

TEAM MANITOBA

MISSION STAFF POSITION DESCRIPTION



Job Title: Mission Staff – Sport Liaison
Reports To: Chef de Mission and/or Assistant Chef de Mission



Overview

The role of the Mission Staff - Sport Liaison is to support Team Manitoba and the individual sport team(s) to which they are assigned to.

Volunteer Mission Staff Responsibilities

The Team Manitoba Sport Mission Staff provide the primary link between all components of the Games' 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. The responsibilities include but are not limited to:

Pre Games

- Attend Mission Staff meetings

2019 CWG Meetings	2019 WCSG Meetings
April 2018 (MS Meeting #1)	June 2018 (MS Meeting #1)
May-June 2018 (C/M Meeting #1)	June 2018 (C/M Meeting #1)
Oct 2018 (MS Meeting #2)	Sept- Nov 2018 (MS Meeting #2)
Oct 2018 (C/M Mtg #2- 2 day seminar)	March 2019 (MS Meeting #3)
Nov-Dec 2018 (MS Meeting #3)	May 2019 (C/M Mtg #2- 2 day seminar)
Jan 2019 (MS Meeting #4)	June 2019 (MS Meeting #4)
	July 2019 (MS Meeting #5)

- Get to know your PSO, coach, manager, athletes and parents of your sport and discuss with them how you can best assist them.
- Become familiar with the structure and organization of Team Manitoba and the Canada Games, Team Manitoba code of conduct, anti-doping procedures, registration, and requirements, etc.
- Ensure that you have knowledge of the sports technical package.
- Attend sport selection competitions, training events and/or practices.
- Follow up with your sport regarding important logistical deadlines and information.
- Assist with walkout uniform distribution and exchanges.
- Assist with registration (collecting forms, attend session).
- Attend Team Manitoba events.
- Coordinate a Parent meeting to prepare for Games.
- Provide monthly electronic updates and identify any issues your sport(s) may have to Chef and Assistant Chef de Mission.
- Resources available to assist with tasks.

At Games

- Orient the coaches/managers to the mission office and athletes village.
- Accompany coaches to technical meetings and provide updates to Chef de Mission.
- Know the transportation routes and locations of practice and competition venues before your team arrives.
- Find out where your team's equipment will be stored (if needed) and where it can be repaired or purchased.
- Find out where the closest laundry facilities, sporting goods store, grocery stores, other amenities, etc.
- Attend practices and competitions for assigned sport(s).
- Support the communications team by providing team results, stories and/or pictures.
- Assist Chef and Assistant Chef with any medical, discipline, appeals and/or protest issues that may arise.
- Assist coaches/managers with administrative details and communicate to them any details affecting their team (protests, luggage, arrivals/departures, medical, etc.).
- Assist athletes selected for drug testing and find the appropriate person to accompany them (coach, manager or mission staff).
- Be aware of any athlete who needs to attend the polyclinic in the event of injury or illness and inform the Chef and medical liaison. Ensure that someone is accompanying the athlete to the polyclinic.
- Assist with decommission of Team Manitoba office, cars, etc.
- Attend the entire duration of the Games

2019 CWG - February 15–March 3, 2019	2019 WCSG - August 9-18, 2019
Advance Squad – Feb. 11, 2019	Advance Squad – Aug. 5, 2019
Mission Staff Arrival – Feb. 13, 2019	Mission Staff Arrival – Aug. 7, 2019
Charter Arrival WK 1 – Feb. 14, 2019	Charter Arrival PH1 – Aug. 8, 2019
Opening Ceremonies – Feb. 15, 2019	Opening Ceremonies – Aug. 9, 2019
Charter Arrival WK 2/ Departure WK 1 – Feb 23, 2019	Charter Arrival WK 2/ Departure WK 1 – Aug. 13, 2019
Closing Ceremonies – Mar. 3, 2019	Closing Ceremonies – Aug. 18, 2019
Charter Departure WK 2 – Mar. 3, 2019	Charter Departure WK 2 – Aug. 18, 2019
Mission Staff Departure – Mar. 4, 2019	Mission Staff Departure – Aug. 19, 2019

Post Games

- Complete mission staff evaluation
- Follow up with any outstanding matters resulting from the Games
- Attend Mission Staff Wind up Event

Sport Manitoba Resources

- Orientation and Education of mission staff role with more details
- Approved financial resources to attend team tryouts, practices, meetings, etc.
- Access to google drive to share information
- Sample agenda's and resources for meetings
- Team Manitoba communication strategy