

## **Team PEI Mission Staff Application Procedure 2011 Canada Games**

The Canada Games are Canada's premier multi-sport competition which brings each Province and Territory's top athletes together to compete every second year. The 2011 Canada Winter Games will be held in Halifax, Nova Scotia on February 11<sup>th</sup> - 27<sup>th</sup>. Prince Edward Island's participation in the Games is governed by an organization known as the Provincial Canada Games Committee Inc. (PCGC). This group has the responsibility of ensuring that a team known as the Mission Staff is in place to serve and support the coaches and managers who are preparing their teams to compete.

The Mission Staff, under the leadership of the Chef and Assistant Chef de Mission, has the main responsibility of acting as a liaison between the sports and coaches/managers. Each mission staff member, except for those specifically dedicated to public relation roles, will be assigned one or more teams to work with prior to and during the games. Furthermore, Mission Staff members will be assigned to work on a number of committees to assist with the logistics leading to the games.

If you have an interest in being considered for one of the Mission Staff positions, please take time to review the criteria within this document. If you believe that you meet the criteria and wish to become involved please take time to complete the application and submit by the application deadline. Please note that there are only a limited number of Mission Staff positions available.

Should you have any questions please contact Jo-anne Wallace at [jpwallace@gov.pe.ca](mailto:jpwallace@gov.pe.ca) or by calling 859-8861 or 368-4789.

### **Pre-Games Responsibilities**

- Make a 12 month commitment to Team PEI
- Attend Mission Staff meetings (mandatory) - approximately 4-6 meetings held during the evening and/or on weekends, prior to the Games.
- Become familiar with Provincial Canada Games Committee Policy and Procedures.
- Serve as a liaison between designated sport(s) and Team PEI and liaise with that sport on a regular basis.
- Gain a clear understanding of the technical package for the assigned sport(s).
- Work with the Chef de Mission to ensure that individual and team administrative and logistical requirements are timely and accurately completed.
- Serve as liaison and provide information to ensure athletes and parents receive all the required information. A meeting chaired by the assigned Mission Staff will occur 30-60 days prior to the Games. If necessary more than one meeting can take place.
- Develop a relationship with designated sport(s) to facilitate information sharing from the Host Society to the teams, athletes and parents.
- Serve on one or more Team PEI committees as assigned (eg. Athlete Rally).

### **At Games Responsibilities**

- Ensure that "logistical details" for your designated sport(s) are sufficiently in place

so that athletes and team officials can concentrate on their competition and experience at the Games.

- Attend daily Mission Staff meetings.
- Support all PEI Teams by attending competition.
- Perform Mission desk duty as assigned.
- Assist coaches and managers with administrative details and communicate to them all matters related to Games' policies and procedures.
- Assist coach/manager with protest procedures if required.
- Participate in disciplinary procedures where required.
- Communicate all Team PEI functions to assigned sport on a daily basis (receptions, awards etc.).
- Handle any emergency situations arising.
- Chaperone/Supervise athlete's social
- Participate in room checks at the athlete's village.
- Assist with travel.
- Marshal athletes during opening/closing ceremonies.
- Respond to requests in a timely manner.
- Perform any other duties as assigned by Chef de Mission

### **Post Games Responsibilities**

- Attend a wrap up meeting for evaluation.
- Make recommendations.
- Follow up on any matters with the sport resulting from the Games.
- Complete duties as assigned by Chef de Mission.

### **Selection Guidelines**

Please note that in reviewing the applicants a number of guidelines will be followed in creating the final team. These guidelines include:

- Representation from across the province ensuring inclusion from all three counties
- Sport and recreation background, knowledge of high performance sport, strong communication and interpersonal skills
- Broad representation from the sport and recreation system on Prince Edward Island, including provincial sport organizations, municipal recreation and school sport.
- Previous Mission Staff may reapply. Preference will be given to those who have not yet served on the Mission Staff

Those who have served as Mission Staff when the Games are hosted on PEI, will have equal status with new applicants for future games.

### **Selection Committee**

The selection committee will be a sub-committee of the PCGC and will be responsible for reviewing and grading of applicants. The recommended list of individuals for appointment to Mission Staff will be forwarded to the Minister responsible for amateur sport for final approval. Upon approval, the Chef de Mission will contact only those applicants who have been successfully named to mission staff.

**The 2011 Games will include the following sports. Liaison responsibilities will be assigned by the Chef de Mission**

**Alpine Skiing**

**Badminton**

**Boxing**

**Curling (Men and Women)**

**Hockey (Men and Women)**

**Ringette**

**Squash**

**Table Tennis**

**Artistic Gymnastics (Men and Women)**

**Biathlon**

**Cross Country Skiing**

**Figure Skating**

**Judo**

**Speed Skating**

**Synchronized Swimming**

**Wheelchair Basketball**