

Mission Staff Volunteers



Team BC Mission Staff volunteers are selected from experts in the sport and recreation system to provide administration support to the Provincial Sport Organizations, coaches and managers leading up to and at the Games. The Mission Staff support athletes towards optimizing performance at the Games by performing duties that require expertise, competency and commitment. Each Mission Staff is assigned two sports. In addition, Mission Staff work closely with the Executive and Managers to organize and deliver all components of the Operations, Communications and Special Events areas.

Roles and Responsibilities

Prior to the Games:

Re: Your Team:

- Get to know the PSO Canada Games contact, coaches and manager of your sport, their coaching philosophy, their approach to the Games, their team and their commitment.
- Discuss with the PSO, coaches and manager how you can best help them prior to and during the Games (i.e. conference calls, Team BC information, equipment needs, Wave newsletter, etc.).
- Attend sport selection competitions and/or training events and introduce yourself to the team. Take the opportunity to get to know the athletes and provide them with pre-Games and Games information.
- Liaise and follow-up with your sport regarding important deadlines (i.e. to ensure their forms are submitted on time). Know the forms and procedures and provide assistance to your sport if they need it.
- Ensure that you have a good general knowledge of the sport technical package.
- Ensure that you have a good general knowledge of your sport's field of play and non-filed of play protest procedures.
- Familiarize yourself with the Team BC Handbook (Code of Conduct, Guidelines and Procedures) before the Games. You will be responsible for reviewing this with your teams, including the Team BC rules, policies and procedures.
- Be familiar with sponsorship guidelines in regards to what is permitted on uniforms, etc. at the Games and for your sport.
- Review your Athlete Profiles and get to know your athletes.

Re: Team BC

- Assist your Team BC Manager by taking the lead to organize an assigned pre-games portfolio in the operations, communications or special events area.
- Attend all Team BC meetings and events.
- Familiarize yourself with the Team BC Handbook and Code of Conduct before the Games.
- Support your fellow Team BC mission staffers and contribute to the team.

At the Games:

Re: Your Team

- Bring a copy of all important team information and correspondence with you to the Games. Keep cell phone numbers of your coaches and managers and Mission Staff with you at all times (this will be laminated on your accreditation badge).
- Know the transportation routes and locations to your practice and competition venues.
- Find out where your team's equipment will be stored and where it can be repaired.
- Find out where the closest laundry facilities, sporting goods store, etc. are in case your team needs it.
- Confirm practice, training and competition schedules for your team and ensure that changes are communicated to the team immediately. You will be supplied with information in your mission box and a copy in the sport's mission box.
- Greet your team upon arrival and assist the coaches, manager and athletes to move into the Athlete's Village.
- Take the coaches to the training and competition venues.
- Show the coaches and manager the Mission Office (a Coaches and Managers meeting will take place to explain Mission Office information and procedures).
- Respond to sport requests and requirements in a timely manner. As example help, facilitate appointments with the Sport Performance team at the Games.
- Arrange daily meetings with the Team contact (Manager / Coaches or both) to keep them up to date on Host Society and Team BC information and developments.
- Attend all sport practices and competitions.
- Attend all technical meetings for your sport.
- Act as the liaison between Team BC, the Host Society and your sport.
- Ensure that transportation arrangements and equipment arrangements are confirmed.
- Coordinate with your team regarding when they will require box lunches or dinners.
- Offer to arrange a social outing for your team if the schedule and coaches allow for it.

Re: Team BC

- Take the lead and provide administrative support for your Games portfolio (in the operations, communications or special events area).
- Work with the Manager to ensure the logistical arrangements and procedures are all in place and ready to go when the teams arrive.
- Attend the Team BC mission staff office training and get to know the office procedures.
- Venues and Athletes Village tours – know your way around.
- Attend Mission Staff meetings every morning and brief your sport afterwards (there is a mission staff meeting every morning at 8 am).
- Get to know the Team BC Handbook and follow through on protests or discipline problems as required.
- Be prepared to act as an Athlete's Advocate if requested.
- Work shifts at the Mission Office.
- Write the Wave article for the newsletter.
- Post results on the website.
- Upload pictures on the website.
- Help prepare for the Team BC receptions.
- Other
 - Pick up rental cars
 - Set up mission office
 - Marshalling at the Opening and Closing Ceremonies
- BE FLEXIBLE !!!!!