



## **Mission Staff Responsibilities**

Mission Staff are an integral component of each District Team. They are a group of volunteers who are responsible for the effective management, operation, administration, and supervision of their District Team prior to and during the Games.

Each member of our Mission Staff, as part of Team Parkland Valley will provide leadership, direction and assistance generally to concerns of our athletes, coaches, and managers.

### **The Responsibilities of all Mission Staff:**

#### **Prior to the Games:**

Familiarization with all information regarding the operation and participation of the District Team at the Saskatchewan Games

Familiarization with the information regarding the operation of the Games and its facilities as provided by the Host Community

Become familiar with the technical package(s) for the sport(s) assigned. This includes technical information, sport schedules, eligibility, protest procedures, facilities, coaches meetings, etc.

Attend and assist with the District Pep Rally

Act as a liaison between assigned sport(s) and the Chef de Mission and ensure that the assigned sport(s) are aware of any and all information regarding the Games

Facilitating requests and logistics of your assigned sport(s) or area of responsibility prior to and during the Games

Facilitate the logistics of the operation of the District Team and specific sports or area of responsibility

Develop a positive relationship between the Mission Staff, sports and Host Society prior to and during the Games

Familiarization of rules, regulations and policies governing the overall operation

Contact and meet coaches, managers and athletes of your sport(s) at least once prior to the Games, and if possible attend a pre-Games competition or practice

Act on pre-Games committees as assigned

## **During the Games:**

Ambassador and representative for the District

Facilitating requests of District Teams, the Host Society and assigned sport(s) or area of responsibility at the Games

Meet with assigned sports upon their arrival at the Games and assist with their accreditations and accommodations. Provide a detailed briefing with assigned sports upon arrival.

Attend daily Mission Staff Meetings

Mission Staff will be assigned desk duty at the Mission Centre. Mission Staff will be responsible for being punctual and perform all administrative functions at the Mission Desk as required and find replacements if necessary.

In conjunction with the Chef de Mission, resolve specific sport problems or preparation of protests regarding their assigned sport(s).

In conjunction with the Chef de Mission resolve disciplinary issues required for any team members of assigned sport(s) that is not handled by the coach/manager adequately

Ensure that any situation requiring disciplinary action to be reported to the Chef de Mission

Act as a liaison between the sport and host community

During the Games be familiar with the sport venues and services available

Meet with assigned sport(s) on a daily basis to update information, deal with issues, provide team support and facilitate requests and needs.

Ensure coaches and managers check in with the Mission Desk at least once a day

Attend assigned sport(s) technical/coaches meetings and competitions

Ensure that coaches and managers are aware of and in attendance at all meetings relative to their sports

Assist in marshalling the athletes for the opening and closing ceremonies

Be aware of and enforce the rules, regulations and policies of the athletes' village, Host Society and the District

Assist in the departure of the athlete's from the Host Community