



## TEAM ALBERTA VOLUNTEER MISSION STAFF DUTIES

The Team Alberta Mission Staff provide the primary link between all components of the game's 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, coaches and managers to concentrate on training and the competition at the games.

### Pre-Games

- Attend Mission Staff meetings and a two day orientation and training sessions (mandatory)
  - **September 2022 – Mission Staff Meeting**
  - **November/December 2022 – Mission Staff Orientation and Training**
  - **January 13, 2023 – Mission Staff Meeting**
- Attend Team Alberta Staging Event
  - **January 14, 2023**
- Become familiar with the structure and organization of Team Alberta as well as the Canada Games and Team Alberta rules and guidelines, including eligibility, Code of Conduct, anti-doping procedures, registration, etc.
- Gain clear understanding of the technical package and all regulations affecting assigned sports' involvement in the Canada Games including protest procedures
- Provide link between the Sport, Physical Activity and Recreation Branch and sport coordinator and coaches/managers
- Communicate pertinent Canada Games and Team Alberta information to the sport coordinators, and coaches/managers, field questions, provide clarification and assist with issues if they arise
- Assist the Sport, Physical Activity and Recreation Branch, sport coordinator and coaches/managers with administrative requirements, e.g. registration, media profile forms, travel, etc. and other related duties
- Attend training/selection events prior to the 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 and assist with sport technical (e.g. schedule changes)
- Assist coaches/managers with logistics (e.g. meals, accommodations, transportation) and communicate to them all matters related to Canada Games, Host Society and Team Alberta policies and procedures
- Assist with emergency situations and issues to ensure athletes/coaches concentrate on their competition
- Assist coaches/managers with protest procedures if required
- On-site support to Team Alberta social media program and results system
- Perform mission office duties as assigned
- Attend the entire Canada Games (20 day commitment including required travel and preparation days)
  - **February 15 – March 6, 2023**



## Post-Games

- Complete a Mission Staff evaluation
- Follow up on any outstanding matters with the sports resulting from the Games
- Attend post-games debrief meeting
  - **April 2023**

## Integrated Support Team Additional Duties

### Medical Liaison

- The role of the Medical Liaison is not to treat the athletes, but act as a link between the Host Society medical services and Team Alberta
- The Medical Liaison will participate in the Medical Liaison conference calls leading up to the games with the other Provincial/Territorial Medical Liaisons and the Host Society's Medical Committee, including the Chief Medical Officer, and meet with them at the games
- The Medical Liaison will be familiar with CCES anti-doping procedures, concussion protocols, Canada Games Council's withdrawal from play and return to play policies and the Host Society's medical policies and processes
- The Medical Liaison will visit the Polyclinic, infirmary and hospital to monitor all injured or ill Team Alberta athletes and help assess their ability to compete
- If necessary, the Medical Liaison will observe athletes (not supervise or chaperone) in the residence
- Works directly with all of Team Alberta's individual participant sport teams
- Offer their knowledge and expertise

### Mental Trainers

- The Mental Trainers provide practical, sport specific, team/individual and scientifically supportive mental training services to Team Alberta
- The Mental Trainers are assigned sports approximately two years prior to the games to educate and support athletes and coaches with mental performance strategies and skills that they can incorporate into their daily training environment and competitions
- The Mental Trainers will continue to build upon their support and provide services to their assigned sports at the games
- Offer their knowledge and expertise to help maximize sport performance as well as assist in crisis management

### Communications Liaison

- The Communications Liaison assists in the development and implementation of Team Alberta's communications plan (including crisis management) and activities such as the following:
  - working with the Host Broadcaster
  - handling Team Alberta media requests leading up to and at the games, e.g. athlete interviews
  - gather team information including medal contenders and human interest stories
  - provide updates to TV, radio stations and newspapers regarding Team Alberta's progress at the games
- The Communications Liaison will participate in the Communications Liaison conference calls leading up to the games with the other Provincial/Territorial Communications Liaisons, the Host Society Communications team and Canada Games Council
- The Communications Liaison will meet with the Canada Games Council, Host Society's Communications team, Host Broadcaster, National Sport Organization's Sport Information Officers and other media partners at the games
- Works directly with all of Team Alberta's individual participant sport teams
- Offer their knowledge and expertise