



# MISSION STAFF HANDBOOK



**2009**  
—JEUX DU—  
**CANADA**  
—GAMES—

## **Team Saskatchewan 2009**

Congratulations on being selected to represent Saskatchewan at the 2009 Canada Summer Games as a member of the Team Saskatchewan Mission Staff.

You have joined a special group of individuals who have represented the Saskatchewan sporting community for over 40 years. As a member of Mission Staff you will travel to Prince Edward Island for what is sure to be another exciting Canada Games. You will develop friendships and memories that will last a lifetime. You will work long hours and wonder when it is all over how you actually survived on such little sleep but maintained such a high energy level. You will be proud forever to wear the green and white of Team Saskatchewan.

There is much to learn about Team Saskatchewan and this handbook is intended to answer some of your questions. You will have an opportunity to learn more as we journey together towards the 2009 Canada Summer Games.

Thank you for volunteering to be a part of Team Saskatchewan 2009!

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## **INTRODUCTION**

The Team Saskatchewan Mission Staff Handbook is intended to provide the Mission Staff with an overview of Team Saskatchewan's participation at the 2009 Canada Summer Games.

## **THE CANADA GAMES**

### **About the Canada Games**

Held once every two years, alternating between summer and winter, the Canada Games represent the highest level of national competition for the next generation of national team athletes and future champions. The Games have been hosted in every province at least once since their inception in Quebec City during Canada's Centennial in 1967. The Games are proud of their contribution to Canada's sport development system in addition to their lasting legacy of sport facilities, community pride and national unity. Since the first Games in 1967 in Quebec City, more than 75,000 young athletes have participated in the Canada Games.

The organization of the Canada Games is made possible through the tireless dedication of the local Host Society, the contribution and support of the federal, provincial/territorial and host municipal governments and the Canada Games Council. The 2009 Canada Games will take place in Prince Edward Island and the 2011 Canada Games will be held in Halifax, Nova Scotia.

### **Who is eligible for participation in the Canada Games?**

Athletes currently training and competing at the provincial/national level with aspirations to represent their province and country on the international stage. Team Saskatchewan will have approximately 400 athletes competing at the 2009 Canada Summer Games.

### **How are Athletes selected for the Canada Games?**

The Provincial Sport Governing Bodies (PSGB) are responsible for the selecting of the athletes who will represent Saskatchewan. The Games are an integral part of the PSGB's program including talent identification, athlete training and selection.

### **How are Coaches and Managers selected for the Canada Games?**

These individuals are selected by the PSGB. Coaches must meet minimum eligibility requirements.

### **The next Canada Games will be held in:**

2009 Canada Summer Games – Prince Edward Island

2011 Canada Winter Games – Halifax, Nova Scotia

### **What are the Sport Structures involved with the Canada Games?**

#### Canada Games Council

The Canada Games Council is the governing body of the Games. It is responsible for the policies and procedures that guide the preparation and staging of the Canada Games. As well, the Canada Games Council selects the sports that will participate in the Games, establishes the philosophy, objectives and rules that govern the Games.

### The Host Society

This Host Society is a temporary entity that is incorporated as a non-profit organization for the purpose of planning, managing and delivering the Games.

