

## **Team South West 2020 Mission Staff Responsibilities**

The Mission Staff are an integral component of Team South West. Mission Staff will work cooperatively with all members of Team South West and the Host Community to ensure the overall success of Team South West. Mission Staff are responsible for the effective overall management, operation, administration and supervision of Team South West prior to and during the Games.

The responsibilities of all Mission Staff:

- Ambassador and representative of the South West District for Culture, Recreation and Sport and Team South West
- Familiarization with all information regarding the operation and participation of Team South West at the Games
- Familiarization with the Saskatchewan Games Code of Conduct
- Familiarization with assigned sport(s) technical package, sport schedule, eligibility, protest procedure, facilities, coach meetings, etc.
- Hold a valid driver's license
- Obtain a Criminal Record Check and submit to Team South West Coordinator
- Complete the on-line Respect in Sport course
  
- Prior to the Games, working in conjunction with the TSW Coordinator and the Chef de Mission
  - Develop a positive relationship with your sport(s)
  - Contact and meet coaches, managers and athletes of your sport(s) at least once 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
  - Attend playdowns for your sport(s) if possible
  - 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
  - In conjunction with coaches and managers, ensure administrative responsibilities of your sport(s) meet deadlines for registration, uniform sizing, transportation, requirements for sport equipment, etc.
- Act on pre-games committees as assigned
- Attend all pre-games mission staff and coach/manager meetings (usually one-three maximum)
- Attend the Team South West Pep Rally (traditionally the Sunday before the Games, in either Swift Current or Moose Jaw)
- Arrival & Departure:
  - Meet your sport coaches and athletes upon arrival
  - Assist as necessary with Team tour of Athletes Village
  - Ensure your coaches have all the information required: accommodations, food services, internal transportation, medical services, location of sport venue, etc.
  - Assist with departure as required (loading, etc.)

- During the Games:
  - Be familiar with sport and service venues
  - In conjunction with the Chef de Mission, resolve specific sport problems
  - Facilitate requests of Team South West, the Host Society and assigned sport(s) or area of responsibility at the Games.
  - Act as a liaison between the sport and Host Community (enabling legitimate requests for meals, etc)
  - 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
  - Ensure coach/manager checks in with Mission office at least once a day
  - Meet with assigned sport(s) on a daily basis to update information, deal with issues, provide team support and facilitate requests and needs
  - Attend assigned sport(s) technical meetings and competitions
  - In conjunction with the Chef de Mission resolve disciplinary issues required for any team member of assigned sport(s) that is not handled adequately by the coach or manager
- Attend daily Mission Staff meetings
- Cover Team South West Mission Centre desk duty as assigned
- Be punctual and perform all administrative functions at the Mission desk as required
- Assist with daily promotion and media relations as requested
- Dance like you have never danced before, participate in all Mission Socials and Events, wear crazy costumes and lose your voice as you cheer on the team!

#### **Entitlements of Team South West Mission Staff**

- Full Team South West walkout uniform
- Transportation to and from the Host Community (sharing with other Mission Staff)
- Hotel Accommodations at the Games (sharing with another Mission Staff)
- Daily meals
- Admission with accreditation to all competitions and events at the Games
- Travel expenses for pre-Games meetings and attendance at your designated sport(s) training/selection camps.
- An opportunity to become a part of Saskatchewan largest multi-sport event and represent the South West
- Long lasting friendships and fuzzy memories.