusion of the Games. This report will become a part of the Chef-de-Mission's Final Games Report to the BOA. (If the Sport Team Manager wishes, s/he may also provide a copy of his report to his NSGB and/or directly to the BOA).

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