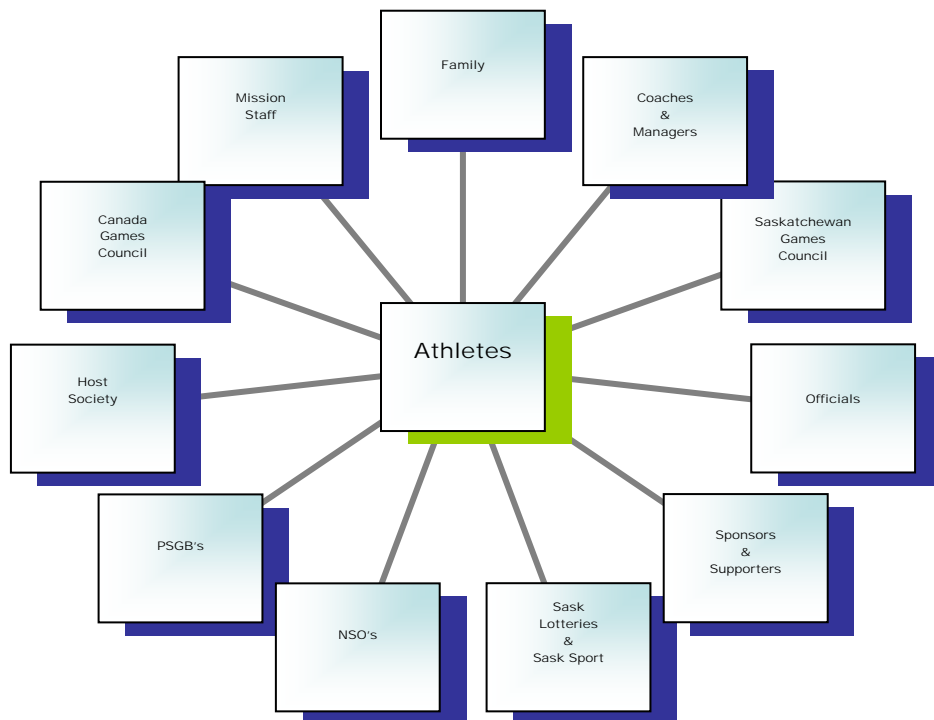
### The Saskatchewan Games Council

The Saskatchewan Games Council is responsible for the co-ordination of Team Saskatchewan for participation in the Canada Games. The Saskatchewan Games Council:

- Provides planning and delivery of all logistics and administrative functions relating to Team Saskatchewan's participation in the Canada Summer Games.
- Administers the Team Saskatchewan budget
- Appoints the Chef de Mission
- Establishes the policies and procedures regarding Team Saskatchewan
- Liase with the PSGB's, the Host Society and the Canada Games Council
- Provides the Team Saskatchewan ceremonial uniform and pins for Mission staff, athletes, coaches and managers

### Provincial Sport Governing Bodies

The PSGB's play an important role in the development of Team Saskatchewan. It is the PSGB that identifies, selects and trains the athletes who will represent Saskatchewan. The PSGB appoints the coach(es) and manager for their sport and provide the team with competition uniforms.



## **JOB DESCRIPTIONS AND TEAM RESPONSIBILITIES**

### **Saskatchewan Games Council**

The Saskatchewan Games Council is responsible for the overall governance of the Team Saskatchewan program.

The Saskatchewan Games Council has responsibility for:

- Appointment of as the Chef de Mission.
- Appointment of the Team Operations Manager.
- Appointment of up to three (3) Board Members to Mission Staff team.
- Team Saskatchewan funding and implementation of strategies for uniforms, pins, mission staff (per diem, accommodations, external & internal travel), meetings and administration, communications and special events.
- Budget and purchasing approval.
- All major operational and administrative matters.
- Selection of staff for contracted positions.
- Sponsorship and marketing initiatives and/or agreements.
- Negotiations, management and signs all partner contracts and agreements.
- Tender process, design and purchase of Team Sask uniforms and pins.
- Tender process, design and pricing of Team Sask souvenir items.
- Final approval on all new releases.
- Ownership of Team Sask website and content.
- Ownership of all Team Sask files.
- Team Saskatchewan publications (Code of Conduct, Athlete Information Guide, Media Guide, etc)
- Storage (supplies, uniforms, pins)

### **Government of Saskatchewan – Ministry of Tourism, Parks, Culture and Sport**

The Department is responsible for:

- Intergovernmental relations with respect to the Canada Games.
- Appointment of one mission staff as part of the Mission Staff Management Team.

### **Sask Sport Inc.**

Sask Sport Inc. is responsible for:

- Appointment of the Assistant Chef de Mission
- Appointment of two Mission Staff

### **Saskatchewan Sport Science and Medicine Council (SSSMC)**

SSSMC is responsible for:

- Appointment of the Medical Manager
- Appointment of the Sport Science Consultant

## Provincial Sport Governing Bodies (P.S.G.B.)

The PSGB's are responsible to:

- Act as the liaison between Team Saskatchewan and their sport.
- Select eligible athletes, coaches and managers for their sport.
- Disseminate Team Saskatchewan information to coaches and managers in timely fashion.
- Submit required team administrative items in a timely fashion (registration, uniforms orders, etc).
- Develop and approve selection criteria and training programs.
- Monitor training programs.
- Ensure team members are familiar with and follow the Team Saskatchewan Code of Conduct.



