

Saskatchewan Games

Mission staff are an integral component of Team Parkland Valley. They are a group of volunteers who are responsible for the effective management, operation, administration and supervision of Team Parkland Valley prior to and during the games.

Mission Staff Responsibilities

Responsibilities prior to the games:

- Attend all mission staff meetings prior to the Saskatchewan Games (1-2 meetings including attending the coaches meeting to meet the coaches for the sport(s) in which you will be representing).
- Attend and assist in the smooth operation of the District pep rally (January 31, 2018).
- Familiarization with the information regarding the operation of the Games and its facilities as provided by the host community.
- Become familiar with the technical package(s) for the sport(s) assigned. This includes technical information, sport schedules, eligibility, protest procedures, facilities, coach's meetings, etc.

Responsibilities during the games:

- MUST be fully available for the time that you signed up for (from riding the bus to the Games to riding the bus back home).
- Assist with departure of the athletes from Parkland Valley departure points (Yorkton, Melville, Foam Lake, etc.) and ride the bus with them to North Battleford.
- Mission staff must wear Team Parkland Valley clothing as much as possible. The uniform must be worn during opening and closing ceremonies.
- Meet with assigned sports upon their arrival at the Games and assist with their accreditations and accommodations.
- Assist in marshalling the athletes for the opening and closing ceremonies.
- Mission staff will be assigned desk duty at the Mission Centre. Mission Staff will be responsible for being punctual and perform all administrative functions at the mission desk as required and find replacements if necessary.
- Attend daily mission staff meetings.

- Act as a liaison between assigned sport(s) and Parkland Valley's Chef de Mission.
- Meet with assigned sport(s) manager/coach daily to provide update information, deal with issues, provide team support and facilitate requests and needs.
- Accompany coaches/managers to assigned coaches meetings.
- Attend assigned sport(s) competitions.
- Team Parkland Valley mission staff will be expected to fill out the same medical forms as the participants to ensure safety during any medical treatment which may arise.
- In conjunction with the Chef de Mission, resolve specific sport problems or prepare protests regarding assigned sport(s).
- In conjunction with the Chef de Mission, resolve disciplinary issues required for any team members of assigned sport(s) that is not handled by the coach/manager adequately.
- Assist in the departure of the athletes from the host community.
- Act as ambassadors and representatives of the Parkland Valley District.

Transportation, accommodations and food will be provided by Parkland Valley District.

Chef de Mission Responsibilities

The Chef de Mission is the team leader and overall manager of the entire Parkland Valley team and Mission Staff. This individual must have strong organizational and leadership skills in addition to previous Saskatchewan Games experience.

- Provide effective and efficient leadership for Team Parkland Valley.
- Build team spirit, enthusiasm and camaraderie among all Parkland Valley team members and mission staff.
- Attend and speak at the Team Parkland Valley pep rally (January 31, 2018).
- Attend all meetings and events prior to and during the Games.
- Act as the liaison between the Parkland Valley team, Mission Staff and host community.
- Consult with the Assistant Chef de Mission regularly.
- Resolve any discipline issues.
- Resolve any sport specific problems or protests.
- Represent the Parkland Valley team and Mission Staff whenever required by the host community.