



MISSION STAFF RESPONSIBILITIES

The Team Alberta 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, coaches and managers to concentrate on training and the competition at the Games.

Pre-Games

- Attend Mission Staff meetings and a two day retreat (mandatory)
 - **May 23-24 or May 30-31, 2019 – Mission Staff Meeting/Training and Orientation**
 - **July 5, 2019 – Mission Staff Meeting**
- Become familiar with the structure and organization of Team Alberta as well as the Western Canada Summer 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 your assigned sports' involvement in the Western Canada Summer Games including protest procedures
- Provide link between the Alberta Sport Connection and sport coordinator and coaches/managers
- Communicate pertinent Western Canada Summer 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 Alberta Sport Connection, sport coordinator and coaches/managers with administrative requirements, e.g. registration, media profile forms, travel arrangements, etc. and other related duties as needed
- Attend Team Alberta Staging Event
 - **July 6, 2019**

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 desk duty as assigned
- Support the Team Alberta newsletter, results system and social media program
- Check sport results for accuracy on a regular basis
- Assist coaches/managers with administrative details and communicate to them all matters related to Western Canada Summer Games policies and procedures
- Assist coaches/managers with protest procedures if required
- Assist with emergency situations and issues to ensure athletes/coaches concentrate on their competition
- Attend the entire Western Canada Summer Games (commitment including required travel and preparation days)
 - **August 7 - 19, 2019**

Post-Games

- Complete a Mission Staff evaluation
- Follow up on any outstanding matters with the sports resulting from the Games
- Attend Post-Games evaluation meeting
 - **October 2019**