## **Team Saskatchewan – Management Team**

Chef de Mission – Lorne Lasuita  
Assistant Chef de Mission – Mark Bracken  
Team Operations Manager – Susan Schneider  
Government of Saskatchewan – Ross Lynd

Responsibilities include:

All pre-games preparation in planning for all aspects of Team Saskatchewan's participation at the Canada Summer Games.

### Selection of Mission Staff

Mission staff are selected through appointments from the Saskatchewan Games Council, Sask Sport Inc., the Saskatchewan Sport Medicine and Science Council and the Ministry of Tourism, Parks, Culture and Sport. There are several volunteer positions also available to the Saskatchewan sporting community through an application process.

### Code of Conduct/Crisis Management Plan

The Team Saskatchewan Code of Conduct is a standing policy of the Saskatchewan Games Council and includes procedures for discipline and appeals. The Management Committee will ensure proper training for Mission Staff in discipline, advocacy and crisis management procedures.

### Pre-Games Meetings & Training

All pre-games meetings and trainings will be co-ordinated through the Management Committee. A minimum of three (3) face to face or teleconference meetings will be scheduled during the 15 months leading up to the Games.

### Technical Packages & Meetings

The Management Committee and specially the Assistant Chef de Mission will ensure that all the coaches are well versed in the technical requirements for their sport. At least two (2) coach and manager meetings will be held prior to the Games.

### Coach Certification

The Management Team in consultation with the PSGB's will ensure that all Saskatchewan coaches meet the minimum standards of the Canada Games. In the event that a coach does not meet the minimum standard and there is no other coach available the Chef de Mission will request an exemption for said coach from the Canada Games Council

### Athlete Eligibility

All athletes must meet eligibility criteria as outlined in the sport technical information for their sport. It is the responsibility of the PSGB to ensure that the athlete is eligible to participate in the Canada Games program. The Assistant Chef will work closely with the PSGB's to ensure all Saskatchewan athletes are eligible for participation.

### Partner Relations (Sask Sport Inc., Government of Saskatchewan)

The Management Committee will liaise with the above mentioned partners as to the activities of Team Saskatchewan prior to, during and after the Games. This includes invitations to special events (ie. Pep Rallies), forwarding of results, uniform and pin requirements, etc.

### Selection of Flag Bearers for Opening and Closing Ceremonies

The Chef de Mission in consultation with the Mission Staff team will select the athletes that will carry the Saskatchewan flag at the Opening and Closing Ceremonies.

### Sponsor Relations

The Management Committee and specially the Team Operations Manager will ensure that the Team Saskatchewan sponsors are serviced properly and within the parameters of the agreements between said partners and the Saskatchewan Games Council.

### Walkout Uniform

The Saskatchewan Games Council through a tendering process will select a uniform supplier. The uniform pieces will be selected by the Management Team. Each team member will receive a full walkout uniform. Uniform sizing kits will be available to teams for sizing their coaches, managers and athletes. A uniform order deadline will be established and sizing requirements must be received by that date.

### Trading Pins

The Saskatchewan Games Council through a tendering process will select a pin supplier. Each member of Team Saskatchewan will receive pins for trading at the Games. The pins will reflect our province and Team Sask.

### Transportation

Through coordination with the Canada Games Council the Team Saskatchewan coaches, managers and athletes will be transported to the Games. Flights will likely include a combination of regularly scheduled flights and a charter. Sports will also be required to provide the Management Team with their equipment transportation needs.

### Accommodation

The coaches, managers and athletes will be housed in the Athlete's Village during the Games. Coaches will be asked to provide rooming assignments based upon room configurations provided to Team Saskatchewan. The mission staff will be housed at a hotel designed by the Host.

### Registration/Accreditation

The Host Community will establish an on-line registration process. Each member of Team Saskatchewan will be required to register and upload a photo which will be used for accreditation. A registration deadline will be established by the Host Community. To ensure that all our team members are registered on time, teams will be asked to register all identified athletes. Once teams have been chosen the Chef and the Operations Manager will verify team members.

### Awards

A number of awards will be presented at the conclusion of the Games.

### **Canada Games Flag**

At each Canada Games, points are awarded to athletes in every sport based on performance and participation. At the end of the Games, the province or territory with the greatest number of points from all events is declared the champion and presented with the Canada Games Flag.

### **Centennial Cup**

The Centennial Cup is awarded according to the pan-Canadian sport development objective of the Canada Games. It is presented at each Games to the provincial or territorial team that shows the greatest improvement in its final standing from the previous Canada Games, with the comparison being made on a winter to winter and summer to summer basis.

