



TEAM ALBERTA VOLUNTEER MISSION STAFF DUTIES

The Team Alberta Mission Staff provide the primary link between all components of the game's 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 2024 – Mission Staff Meeting**
 - **February 2025 – Virtual Mission Staff Meeting**
 - **June 2025 – Mission Staff Orientation and Training**
 - **July 2025 – Mission Staff Meeting**
- Attend Team Alberta Staging Event
 - **July 2025**
- 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 assigned sports' involvement in the Canada Games including protest procedures
- Provide link between the Sport, Physical Activity and Recreation Branch 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 Branch, sport coordinator and coaches/managers with administrative requirements, e.g. registration, media profile forms, travel, etc. and other related duties
- Attend training/selection events prior to the games to become familiar with team staff and athletes
- Complete required Safe Sport Training and Canadian Centre for Ethics in Sport (CCES) Anti-doping Education courses

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 and assist with sport technical (e.g. schedule changes)
- Assist coaches/managers with logistics (e.g. meals, accommodations, transportation) and communicate to them all matters related to Canada Games, Host Society and Team Alberta policies and procedures
- Assist with emergency situations and issues to ensure athletes/coaches concentrate on their competition
- Assist coaches/managers with protest procedures if required
- On-site support to Team Alberta social media program and results system
- Perform mission office duties as assigned
- Attend the entire Canada Games (21 day commitment including required travel and preparation days)
 - **August 5 – 25, 2025**



Post-Games

- Complete a Mission Staff evaluation
- Follow up on any outstanding matters with the sports resulting from the Games
- Attend post-games debrief meeting
 - **October 2025**

Integrated Support Team Additional Duties

Medical Liaison

- The role of the Medical Liaison is not to treat the athletes, but act as a link between the Host Society medical services and Team Alberta
- Participate in the Medical Liaison conference calls leading up to the games with the other Provincial/Territorial Medical Liaisons and the Host Society's Medical Committee, including the Chief Medical Officer, and meet with them at the games
- Be familiar with CCES anti-doping procedures, concussion protocols, Canada Games Council's withdrawal from play and return to play policies and the Host Society's medical policies and processes
- Visit the Polyclinic, infirmary and hospital to monitor all injured or ill Team Alberta athletes and help assess their ability to compete
- If necessary, observe athletes (not supervise or chaperone) in the residence/infirmary
- Works directly with all of Team Alberta's individual participant sport teams
- Offer their knowledge and expertise

Communications Liaisons

- The Communications Liaison assists in the development and implementation of Team Alberta's communications plan (including crisis management) and activities such as the following:
 - handling Team Alberta media requests leading up to and at the games, e.g. athlete interviews
 - gather sport team information including medal contenders and human interest stories
 - involved in Team Alberta's social media platforms including capturing photos/videos
 - provide daily updates to TV, radio stations and newspapers regarding Team Alberta's progress at the games
- Participate in the Communications Liaison conference calls leading up to the games with the other Provincial/Territorial Communications Liaisons, the Host Society Communications team and Canada Games Council
- Meet with the Canada Games Council, Host Society's Communications team, Host Broadcaster, National Sport Organization's Sport Information Officers and other media partners at the games
- Assist in media training and work directly with all of Team Alberta's sport teams
- Works closely with other members of Team Alberta's Mission Staff, especially the Social Media Committee
- Offer their knowledge and expertise