



Mission Staff Application

2019 Canada Winter Games



and

2019 Western Canada Summer Games



Mission Staff - Application Form

All information provided is confidential and will not be released without the applicant's consent.

Applicant Information:

Name: _____ Male: _____ Female: _____

Address: _____ City/Town: _____

Postal Code: _____ Telephone: _____ (w) _____ (cell)

Email: _____

Current or former occupation: _____

Can you be phoned at your workplace? Yes _____ No _____

Can an email be sent to your workplace? Yes _____ No _____

I am interested in:

Please select one or both. If both, please rank in order of preference.

2019 Canada Winter Games – Red Deer, AB February 14 – March 3, 2019

Single half commitments will be considered although preference will be given to those individuals who can commit to the entire Games.

Entire Games

First half (February 14 – 23, 2019)

Second half: (February 23 – March 3, 2019)

2019 Western Canada Summer Games – Swift Current, SK August 9-18, 2019

As the WCSG is only 10 days in length, we are only accepting applications for the entire Games.

Note: Mission staff will be asked to arrive 2 days prior to the start of the Games and will depart on the day following the departure of the Team.

1. Please select and prioritize three (3) sports that you would be interested in working with. If applying for both halves, make sure you prioritize 3 sports for each half.

Note: If chosen, we will do our best but cannot guarantee your selections.

We are also in need of individuals who have the interest and skills to support general office administration as well as our communications and media efforts prior to and during the Games (social media, photography, videography, media relations, e-news, etc.).

2019 Canada Winter Games:

- ___ Communications/Media support
___ Office Administration support

Week 1 – February 15-23

- ___ Biathlon
___ Boxing
___ Freestyle Ski
___ Artistic Gymnastics
___ Hockey (Male)
___ Ringette
___ Speed Skating (long & short track)
___ Synchronized Swimming
___ Table Tennis
___ Wheelchair Basketball

Week 2 – Feb 23 – March 3

- ___ Alpine Ski
___ Archery
___ Badminton
___ Cross Country Ski
___ Curling (Male & Female)
___ Figure Skating
___ Gymnastics – Trampoline
___ Hockey (Female)
___ Judo
___ Snowboarding
___ Squash

I would work with any sport, no preference.

2019 Western Canada Summer Games:

- ___ Communications/Media support (social media, photos, videography, e-news, media relations)
___ Office Administration support

- ___ Athletics
___ Baseball
___ Basketball (Male & Female)
___ Beach Volleyball
___ Canoe Kayak
___ Cycling (Road & Mountain)
___ Diving
___ Golf
___ Rowing
___ Soccer (Male & Female)
___ Softball (Male & Female)
___ Swimming
___ Tennis
___ Triathlon
___ Volleyball (Male & Female)
___ Wrestling

I would work with any sport, no preference.

2. Please list any past multi-sport games related experience.
(Include past experiences as an athlete, coach, manager, official, mission staff, medical or administration and identify the specific sport(s) you were involved in for each experience)

3. Please list any provincial, national or international events in which you have participated as an athlete, coach, official, volunteer or administrator.

4. Why are you interested in being a member of the 2019 Team Sask Mission Staff?

5. What are the 3 greatest strengths that you bring to the role of a Mission Staff?

I. _____

II. _____

III. _____

6. Prior to the Games, Mission Staff will be required to attend at least 2 training & orientation meetings. Mission staff are also expected to build a relationship with their designated team(s) prior to the Games which means attending at least one training, selection or competition event for their sport(s). Please indicate if you will be able to commit to the meetings and events noted above.

Yes _____ No _____

7. At the Games, the duties of Mission Staff require long days (10-12 hours) and can test your sleep, patience, and stamina over a 2 to 3-week period. Are you comfortable with this sort of commitment?

Yes _____ No _____

8. References:

Please provide the name, position, a day time phone number and an email address of at least 2 references that can speak about your sport involvement, experience, skills and abilities.

Once selected, all members of the Team Sask Mission Staff will be required to provide a criminal & vulnerable sector record check and proof of a valid driver's license.

The intent is to finalize the selection of the mission staff by **February 1, 2018**.