### **Jack Pelech**

This award is presented by the inter-provincial Sport and Recreation Council to the provincial or territorial team whose athletes, coaches, managers and mission staff best combine competitive performance, good sportsmanship and a spirit of fair play, cooperation and friendship. The Chef de Mission in consultation with the Management Team/Mission Staff will submit a nomination and vote for this award.

**Claude Hardy**

This award is presented to the inter-provincial or territorial mission staff who best exhibits leadership, cooperation, integrity and esprit de corps. The Chef de Mission in consultation with the Management Team/Mission Staff will submit a nomination and vote for this award.

**Roland Michener**

The Roland Michener Canada Games Award is presented every two years to Canada Games athletes who exemplify strong leadership skills on and off the playing field combined with an ongoing commitment to scholastic and athletic excellence. The Chef de Mission in consultation with the Management Team/Mission Staff will submit a nomination and vote for this award.

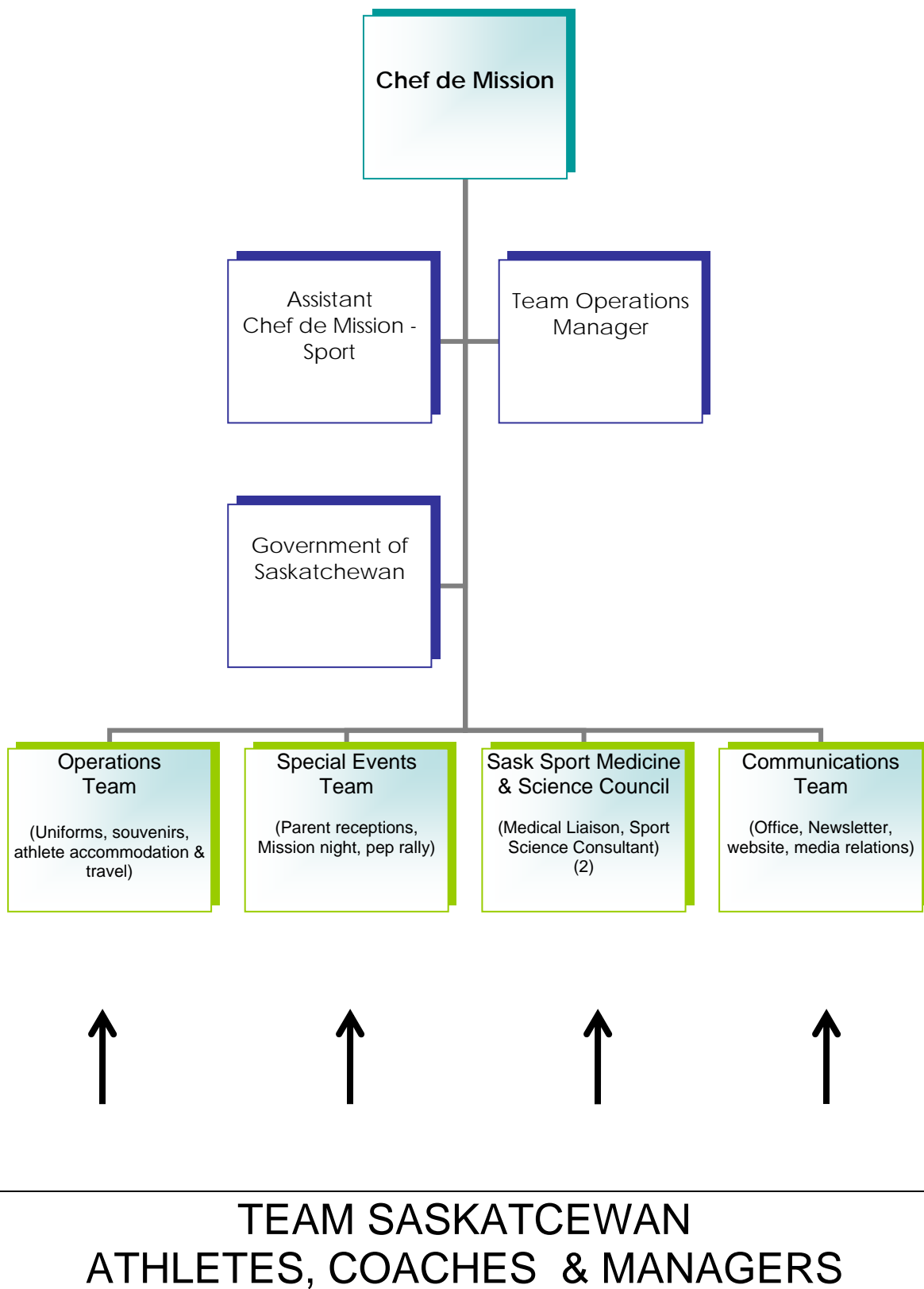
**Executive Team – Job Descriptions**

<p><b>Lorne Lasuita</b> <b>Chef de Mission</b></p> <p>The Chef de Mission is the team leader (Head of Delegation) for the provincial team attending the Games. The Chef provides leadership to the team, oversees team administration, logistical support, as well ensures adherence to the sport technical packages and establishes training and supervision of mission staff. Problems and concerns related to Team Saskatchewan members are the responsibility of the Chef de Mission and the Assistant Chef's as per the Team Saskatchewan Code of Conduct. The Chef de Mission acts as the provincial liaison to the Canada Games Council and the Host Society regarding team related issues.</p>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Head of Team Saskatchewan delegation (ambassador and representative of Saskatchewan)</li> <li>• Selection of mission staff</li> <li>• Liaison with coaches and managers</li> <li>• Media spokesperson</li> <li>• Liaison to PSGB's</li> <li>• Resolving sport specific problems and issues</li> <li>• Provincial liaison with Host Society</li> <li>• Partner relations</li> <li>• Ceremonial functions</li> <li>• Uniform gifting</li> <li>• Sponsorship and sponsor servicing</li> <li>• Attend daily Chef de Mission meetings</li> <li>• At the completion of the Games submit a report which must include, among other items, all major disciplinary actions taken at the games</li> </ul>
