

AOC TEAMS

Matrix of Team Responsibilities

Bye-Law 4 to Rules 27 and 28 of the OC - Liaison between NOC's and OCOG - Chef de Mission:

"During the Olympic Games, the competitors, team officials and other team personnel of each NOC are placed under the responsibility of a Chef de Mission appointed by the NOC and whose task, in addition to any other functions assigned to him by his NOC, is to liaise with the IOC, the IFs and the OCOG"

Phases	Activity	Summer Olympic Games	Winter Olympic Games	YOG (Summer/Winter)	Other Games e.g Asian Games
Planning	Team Spokesperson (internal)	1, 2, 5	1, 2, 5	1, 2, 5	1, 2, 5
Planning	Media Spokesperson	1, 4, 5 *	1, 4, 5 *	1, 2, 4, 5 *	1, 2, 4, 5 *
Planning	Chair Team Executive meetings	1	1	1 / 2	1 / 2
Planning	Chair Team Management meetings	2	2	2	2
Planning	Develop and implement Strategic Plan	1, 2 / 5, 3, 6, 13	1, 2 / 5, 3, 6, 13	1 (optional), 2 / 5, 3, 6, 13	1 (optional), 2 / 5, 3, 6, 13
Planning	Approve Strategic Plan	12	12	12	12
Planning	Propose Team Executive	1	1	1, 2	1, 2
Planning	Approve Team Executive	12	12	12	12
Planning	Develop Team organisation structure	1, 2, 3	1, 2, 3	1 (optional), 2, 3	1 (optional), 2, 3
Planning	Approve Team organisation structure	5	5	5	5
Planning	Team Leader recruitment	1, 2	1, 2	1, 2	1, 2
Planning	Approve HQ recruitment process and appointments	5	5	5	5
Planning	Prepare status reports and papers for AOC Executive	2, 3	2, 3	2, 3	2, 3
Planning	Deliver status reports to AOC Executive	1	1	2	2
Planning	Prepare Team budget	1, 2, 5, 6	1, 2, 5, 6	1 (optional), 2, 5, 6	1 (optional), 2, 5, 6
Planning	Approve Team budget	16	16	16	16
Planning	Monitor Team budget	1, 2, 6 (16)	1, 2, 6 (16)	2, 6 (16)	2, 6 (16)
Planning	Uniform Design	1, 2, 7, 10 / 11	1, 2, 7, 10 / 11	2, 7, 10 / 11	2, 7, 10 / 11
Planning	Prepare Games Time policies	1, 2, 3, 5, 10	1, 2, 3, 5, 10	1, 2, 3, 5, 10	1, 2, 3, 5, 10
Planning	Approve Games Time Policies	12	12	12	12
Planning	Develop key messages	8	8	8	8
Planning	Issue resolution with NFs and Team Leaders	1, 2, 3, 5	1, 2, 3, 5	1, 2, 3, 5	1, 2, 3, 5
Planning	Members of Team Selection Committees	1, 10 / 11	1, 10 / 11	1, 10 / 11	1, 10 / 11
Planning	Approve Team Selection Committees	12	12	12	12
Planning	Attend sponsor workshops and partnership announcements	5	5	5	5
Planning	Propose planning visit schedule and attendees	1, 2	1, 2	1, 2	1, 2
Planning	Approve planning visit schedule and attendees	5 / 6	5 / 6	5 / 6	5 / 6
Planning	Propose attendance at training, national championships / selection events, Team announcements at Team cost	1, 2	1, 2	1, 2	1, 2
Planning	Approve above at Team cost	5 / 6	5 / 6	5 / 6	5 / 6
Planning	Appoint Flag Bearers	1	1	1	1
Games Time	Team Spokesperson (internal)	1	1	1	1
Games Time	Chair Team Executive meetings	1	1	1 / 2	1 / 2
Games Time	Chair Team Management meetings	2	2	2	2
Games Time	Media spokesperson	1 / 9	1 / 9	1 / 9	1 / 9
Games Time	Team Leader	1	1	1	1
Games Time	Manage Team disciplinary matters	1 (4, 5 for advice)	1 (4, 5 for advice)	1 (4, 5 for advice)	1 (4, 5 for advice)
Games Time	Chair Emergency Control Team and execute any Emergency Response	1	1	1 / 2	1 / 2
Games Time	Represent the Team at IOC, OCOG, AOC, sponsor, functions	1 / 14	1 / 14	1 / 14	1 / 14
Games Time	Brief AOC President	1, 9	1, 9	1, 9	1, 9
Wrap Up	Attend post Games sponsor appreciation meetings requested by Lagardere	5 / 15	5 / 15	5 / 15	5 / 15
Wrap Up	Prepare Team Report	2	2	2	2
Wrap Up	Approve Team Report and present to AOC Executive	1	1	1 / 2	1 / 2
Wrap Up	Prepare Team Financial Report	1, 2, 5, 6	1, 2, 5, 6	1, 2, 5, 6	1, 2, 5, 6
Wrap Up	Approve Team Financial Report	16	16	16	16

KEY:

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| <ul style="list-style-type: none"> 1. Chef de Mission (CdM) 2. General Manager, Games Support and Operations Department (GM) 3. Games Support and Operations Department (Department) 4. President, AOC (Pres.) 5. Chief Executive Officer, AOC (CEO) 6. Chief Financial Officer, AOC (CFO) 7. Lagardere Sports (LS) 8. Communications Director, AOC 9. Team Media Director | <ul style="list-style-type: none"> 10. Chair Athlete's Commission 11. Chair Athlete's Commission representative 12. AOC Executive 13. Team Executive 14. CdM Nominee 15. CEO Nominee 16. AOC Finance Commission * Communications Director to coordinate |
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