



Role of the Sport Chair for Host Societies

Revised April 2019

The role of the Sport Chair is essentially the sport specific tournament director responsible for managing the competition and venue set up. There is one Sport Chair for every sport in the Games, however Sport Chairs are encouraged to recruit an Assistant Sport Chair as well set up a committee structure of volunteers that works for them. Your role includes:

- Lead and organize all aspects of the sport competition during the Games.
- Understand and implement the sport specific rules as established by the BC Seniors Games Society.
- Attend Host Society Sport Chair meetings (called periodically throughout the planning phase by the Director of Sport). These are key planning meetings for the delivery of sports and preparedness for the Games.
- Understand the multi sport Games organization structure. Work collaboratively with the other Games Directorate areas (i.e. Information Technology Services, Medical, Protocol (Hosts and Medals Presentations), Registration & Results). These Directorate areas will help you deliver services to the participants.
- Participate in the Sport Venue Tour approximately 5 months prior to the Games.
- Attend the Participant Accreditation Centre sport table to be available to answer any questions about the competition
- Manage volunteers and ensure that sufficient officials, scorekeepers, and other sport specific volunteers are available during the Games. Make sure to have a copy of the 55+ BC Games sport specific rules, schedule and volunteer schedule available during competition.
- Where applicable, consult and communicate regularly with your respective Provincial Sport Organization (PSO). Some sports have a relationship and Memorandum of Understanding with PSOs to provide sanctioning, level of standard, equipment, officials, and other needs.
- Draft the sport specific competition schedule for approval by the BC Seniors Games Society Rules Committee. The following should also be included on the schedule:
 - date stamp on your schedule. Many versions of the schedules will be created, it is imperative that everyone is always looking at the most current version.
 - specific time of when the medal presentation(s) should occur. This is very helpful for the planning and delivery of those people supporting medal presentations.
 - Sport Coordinator/Rules Change Meeting, stating a specific time and location at your venue. This is scheduled by the Host Society Sport Chair, but chaired/lead by the Zone(Host) Sport Coordinator for you sport (BCSGS volunteer). This is an important process to the BCSGS intended to bring the zones together, discuss any long term rules changes, and promotion of the sport throughout the zones. Generally it should be about a 30 minute meeting, scheduled wherever it best fits within your sport schedule.
 - the venue name and address, so participants know where they are competing.
 - appropriate logo's including BCSGS, please consult the Event Managers and Operations Manager for clarification.
- Prepare a final report upon completion of the Games.