<p><b>Mark Bracken</b> <b>Assistant Chef de Mission</b></p> <p>The Assistant Chef de Mission is responsible for the overall team development in cooperation with the PSGB's. The Assistant Chef will play a lead role in monitoring, evaluating and administrating the sport technical packages.</p>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Deputy Head of Team Saskatchewan delegation</li> <li>• Selection of mission staff</li> <li>• Liaison with PSGB's</li> <li>• Athlete and coach eligibility</li> <li>• Resolving sport specific problems and issues</li> <li>• Chair of the Discipline Committee as per the Team Saskatchewan Code of Conduct</li> <li>• Harassment officer delegation &amp; training</li> <li>• Appointment &amp; training of Athlete Advocates (one male, one female) for disciplinary procedures</li> <li>• Ceremonial functions</li> <li>• Provincial liaison with Host Society</li> <li>• Attend daily Chef de Mission meetings</li> </ul>

<p><b>Susan Schneider</b> <b>Team Operations Manager</b></p> <p>The Team Manager is responsible for the overall administration &amp; communication of Team Saskatchewan.</p>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Selection of mission staff</li> <li>• Team administration and communication plan</li> <li>• Team registration</li> <li>• Financial management</li> <li>• Mission Staff accommodations, travel, etc.</li> <li>• Liaison with PSGB's</li> <li>• Ceremonial functions</li> <li>• Provincial liaison with Host Society</li> <li>• VIP gifting</li> <li>• Sponsorship and sponsor servicing</li> <li>• Partnership servicing</li> <li>• Attend daily Chef de Mission meetings</li> </ul>
<p><b>Ross Lynd</b> <b>Government of Saskatchewan, Ministry of Tourism, Parks, Culture and Sport</b></p> <p>The designated representative shall keep the governmental department responsible for sport informed of the activities of Team Saskatchewan. They will ensure that the logistics of attending the Games as a representative of the province are being looked after and that the governmental department is appraised of any issues arising within Team Saskatchewan that could impact the department responsible for sport.</p>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Liaise concerning all ministerial/government requests, needs and responsibilities prior to and during the games</li> <li>• Communications – coordinate media guide and website messages and photos, special events speeches/briefing notes and attendance at pep rallies, team announcements, Parent/Coach receptions, Opening and Ceremonies</li> <li>• Logistics – coordinating uniform sizing and delivery, registration and accreditation for department reps. attending the games</li> <li>• Risk Management - ensure that the minister/department is kept up to date on Team Saskatchewan activities, results and situations that could impact the governmental department</li> <li>• Regular mission staff duties as assigned by the Chef de Mission</li> </ul>



## Team Saskatchewan – Organizational Chart



## **Mission Staff Responsibilities**

The Mission Staff are an integral component of Team Saskatchewan. Mission staff will work cooperatively with all members of Team Saskatchewan and the Host Community to ensure the overall success of Team Saskatchewan.

