

CASEM - GAMES APPLICATIONS

This document details the process required for CASEM members applying to be part of the Canadian Health and Science Team (HST) at Major Games. We hope this document provides some clarity for your application experience. If you have any questions, please communicate with the Chair of the Selection Committee.

The second half of the document will highlight facts and eradicate myths related to the application process. It will also propose tips for filling out the application form correctly allowing the Selection Committee members to view the appropriate information and detail to accurately evaluate and score each candidate.

Part 1: The Request

Multiple organizations regularly include medical professionals as part of the Canadian delegation heading to Major Games. They have recognized CASEM as a leading organization of physicians whose members possess the qualities required to deliver the best health care to all members of the travelling delegation including athletes, team support and mission staff. These organizations include the following:



Canadian Olympic Committee
(Olympic, Pan American and Junior Olympic Games)



Canadian Paralympic Committee
(Paralympic and Parapan American Games)



Commonwealth Games Canada
(Commonwealth and Youth Commonwealth Games)



Sport Canada
(Jeux de la Francophonie)



USports
(Fédération Internationale du Sport Universitaire - FISU)



Canada Games Committee
(Canada Games)

As part of their planning, a “Call for Application” is formally sent to CASEM requesting a list of candidates for the medical doctor positions. Some will also request a separate list for the Chief Medical Officer (CMO) position.

Part 2: The Call for Application

The CASEM office distributes a *Call for Application* to the CASEM membership. All members, not only members who possess the Diploma of Sport Medicine, will receive this notification. The information will include:

- The event date and location
- The expected commitment dates required by selected candidates
- The deadline for application
- It might provide the sports involved
- It might include the size of the Canadian delegation
- It might include the numbers of candidates required

It is important to note that only CASEM members who possess the CASEM Diploma of Sport Medicine can submit an application to all Major Games except Canada Games and Jeux de la Francophonie. If an application is received for a position that requires the Diploma in Sport Medicine, your application will not be considered.

Part 3: The Application

Each candidate can access the application form online on the CASEM website. This new process allows a paperless application to be downloaded to each individual's computer, filled out electronically and saved on his or her own computer. This saves all personal information on the individuals' computers and not on the CASEM server.

When the application is completed, it is sent back to the CASEM office. After the deadline, all applications are sent to the Chair of the Selection Committee. The original file remains on the applicant's computer and can be revised or updated for future applications.

Part 4: The Ranking

CASEM's Selection Committee is likely the only committee of the organization with a misleading "title". The members of the Committee do not select the members of any HST but review all applications and score or rank each candidate according to a template. This template recognizes experience CASEM members have gained through the years that are valuable to the contribution of the Canadian medical team. The various sections and associated scores have been determined after years of review and many discussions regarding what experience determines the important characteristics of a candidate as part of a Health Science Team.

To complete the scoring, the application is shared with the members of the Selection Committee. After each member of the committee individually determines his or her ranked list, a telephone conference call is coordinated and a verbal discussion of each candidates ranking takes place. This allows minor incongruences that might have occurred with specific candidates' scores to be discussed and consensus obtained of the score and ranking. For example, discussion might be required because of misinterpretation or misunderstanding the submitted information on the application form.

The same process occurs for the list of CMO applicants.

Part 5: The Report

After the committee agrees on the ranked list, the Chair of the Selection Committee provides a written list and report to the requesting authority. This may be a numerical list, or may be broken down into groups of 5, i.e. top 5, middle 5, bottom 5, etc.

Part 6: The Selection

It is the responsibility of the requesting organization to select the CMO. The CASEM Selection Committee does not 'select' the CMO or the medical team. If more than one CMO candidate is ranked, the requesting organization may conduct a telephone interview with the candidates before making a final decision and selecting the CMO. After the organization has chosen the CMO he or she will proceed with selecting the rest of the physicians from the rank-order list provided from the Selection Committee. The CMO's selection does not have to respect the list's order of submissions, i.e., if the request is to select 5 physicians, it is not mandatory for the CMO to pick the top five of the list.

As mentioned above in section 4, **the Selection Committee does not have a direct role in selecting the members of any HST.** This element is very important to recognize as it has implications for most CASEM members' concerns regarding being selected to any HST.

Tips / Myths / Realities

The application form is the same for everyone but it is impressive to note the variations with which individuals fill in the information. **The goal of this application is to eliminate subjectivity, as it should allow a seamless scoring procedure.** What follows are various items to hopefully answer any possible questions new and seasoned members can think of. It will hopefully clarify many misconceptions. (There is no particular order and this list will be updated as we continue to experience new and unpredicted challenges with the application form).

1. The first rule is one has to have the Diploma of Sport Medicine to apply for all Major Games **except** Canada Games and Les Jeux de la Francophonie.

