



# 2019 CANADA WINTER GAMES

## MISSION STAFF APPLICATION PACKAGE



RED DEER  
— JEUX DU —  
CANADA  
— GAMES —  
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**Red Deer, Alberta** will play host to the **2019 Canada Winter Games** from February 14 – March 3, 2019

Held once every two years, alternating between summer and winter, the Canada Games represent the highest level of national competition for the next generation of national team athletes and future champions. The Games are proud of their contribution to Canada's sport development system in addition to their lasting legacy of sport facilities, community pride and national unity. Since the first Games in 1967 in Quebec City, more than 75,000 young athletes have participated in the Canada Games.

The organization of the Canada Games is made possible through the tireless dedication of the local Host Society, the contribution and support of the federal, provincial/territorial and host municipal governments and the Canada Games Council.

Team Yukon is seeking enthusiastic, dedicated and experienced sport volunteers for Mission Staff positions. Mission Staff are ambassadors and representatives of the Yukon Territory and play a key role in the success of a well-managed team. Team Yukon is preparing to have a group of representatives who will operate under the direction of the Chef-de-Mission, and will be assigned to work with, and disseminate information to a designated sport before and during the Games.

Mission Staff must possess strong communication and administration skills and be able to work cooperatively within a fast-paced and ever changing environment. Mission Staff must possess a balance of the technical understanding and competency in a particular sport with the ability to communicate and engage youth. All Mission Staff must be aware that they are required to attend the Games as a volunteer and are not compensated for any time away from work. Meals, accommodation and transportation to and from the Games will be provided. Applicants for Mission staff should be aware that the personal time commitment before and during the Games is quite extensive.

Included with this application is a list of Mission Staff roles and responsibilities. This should be read thoroughly prior to submitting an application.

It is also recommended your application is endorsed by the Yukon Sport Governing Body (YSGB) of the sport you are interested in. Please note that if selected, you will be required to hold a valid driver license and submit a criminal & vulnerable record check.

For further clarification or questions, please contact Trevor Twardochleb at (867) 667-5606 or send an email to [trevor.twardochleb@gov.yk.ca](mailto:trevor.twardochleb@gov.yk.ca). Deadline for applications to be received is October 31, 2018.





**OTHER RELATED EXPERIENCE / RELEVANT COURSES**

(Paid or Volunteer)

**WHY ARE YOU INTERESTED IN BEING A MEMBER OF THE MISSION STAFF?**

**WHAT SKILLS DO YOU HOPE TO GAIN OR ACHIEVE THROUGH THIS EXPERIENCE?**

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**SIGNATURE**

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**DATE**

**Application Deadline: October 31, 2018**

Please complete and return application to:

Yukon Government  
Sport & Recreation Branch  
4061 - 4th Avenue  
Whitehorse, Yukon  
Y1A 1H1  
[trevor.twardochleb@gov.yk.ca](mailto:trevor.twardochleb@gov.yk.ca)  
(or) fax application to (867) 393-6416



## **MISSION STAFF – Roles and Responsibilities**

Mission staff will report directly to the Chef de Mission and will assist with specific duties as outlined below.

### ***PRE GAMES***

- Promoting a safe, harassment-free environment where all team members are treated with respect;
- Becoming familiar with the structure and organization of the Canada Games, the Host Society and Team Yukon, and the policies, roles and responsibilities that govern them;
- Contacting their assigned Sport Governing Body, coach(s), manager and support staff to outline the role of mission staff, and identify all areas where the Team can expect assistance, before and during the Games;
- Familiarizing themselves with their assigned sport, its technical package, eligibility, competition schedule, protest procedure, travel schedule, etc.;
- Acting as the main communications contact for the coach(s), manager and support staff of their assigned sport;
- Facilitating requests and logistics of your assigned sport;
- Ensuring administrative responsibilities of your sport are carried out in a timely fashion (i.e. registration, uniforms, etc.);
- Ensuring athletes, coach(s), managers and support staff are familiar with the Team Yukon Handbook, and the Code of Conduct;
- Attending all meetings called by the Chef de Mission, and coach(s);
- Assist with Team Yukon's pep rally, and
- Completing other duties as assigned by the Chef de Mission.

### ***AT GAMES***

- Attending daily Mission Staff meetings;
- Attending the sport technical meetings and providing updates to the Chef de Mission;
- Acting as a liaison between the sport and the Chef de Mission to ensure your assigned sport is aware of any and all information regarding the Games at the Games;
- Providing daily updates to coaches, chaperons, and athletes regarding; schedule changes, transportation updates, weather forecasts, social events, medal presentations, results, etc.;
- Ensuring you are aware of all sport and services venues;
- Assisting with athlete accreditation and accommodation arrangements;
- Performing shifts at the Mission Office as assigned;
- Attending competition and medal presentations for their assigned sport;
- Providing daily sport updates and results through a variety of media;
- Assisting in preparing Team Yukon for Opening & Closing Ceremonies and all other official functions;
- Assisting with the transportation of team participants, equipment and bag lunches if required;
- Assisting with any emergency situations and issues that arise;

- Monitoring all medical emergencies and providing updates/information to coaches, chaperons, Mission Staff and Chef de Mission;
- Assisting team participants with any problems that arise or when games services fail to meet their needs;
- Ensuring all participants are following Team Yukon's Code of Conduct and their responsibilities within;
- Ensuring all team participants are aware of the rules and regulations within each of assigned accommodation facilities, and assisting with room checks;
- Reporting any incidents that contravene the Code of Conduct to the Chef de Mission;
- Assisting with all media requests;
- Assisting team with sport protest procedures if required;
- Preparing if approached to act as an athlete's advocate; and
- Completing other duties that may be assigned by the Chef de Mission.

### ***POST GAMES***

- Completing a Mission Staff final report;
- Following up on any outstanding matters with their assigned sport, and
- Attending a post-games evaluation meeting.