Mission staff is responsible for the effective overall management, operation, administration and supervision of Team Saskatchewan prior to and during the Games.

Mission staff are assigned sport(s) or areas of responsibility based upon interest or knowledge of the sport or area of responsibility.

The responsibilities of all Mission Staff:

- Ambassador and representative of the Province of Saskatchewan
- Familiarization with all information regarding the operation and participation of Team Saskatchewan at the Games
- Hold a valid drivers license

Prior to the Games:

- Acting as a liaison between your sport or area of responsibility and the Chef de Mission
- Facilitating requests & logistics of your assigned sport(s) or area of responsibility prior to Games
- Facilitating the logistics of the operation of Team Saskatchewan and specific sports or area of responsibility
- In conjunction with the Chef de Mission, resolve specific sport problems
- Develop a positive relationship with your sport(s) prior to the Games
- Those Mission Staff assigned to a sport(s) will also be required to attend at least 2 training, selection or competition events for their sport(s)
- Ensure administrative responsibilities of your sport(s) are carried out in timely fashion (ie. Team registration, uniform orders)
- Familiarization with the Team Saskatchewan publications (Code of Conduct, etc)
- Familiarization with assigned sport(s) technical packages, sport schedule, eligibility, protest procedure, facilities, coaches meetings, etc.
- To act as a liaison between the sport and Chef de Mission to ensure assigned sports are aware of any and all information regarding the Games prior to the Games.
- In conjunction with coaches and managers meet deadlines for registration, uniform sizing, transportation requirements for sport equipment, etc.
- Contact and meet coaches, managers and athletes of your sport(s) at least once prior to the Games, and if possible, attend a pre-games competition or practise
- Act on pre-games committees as assigned.
- Attend all pre-games mission staff and coach/manager meetings

During the Games:

- Facilitating requests of Team Saskatchewan, the Host Society and assigned sport(s) or area of responsibility at the Games.
- The Management Team will coordinate external arrival and departures, however upon the arrival of your team at the Games, you will be required to meet them and provide them with the information on accommodations, food services, internal transportation, medical services, etc.
- Attend daily Team Sask Mission Staff meetings

- Team Sask Mission Centre desk duty, be punctual and perform all administrative functions at the Mission desk as required, and find replacements if necessary
- Assist with daily Harvester Newsletter, write article for your sport and take photos for inclusion in the newsletter
- In conjunction with the Chef de Mission, resolve specific sport problems or protests
- To act as a liaison between the sport and Chef de Mission to ensure assigned sports are aware of any and all information regarding the Games during the Games
- Be familiar with sport and service venues
- Act as a liaison between the sport and Host Community
- Meet with assigned sport(s) upon their arrival in & departure from the host community
- Provide a detailed briefing for assigned sport(s) teams upon arrival
- Meet with assigned sport(s) on a daily basis to update information, deal with issues provide team support and facilitate requests and needs
- Ensure coaches and managers check in with Mission office at least once a day
- Attend assigned sport(s) technical meetings and competitions
- In conjunction with the Chef de Mission/ Assistant Chef de Mission – Sport, act on protests for assigned sport(s)
- In conjunction with the Chef de Mission resolve disciplinary issues required for any team member of assigned sport(s) that is not handled by the coach or manager adequately
- Planning and participation in all Team Saskatchewan functions (ie. Parent/Coach receptions, Mission nights)

### **Entitlements of Team Saskatchewan Mission Staff**

Mission Staff opportunities include free of charge:

- Full Team Saskatchewan walkout uniform
- Travel to and from the Host Community
- Accommodations at the Games (sharing with another Mission Staff)
- Daily allowance (per diem) for meals
- Cellular phone for use during the Games
- Shared use of rental vehicle during the Games with another Mission Staff
- Admission with accreditation to all competitions and events at the Games (some medals competitions/games may not be accessible)
- Travel expenses for pre-Games meetings and attendance at your designated sport(s) training/selection camps.
- An opportunity to become a part of Canada's largest multi-sport event the Canada Games and represent the Province of Saskatchewan

***Saskatchewan!***  
**Government of Saskatchewan**

## Roles and Responsibilities of Coaches and Managers

The role of coaches and managers is to ensure the successful preparation, participation, and performance of the athletes in the competitions and activities of the 2009 Canada Summer Games.