2. Although there used to be a thought that the more often one applies, one would “eventually get in” by sheer recognition of their drive to be a volunteer; this is false. We encourage volunteerism but please recognize you will not be selected to be part of the Olympic HST if you have only worked at a few local marathons and will finish your sport medicine fellowship in a few months. As has happened in recent years with specific events where not enough volunteers applied to be part of the HST, the skillset and experience of the applicants led the CMO to ask for a repeat Call for Application. Therefore, applying “just in case nobody else does” will not result in selection to be part of the HST.

3. As mentioned above, the Selection Committee does not “select”. The members of the Selection Committee have vast experience in Games participation at all levels and extensive experiences in many facets of sport medicine physicians’ roles outside the clinical setting. The role of the members of the Selection Committee is to capture all the information on the application form and score it consistently and objectively providing each candidate with a score. This allows applicants to be “ranked” or listed according to their score.

4. Applicants are not restricted from applying. If a member has gathered a lot of experience including being previously selected to Major Games, they will always score well. They will therefore consistently be at the top of every ranking they are part of. They will also be part of the names submitted to the requesting organization. If they are selected, they can only gather more experience and more “points” for the next selection process. To somewhat mitigate this effect, the scoring template limits the number of events in each categories of the application form that will be considered. This eliminates individual applicants from “running the score”. It is therefore the responsibility of the more senior individual applicants to make the decision of not applying for Games and allow other more junior physicians to be part of higher level Games. **The CMO decides the composition of the team and is not required to select the top ranked physicians.** Team composition (male/female, senior/junior, primary care sport medicine/orthopedics) and skill variation is important. *Having lots of experience and being top ranked is not an assurance of selection.*

5. On rare occasions, the requesting organization has either specifically requested an individual be selected as part of the HST or, on the opposite side of the spectrum, has vetoed the selection of someone. We, the CMO more directly, cannot control this variance.

6. As many CASEM members are associated with National Sport Organizations, they may be selected by that organization to be with the athletes at Major Games. This creates two varieties of physicians at Games: core and NSO. This creates some challenges for the CMO in building a team. In some Games, there will be no call for applications for core, as all physicians allotted will be pre-decided by NSO. This is another challenge for CMOs managing the HST.

7. The Selection Committee members can only score your experience if they have accurate information. Here are a few VERY important points to consider when you fill your application. Remember that taking time to fill the application in as much detail as possible only has to be done once as it will be saved on your computer and can be revised and used for future games applications. The more thorough and detailed the information you provide the easier it is to accurately score your application and determine an appropriate rank order

a. If the application box asks for a year, **type in a year**. If you have done this same duty for multiple years, type it in on separate lines for each year you have participated.

b. Do not write "Various events from 2012-2016". It cannot be scored.

c. Never use "many". For example: "I have worked at many marathons" is imprecise. "I have worked with many teams" is not valuable for scoring purposes. "I have travelled extensively with the soccer team" is not precise enough to gather the appropriate scores. Be specific. For example, in the section for International Team Travel, indicating you were the doctor with the "Under 19 Men's Basketball team for a World Championship" but omitting the year and the city doesn't allow the scorers to give you any points as there's no indication it is an out-of-country travel experience.

d. If you are unsure of where to insert or add an experience, feel free to communicate with the Chair of the Selection Committee.

e. Determining what is international vs. national events is confusing for some. Example: If you are part of the core physician group associated with the National Figure Skating program and you are the one selected to head with them to Russia for an event, it scores as an "International Travel with Team". If you have the same role and the competition is in Toronto, you cannot use this as a "Travel with Team". You would receive a score in the role of MD as part of a NSO program section. When we developed the scoring template, we have tried to eliminate double dipping scoring situations.

f. Try to be specific where you identify your work. If you have been part of the core physicians working at a World Championship Basketball event held in Vancouver and lasting one week, you would list this in the section related to National / Provincial Single Sport – multi-day event and not in the International multi-sport events.

g. There are events not present on the drop down menu in the International Multi-sport event section. If you indicate "Other", a free type box will appear where you should indicate what the name of the event is.

h. Many will have been working at Universities as Fellows or as Staff physicians and have been part of the health care personnel managing varsity athletes. It is not credible to list "Lead Team Physician" for endless teams. Some indicate they are the "Lead Team Physician" for: the men and women rugby team, men and women volleyball team, the men and women basketball team... Some have indicated they are the "Lead Team Physician" at multiple Universities. The reality is the workload more likely represents an individual engaged in seeing many varsity athletes as patients and offering coverage of some of the sports. Be realistic and honest in your work depiction.

8. Please be honest and do not embellish. It is understandable everyone wants to buff their "Games CV" but don't indicate you were with the "Core medical team at the 2016 Summer Olympics" if you were not. It is very easy to verify this information and the Selection Committee does 'fact check' with previous games' CMOs anything we may consider questionable. If you try to embellish your experience, the rest of your application is now read with mistrust.