



2024 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 and the Games. Mission Staff are responsible for the effective overall management, operation, administration, and supervision of Team South West members prior to and during the Games.

Responsibilities for all Mission Staff

- Ambassador and representative of the South West District for Culture, Recreation and Sport, and Team South West.
- To be familiar with all information regarding the operation and participation of Team South West at the Games.
- Be familiar with the Saskatchewan Games Code of Conduct.
- Be familiar with your assigned sport(s) technical package, sport schedule, eligibility, protest procedure, facilities, coach meeting times, and everything else necessary to ensure you can help the coach/manager navigate the Games.
- Hold a valid driver's license.
- Obtain a Criminal Record Check.
- Complete the on-line Respect in Sport course.
- Sign and submit a copy of the South West District Code of Conduct and Conflict of Interest documents.
- Be able to be on your feet for long periods of time. Prepared to be physically active.

- **Prior to the Games**, working in conjunction with Team South West Chef de Mission and Team South West Games Assistant.
 - Develop a positive relationship with your sport(s).
 - Ensure you have read and understand the sport technical package and schedule.
 - Ensure you understand the appeal and protest procedures for your sport, and in conjunction with the Chef de Mission, be able to assist your coach through the processes, if necessary.
 - Act as a liaison between your sport or area of responsibility and the Chef, to ensure assigned sports are aware of any and all information regarding the Games.
 - In conjunction with coaches and managers, ensure your sport(s) meet administrative responsibilities and deadlines for registration, transportation, etc.
 - Facilitate requests and logistics of your assigned sport(s) .
 - Attend playdowns for your sport(s) if possible.
 - Attend all pre-Games mission staff and coach/manager meetings.

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- **Arrival and Departure.**
 - Ensure you meet your team upon arrival.
 - Ensure the entire team takes the host tour.
 - Luggage/equipment security.
 - Ensure the team has the required information: accommodation, food services, internal transportation, medical services, location of sport venue, arrangements for equipment transportation, etc.
 - Make sure you have your team ready for departure.

- **During the Games.**
 - Be familiar with sport and services venues.
 - In conjunction with the Chef de Mission, resolve specific sport problems.
 - Facilitate requests of Team South West, the Host, and your assigned sport(s).
 - Act as a liaison between your sport and the Host, for things such as transportation, enabling box lunch requests, etc.
 - Act as a liaison between your sport and the Chef de Mission to ensure your sport is aware of and acts on any information regarding the Games.
 - Check in with your coach/manager regularly – update information, deal with issues, provide team support, and facilitate requests and needs.
 - In conjunction with Chef de Mission, resolve disciplinary issues that have not been dealt with adequately by the coach/manager.
 - Take photos of your sport event in particular, and other events as possible/requested.
 - Be in communication with assigned team about any medical needs (athlete injuries, sickness).
 - Attend daily Mission Staff meetings.
 - Participate in opening/closing ceremonies.
 - Prepare assigned team for opening/closing ceremonies.
 - Cover Team South West Mission Centre desk duty as assigned.
 - Dorms checks (making sure athletes are in sleeping quarters by curfew).
 - Cheer on Team South West teams.

- **Entitlements of Team South West Mission Staff.**
 - Full Team South West walkout uniform.
 - Transportation to and from the Host Community as well as during the week of Games (no need to use personal vehicle).
 - Hotel accommodation at the Games (shared with other Mission Staff).
 - Daily meals as provided.
 - Admission with accreditation to all competitions and events at the Games.
 - An opportunity to become a part of Saskatchewan's largest multi-sport event and to represent Team South West at that event.