



## WORLD UNIVERSITY GAMES 2009

*Belgrade, Serbia - 1-12 July 2009*

### Chef de Mission – Position Description

<b>Position:</b>	Chef de Mission (Head of Delegation) - New Zealand delegation
<b>Event:</b>	25 <sup>th</sup> World University Games, known as the 'Summer Universiade'
<b>Event Dates:</b>	1-12 July 2009
<b>Responsible to:</b>	USNZ Executive Director
<b>Subordinates:</b>	Health Team Leader, Media Manager, Sport Specific Team Managers, and an Athlete Support Manager (potentially a USNZ staff member).
<b>Applications:</b>	Due no later than 5pm Monday 30 June 2008

#### A. BACKGROUND

The World University Games (WUGs), also known as the Summer Universiade, are held every two years under the auspices of FISU, the International University Sports Federation. The WUGs are second in size only to the Olympics with around 9,000 competitors and officials. They comprise of thirteen compulsory sports and up to eight optional sports (which are determined by the relevant host country). The WUGs are staged in various cities throughout the world.

The New Zealand delegation to the 2007 WUGs (which were held in August 2007 in Bangkok, Thailand) included 112 athletes, officials and referees – the largest New Zealand team to date.

New Zealand teams attending WUGs are supported by SPARC.

The WUGs are now an established part of high performance programmes for many New Zealand athletes in a range of different sports, many of those athletes being Prime Minister's Scholars. The WUGs are an ideal stepping stone for young high performance athletes who are either moving from age group events or starting to show significant promise in their chosen sport. The WUGs also act as a significant learning / training opportunity for both athletes and officials in a high performance and global multi-sport event, which places both athletes and officials at an advantage for the Olympic and Commonwealth Games.

## **B. WORLD UNIVERSITY GAMES 2009**

In 2009, the 25<sup>th</sup> World University Games will be held in Belgrade, Serbia during the period from 1-12 July and will include the following sports:

Archery	Karate
Athletics	Rowing
Basketball	Shooting
Diving	Swimming
Fencing	Table Tennis
Flat Water Kayaking	Taekwondo
Football	Tennis
Gymnastics (artistic & rhythmic)	Volleyball
Handball	Water Polo
Judo	Wrestling

## **C. NEW ZEALAND DELEGATION 2009**

University Sport New Zealand (USNZ) is the sole sanctioning body responsible for identifying, selecting and organising New Zealand teams and individuals to attend the 2009 WUGs. USNZ works closely with relevant National Sports Organisations (NSOs), SPARC and its own Sports Councils to achieve USNZ's specified WUGs targets.

It is estimated that the New Zealand delegation that will attend the 2009 WUGs will comprise between 60 to 100 athletes and officials, with such athletes competing in 5-10 of the sports on offer.

USNZ establishes its own WUGs performance targets which in turn guide the setting of individual sports' selection criteria. Determination of the selection criteria is carried out by USNZ in conjunction with the relevant NSOs.

It is intended that following the appointment of the 2009 New Zealand Chef de Mission (CdM), USNZ will advertise for and appoint a Health Team Leader – this person is likely to require New Zealand Academy of Sport accreditation. Sports specific team managers and coaches will be recommended by NSOs although final endorsement of all officials is made by USNZ. An Athlete Support Manager, who will primarily oversee HQ operations, will also be appointed - this person may be a USNZ staff member.

## **D. CHEF DE MISSION**

### **1) Prime Purpose**

USNZ seeks a highly professional, qualified and experienced person to undertake the role of CdM in respect of the 2009 WUGs. The CdM position is crucial to the current and future success of WUGs, one of USNZ's flagship events. The successful candidate will:

- Be the leader of the New Zealand delegation (the Team) and lead the Team for the duration of the 2009 WUGs.
- Be responsible for engendering and fostering an environment of excellence within the Team (both at the 2009 WUGs and during the lead up to the 2009 WUGS (including planning and administration activities)) which enhances the opportunity for New Zealand competitors to excel.
- Take a lead in creating a vibrant, athlete-focused culture recognised by New Zealand competitors and officials, as well as other nations, as 'leading the field'.
- Be comfortable, committed and confident operating in an intense environment, both during the lead up to and during the 2009 WUGs.
- Be responsible for, and have direct authority over, all members of the Team from assembly through to completion of the Team's official WUGs involvement.
- Be actively involved in the appointment of all Team personnel in conjunction with USNZ.
- Be responsible (working in close conjunction with USNZ's Executive Director) for actively overseeing the general planning and preparation of all Team requirements, including logistics, travel, promotion and communications.