By signing below, I am stating that all of the information provided in this application is true and accurate.

Signature

Date

Please return the completed application form electronically by **December 15, 2017** to:

Saskatchewan Games Council Inc.

c/o Mark Bracken, Chef de Mission

324 – 1777 Victoria Avenue

Regina, Sask S4P 4K5

Phone: (306) 780-9357 Cell: (306)-536-1592

email: mbracken@saskgames.ca



Mission Staff Roles & Responsibilities

The Mission Staff are an integral component of Team Sask. Mission staff will work cooperatively with all members of Team Sask and the Host Community to ensure the overall success of Team Sask.

Mission staff is responsible for the effective overall management, operation, administration and supervision of Team Sask prior to and during the Games.

Mission staff are assigned sport(s) or areas of responsibility based upon interest or knowledge of the sport or area of responsibility.

The responsibilities of all Mission Staff:

- Ambassador and representative of the Province of Saskatchewan
- Familiarization with all information regarding the operation and participation of Team Sask at the Games
- Hold a valid driver's license
- Submit a criminal & vulnerable sector record check

Prior to the Games:

- Act as a liaison between your sport or area of responsibility and the Chef de Mission
- Facilitate requests & logistics of your assigned sport(s) or area of responsibility prior to Games
- Facilitate the logistics of the operation of Team Sask and specific sports or area of responsibility
- In conjunction with the Chef de Mission, resolve specific sport problems
- Develop a positive relationship with your sport(s) prior to the Games
- Those Mission Staff assigned to a sport(s) will also be required to attend at least 1 training, selection or competition events for their sport(s)
- Ensure administrative responsibilities of your sport(s) are carried out in timely fashion (ie. Team registration, uniform orders, code of conduct forms, etc.)
- Familiarization with the Team Sask publications (Code of Conduct, etc.)
- Familiarization with assigned sport(s) technical packages, sport schedule, eligibility, protest procedure, venues, coaches' meetings, etc.
- Act as a liaison between the sport and Chef de Mission to ensure assigned sports are aware of all information regarding the Games prior to the Games.
- In conjunction with coaches and managers meet deadlines for registration, uniform sizing, and transportation requirements for sport equipment, etc.
- 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 Team Sask committees as assigned
- Attend all pre-games mission staff and coach/manager meetings

During the Games:

- Facilitating requests of Team Sask, the Host Society and assigned sport(s) or area of responsibility at the Games.
- The Management Team will coordinate external arrival and departures, however upon the arrival of your team at the Games, you will be required to meet them and provide them with the information on accommodations, food services, internal transportation, medical services, etc.
- Attend daily Team Sask Mission Staff meetings
- In conjunction with the Chef de Mission, resolve specific sport problems or protests
- To act as a liaison between the sport and Chef de Mission to ensure assigned sports are aware of any and all information regarding the Games during the Games
- Be familiar with sport and service venues
- Act as a liaison between the sport and Host Community
- Meet with assigned sport(s) upon their arrival in & departure from the host community
- Provide a detailed briefing for assigned sport(s) teams upon arrival
- Meet with assigned sport(s) daily to update information, deal with issues provide team support and facilitate requests and needs
- Forward all appropriate communication and information to the Coach/Manager in a timely manner;
- Attend assigned sport(s) technical meetings, practices and competitions
- In conjunction with the Chef de Mission/ Assistant Chef de Mission, act on protests for assigned sport(s)
- In conjunction with the Chef de Mission resolve disciplinary issues required for any team member of assigned sport(s) that is not handled by the coach or manager adequately
- Planning and participation in all Team Sask functions (ie. Parent/Coach receptions, Mission nights)

Post-Games:

- Upon request, provide feedback or evaluation of Team Sask's participation and performance at the Canada Games.

Note: This is a volunteer position; however, Mission Staff will receive a daily meal per diem while at the Games; transportation to and from the Games will be provided; internal transportation (rental car) will be provided and shared hotel room accommodations will be covered. A cell phone will be provided, or a cell phone subsidy will be offered if you choose to use your own. Expenses will also be covered for the successful applicants to attend meetings and events to liaise with their sports and/or teams prior to the Games.