



Roles and Responsibilities of the Chef de Mission — Team Sri Lanka

The Chef de Mission (CDM) serves as the official head of the Sri Lankan contingent at international multi-sport Games and is responsible for leading, managing, and representing the national delegation before, during, and after the Games.

Pre-Games Responsibilities:

1. Act as the Official Representative of National Olympic Committee (NOC) of Sri Lanka to the Organizing Committee and relevant international bodies.
2. Coordinate with the respective Organizing Committee of the Games (OCG), other NOCs, National Federations (NFs), and relevant authorities regarding Games-related information.
3. Attend all CDM Meetings (both physical and virtual) organized by the OCG to solve NOC issues.
4. Oversee the administrative planning for the Sri Lankan delegation, including clothing equipment, finance, transport, arrivals and departures, accommodation, accreditation, entry by name, sport entries, and logistics and solve the issues.
5. Ensure the preparation of a Games operational plan in collaboration with NOC Sri Lanka and Team Officials and their needs are met and their problems solved.
6. Lead pre-Games briefings and coordination meetings with team officials, coaches, and athletes.
7. Monitor and support athlete welfare, safeguarding, and code of conduct compliance.
8. Coordinate with the sponsors and the collection and distribution of official uniforms/attires, accreditations, and kits.
9. Work closely with the Team Medical Officers to ensure medical and anti-doping policies and facilities are arranged.
10. Ensure proper understanding and implementation of the rules, regulations, and technical manuals issued by the OCG and International Federations and other relevant authorities.
11. Oversee visa processing coordination for all delegation members.
12. Prepare a Crisis Management and Emergency Plan for the team during the Games.

During-Games Responsibilities:



1. Liaises with the media, government organisations and dignitaries attending the Games.
2. Supervise overall delegation operations including accommodation, transport, meals, training, and competition schedules.
3. Ensure athletes and officials uphold the Olympic values, national image, and NOC Sri Lanka's code of conduct.
4. Lead the delegation during the Opening and Closing Ceremonies and official protocol events.
5. Attend daily CDM meetings and communicate important updates to team officials and athletes.
6. Provide immediate guidance and decision-making on operational, disciplinary, and welfare issues affecting delegation members.
7. Ensure compliance with safeguarding, anti-doping regulations, and medical protocols.
8. Liaise with NOC Sri Lanka and media personnel for official team announcements and reports.
9. Supervise delegation finances, inventory, and resource utilization at the Games.
10. Coordinate with Embassy/Consular services in the host country for any diplomatic or emergency support.
11. Address and resolve disputes, grievances, and disciplinary matters among delegation members in collaboration with the NOC-appointed committee.
12. Ensure representation at team welcome ceremonies, medal ceremonies, team events, and other official functions as required.
13. Submit daily situation reports to NOC Sri Lanka headquarters during the Games.



Post-Games Responsibilities:

1. Supervise the team's safe and organized departure from the Games venue.
2. Coordinate the proper return of unused inventory, accreditation cards, and resources.
3. Compile a comprehensive post-Games report covering:
 - Team's details and performance summaries
 - Operational successes and challenges
 - Financial summary and accounts
 - Disciplinary or safeguarding incidents (if any)
 - Recommendations for future events
4. Facilitate debrief meetings with NOC Sri Lanka, NFs, and officials.
5. Participate in post-Games evaluation meetings organized by the OCG and NOC Sri Lanka.
6. Ensure documentation of athlete and official feedback to improve future international participations.
7. Represent NOC Sri Lanka at post-Games recognition events and functions if required.