



TEAM ALBERTA

VOLUNTEER 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 orientation and training sessions (mandatory)
 - **November 2020 – Mission Staff Meeting**
 - **June 2021 – Mission Staff Orientation and Training**
 - **July 2021 – Mission Staff Meeting and Staging**
- 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 your assigned sports' involvement in the Canada Games including protest procedures
- Provide link between the Sport, Physical Activity and Recreation 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, sport coordinator and coaches/managers with administrative requirements, e.g. registration, media profile forms, travel, etc. and other related duties as needed
- Attend training/selection events prior to the 2021 Canada Summer Games to become familiar with team staff and athletes
- Attend Team Alberta Staging Event
 - **July 2021**

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
- Daily input to Team Alberta social media program and results system
- Check sport results for accuracy on a regular basis
- Assist coaches/managers with administrative details and communicate to them all matters related to Canada 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 Canada Games (22 day commitment including required travel and preparation days)
 - **August 3 – August 23, 2021**

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 2021**