



TEAM ALBERTA NORTH VOLUNTEER MISSION STAFF RESPONSIBILITIES

The Team Alberta North Mission Staff provide the primary link between all components of the Games' organizational structure and the sports to which they are assigned. Mission Staff are the key contacts for the sports leading up to, during and immediately following the Games. This approach enables Alberta's athletes and coaches to concentrate on training and the competition at the Games.

Pre-Games

- Attend Mission Staff meetings and a two day meeting, orientation and training sessions (mandatory)
 - **November 2021 – Mission Staff Meeting, Orientation and Training**
 - **February 4, 2022 – Mission Staff Meeting (Grande Prairie)**
- Attend Team Alberta North Staging event
 - **February 5, 2022 – Grande Prairie (all Mission Staff)**
 - **February 9, 2022 – Fort McMurray (for Mission Staff in Fort McMurray only)**
- Become familiar with the structure and organization of Team Alberta North as well as the Arctic Winter Games and Team Alberta North rules and guidelines, including eligibility, Code of Conduct, registration, etc.
- Gain clear understanding of the technical package and all regulations affecting your assigned sports' involvement in the Arctic Winter Games including protest procedures
- Provide link between the Sport, Physical Activity and Recreation Branch and sport coordinator and coaches
- Communicate pertinent Arctic Winter Games and Team Alberta North information to the sport coordinators and coaches, field questions, provide clarification and assist with issues if they arise
- Assist the Sport, Physical Activity and Recreation Branch, sport coordinator and coaches with administrative requirements, e.g. registration, media profile forms, travel arrangements, etc. and other related duties as needed
- Attend training/selection events prior to the Arctic Winter Games to become familiar with team staff and athletes

At the Games

- Attend coaches/technical meetings and provide updates to the Chef de Mission
- Attend daily Mission Staff meetings
- Attend competitions for assigned sports
- Perform Mission office duties as assigned
- Daily input to the Team Alberta North social media program and results system
- Check sport results for accuracy on a regular basis
- Assist coaches with administrative details and communicate to them all matters related to Arctic Winter Games policies and procedures
- Assist coaches with protest procedures if required
- Assist with emergency situations and issues to ensure athletes/coaches concentrate on their competition
- Attend the entire Arctic Winter Games (Minimum 10 day commitment including required travel and preparation days)
 - **March 4 – 13, 2022**

Post-Games

- Complete a Mission Staff evaluation
- Follow up on any matters with the sports resulting from the Games
- Attend post-Games evaluation meeting
 - **April 2022**