

**EQUESTRIAN CANADA**  
**Job Description**  
**Job Description Chef d'Equipe**

***Note:** This position description is provided as a guide for teams competing at the major games. It is recognised that some support team positions may be combined or may stand alone depending on the needs of the individual discipline team. The individuals selected to fulfill the position(s) are determined by each respective discipline.*

**ROLE**

The Chef d'Equipe provide a leadership role in the management of the discipline Team at the Major Games. The Chef d'Equipe will work in close partnership and in collaboration with Equestrian Canada discipline -Director/Manager-in the fulfillment of their duties in the preparation for and during the Games.

**GENERAL EXPECTATIONS**

- Practical experience in the role of Chef d'Equipe, Official, Coach, Competitor or equivalent at international equestrian competitions
- Strong organizational and leadership skills
- Full working knowledge and understanding of FEI General Regulations, FEI Veterinary Regulations, discipline FEI Regulations.
- Proven knowledge and understanding of the team requirements at major competitions.
- Ability to exercise judgment and discretion, especially during stressful situations
- High level communication and mediation skills with the ability to effectively manage conflict and change within team environments
- Excellent organizational and administrative skills
- Excellent interpersonal, written, and verbal communications skills
- Budget management experience
- Strong background in the logistical, personnel, and administrative requirements in preparing a team of horses and riders for major equestrian competition.
- Ability to travel frequently for extended periods of time

**RESPONSIBILITIES**

**Games Preparation**

- Assist the Equine Canada discipline director/manager in planning team preparations, as required
- Be familiar with the competition venue and the surrounding area and establish relationships with OC discipline competition officials

- Assist the discipline Director/Manager in maintaining communication with athletes, coaches, and support personnel and owners to convey pertinent team information
- Attend all training camps and sessions to assist with team management and leadership functions

### At the Games

#### **Represent the Canadian Team in a Leadership Capacity**

- Work with all team members to ensure that the integrity of the team is maintained and that Canada is appropriately represented
  - Provide leadership for all activities and conduct of all team members
  - Support and uphold all decisions made by the Canadian delegation
  - Assist in any area of preparation and support for team members and horses as required
  - Develop and ensure a collaborative working relationship amongst all team members is maintained.
  - Address any Team issues including disciplinary matters, behavior, or problem areas within the team as well as on behalf of the Team in collaboration with the Team Manager
  - Attend and/or organize briefing meetings (as required) with respect to issues as pertaining to stabling, accommodation, training times, timetable changes, competition alterations
  - Maintain a close working relationship with the Equine Canada discipline Director/Manager to provide regular updates to flag potential issues or escalating problems and for any needs that cannot be handled through the technical (Chef d'Equipe) meeting process
- Attend press and media functions, as requested

#### **Act as the Team Liaison for the Organizing Committee at the Event**

- Comply with all Chef d'Equipe role requirements as outlined in FEI Regulations
- Attend all technical (Chef d'Equipe) meetings (and voice any team concerns)
- Ensure daily information from organisers is retrieved and shared with entire team as needed
- Represent the team in all appeals of judgments made against the team or disputes involving the team
- Verify all scores posted by officials
- Provide the team's starting order to officials, including declared and scratched athletes and horses
- Present the team at all formal presentations including but not limited to Horse Inspections
- Disseminate all critical information, schedule changes, etc. to the team members

- Ensure full daily schedule of events is posted /accessible to all team members and assist in daily meetings with athletes and Team Coach
- Secure and book training times/rings in collaboration with Coach/ITA
- Attend organizational meetings including the daily (if applicable) draw for riding/ starting order, rules and presentation briefings.
- In collaboration with Team Manager and other support personnel ensure supply needs are met including establishing accounts with OC for feed and veterinary
- Work in collaboration with Team Manager and other support personnel and shippers to ensure seamless arrival and departure from venue ensure are met

### **Team Training and Monitoring**

- Coordinate planned training/competition debriefs to review daily activities, collect and provide feedback, and confirm the strategies
- Ensure that training and performances are reviewed with athletes
- In consort with the National Team Coach (as applicable) and Discipline Director/Manager/Coordinator, prepare schedules of available exercise/ training times, mandatory-meetings, and briefings

### **Oversee Horse Management Initiatives in Collaboration with the assigned Stable Manager and**

- In partnership with team support personnel ensure that horses are prepared for competition and managed throughout the competition in a manner that ensures horses compete to their maximum ability and successfully complete the competition
- Ensure that all horse management practices conform to FEI regulations

### Post Games

- Provide a competition/training camp report following the Games to report on rider performance, results, and recommendations
- Participate in Games de-brief and review sessions and provide analysis and recommendations for improvements to the high performance program.