### **2) Key Responsibilities of the CdM**

- Actively oversee the planning process during the lead up to the 2009 WUGs, including production of relevant timelines and work plans.
- When able, assist as required in the planning and preparation of the following matters (see note below):
  - Partnership arrangements – in particular with SPARC and NSOs
  - Flights to and from the 2009 WUGs and all other necessary travel arrangements
  - Pre-2009 WUGS training camp arrangements
  - Leisurewear and competition clothing
  - Medical, physio and massage support
  - Team spirit and identity
  - Communication strategy
  - Media and promotion strategy
  - Village arrangements – in particular, those arrangements relating to Team accommodation and Team headquarters
  - Games HQ for the 2009 WUGs
  - Athlete support during the lead up to and during the 2009 WUGs
- Take a lead in the selection of sports to attend the 2009 WUGs.
- Be involved in discussions with NSO high performance managers (or equivalent personnel) regarding selection criteria, funding, athlete selections and the appointment of officials.
- Maintain awareness and understanding of 2009 WUGs budgetary and funding issues in liaison with USNZ's Executive Director.
- Maintain effective liaison between all levels of the Team prior to assembly of the Team and during its participation at the 2009 WUGs.

- Maintain effective liaison between the Team, USNZ, SPARC / NZAS, NZOC and the relevant NSOs.
- Take an active role in the selection of quality personnel to fill all Team positions, including sports specific officials.
- Assign duties and responsibilities to other senior Team officials as required.
- Perform all duties required as head of the Team at the 2009 WUGs.
- Ensure that all members (athletes and staff) of the Team carry out their duties and responsibilities as prescribed and that all USNZ directives are satisfied.
- Oversee the behaviour of members of the Team with the authority to discipline or suspend any member whose conduct is considered to be detrimental to the Team and/or the reputation of New Zealand.
- Attend pre-2009 WUGs inspection visits as agreed with USNZ's Executive Director.
- Act as the lead spokesperson for the Team, both in New Zealand and overseas. This responsibility includes interaction with the media and representation at official Team functions.
- Ensure that all aspects of planning and structure are designed to achieve optimal results for the Team.

*Note - USNZ, as led by USNZ's Executive Director, will be responsible for the delivery of 2009 WUGs administration and logistics as laid out in the work plan agreed with the Chef de Mission.*

### **3) Key Skills and Experience**

Ideally, the successful candidate will have:

- Successfully created and delivered a vibrant and supportive high performance culture for elite New Zealand competitors.
- Demonstrated an ability to communicate (both written and verbal) and liaise effectively to build rapport with key professionals and athletes associated with an event of national or international stature.
- Demonstrated experience in senior management of sporting teams nationally and/or internationally - preferably teams with high performance athletes and/or at a global multi-sports event.
- Proven leadership and administrative skills.
- Sound management and interpersonal / communication skills.
- Knowledge and appreciation of the unique physical and mental demands which fall upon high performance athletes and their support staff.

It is desired (but not essential) that the successful candidate will have had contact with university sporting events during the past few years and has knowledge of the rules and classification system pertaining to the management of the sports at WUGs.

The successful candidate will be chosen on the basis of his/her status as an accomplished and respected individual having regard to the duties and responsibilities outlined above.

### **4) Other Details**

- The successful candidate will be appointed through to the completion of the 2009 WUGs programme (i.e. until the completion of the post-2009 WUGs de-brief and reporting process).
- The CdM position is an honorary position. An honorarium of \$10,000 (gross) will be paid to the CdM upon the completion of the 2009 WUGs programme and reporting requirements.

- USNZ will reimburse the CdM for all reasonable expenses incurred by the CdM in attending the 2009 WUGs and the pre and post 2009 WUGs planning meetings / briefings (as required).
- The CdM, as leader of the Team, is directly responsible to USNZ's Executive Director.
- The CdM shall submit a detailed written report to USNZ's Executive Director on the 2009 WUGs within 60 days of the completion of the 2009 WUGs in such form and including such content as notified by USNZ's Executive Director.
- The CdM will be expected to attend regular (monthly/fortnightly/weekly) meetings (by phone or in person), which may take place after standard working hours and/or during the 'lunch hour', in addition to attending to tasks as directed by USNZ's Executive Director.
- The CdM will be expected to be away from New Zealand for up to 4 weeks (including up to 3 weeks during the 2009 WUGs and up to 1 week for the inspection visit in April 2009).
- The CdM will automatically hold a seat on USNZ's International Committee (by virtue of the CdM's appointment), which usually meets twice a year.
- USNZ may appoint a member of staff to the role of Athlete Support / HQ Manager. This will be discussed with the CdM.

#### 5) **Application Process**

- Applications for the position of Chef de Mission are now sought.
- USNZ will consider all applications received by the due date and may call on short listed applicants for an interview (reasonable travel and accommodation costs incurred in attending the interview will be met by USNZ).
- Applications should be submitted with a **detailed covering letter** and **relevant CV**.
- If you have any queries relating to the position of Chef de Mission or regarding the 2009 WUGS, please contact Hamish Hopkinson, Acting Executive Director, at USNZ on (04) 499 3550 or at the email address below.
- Please send applications either by email to [president@universitiesport.org.nz](mailto:president@universitiesport.org.nz) or by post to:

University Sport New Zealand  
Level 3, Tourism & Travel House  
73-89 Boulcott Street  
Wellington

**Applications must be received by 5pm on Monday 30 June 2008.**