It is expected that the coaches and managers will project a very positive image of Saskatchewan and be outstanding ambassadors of our province.

Under the leadership of the Chef de Mission, coaches and managers will demonstrate:

- Intensity in competitive performance to achieve the best performance
- Good sportsmanship
- Spirit of fair play
- Co-operation
- Friendship
- Respect for other people's rights
- Respects and adherence to the rules and regulations established by the Host Community and Team Saskatchewan
- Team Spirit

<b>Responsibilities of Coaches &amp; Managers</b>	<p>Pre-Games</p> <ul style="list-style-type: none"><li>• Familiarization with Technical package and information for your sport;</li><li>• Aware of deadlines in regards to participant registration, uniform ordering, etc.;</li><li>• Liaison with assigned Mission Staff;</li><li>• Adhere to requests from Mission Staff or Team Sask Executive Team.</li></ul> <p>During the Games</p> <ul style="list-style-type: none"><li>• Ensure that the team participates in all official games functions including games opening and closing ceremonies, sport ceremonies, banquets, receptions and games related activities;</li><li>• Attend technical meetings and coaches/managers meetings;</li><li>• Be punctual for competitive events;</li><li>• Meet requests of the Host Community, and Team Saskatchewan mission staff;</li><li>• Ensure that all team members comply with the rules and regulations established by the Host Community and Team Saskatchewan;</li><li>• Ensure appropriate behaviour of team members while at the Games;</li><li>• Meet with assigned Mission Staff on a daily basis;</li><li>• Check in at the Saskatchewan Mission Office twice per day to receive messages and information updates;</li><li>• Responsible for team discipline during the games and while travelling to and from the games;</li><li>• Promote positive image of Saskatchewan;</li><li>• Ensure that athletes have an enjoyable and rewarding experience;</li><li>• Participate in activities and specifically hosted events for the benefit and enjoyment of coaches and managers;</li><li>• Coaches participating in the 2009 Canada Summer Games must be Level III N.C.C.P. certified.</li></ul>
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## Essential Reading Prior to the Games

As Mission Staff, it is your responsibility to ensure that you and your team members understand the contents of the documents described in this section.

- 1) **Sport Technical Manual** – Technical packages are a critical part of the Canada Games and as such it is essential you read and have an understanding of the technical information for your sport. The technical packages are developed primarily by the National Sport Organizations, with the Canada Games Council having ultimate authority over the competition. Mission Staff are the conduit for any questions and feedback regarding the technical package. Mission members are responsible for forwarding any questions or concerns to the Assistant Chef de Mission and await an official response.
- 2) **Team Saskatchewan Code of Conduct** - Members of Team Saskatchewan are expected to promote pride and good will for the province through their behavior and attitude. Team Saskatchewan members are ambassadors for the province from the time they begin to train as a Canada Games team member until they return home from the Games.

The Saskatchewan Games Council and the Province of Saskatchewan hopes that all Team Saskatchewan members have a great games experience. To help make this possible, a Code of Conduct has been developed. The Code of Conduct explains how all members are expected to conduct themselves before (pre-games events and travel to the Games), during (at the Games) and after (travelling home) the Canada Games.

Anyone who does not meet this standard of behaviour risks losing the many privileges that come with being a member of Team Saskatchewan. All members of the team must make sure that they understand the Code of Conduct Agreement and will be required to sign off indicating that they have read and agree to abide by the Team Saskatchewan Code of Conduct.

- 3) **Team Saskatchewan Athlete Handbook** – The handbook is one of the primary communication tools (in addition to the website) for athletes, coaches and coaches. Parents and guardians also read the handbook for information. It provides information on:
  - Conduct Expectations
  - Team Rules
  - Mission Staff
  - Internet Website and Email Address
  - Team Saskatchewan Newsletter
  - Arrival Times
  - What to Bring to the Games
  - Team Coaches and Managers
  - Past Games Results
  - Official Team Saskatchewan Ceremonial Uniform
  - Provincial/Territorial Colours

## **A Day at the Games**

Being a Mission Staff while at the Canada Games is an exercise in stamina. While it is fun and very rewarding, the days are long and the tasks are many. Depending on your schedule, a day at the Games can go from 6:00am to 1:30am (or later) the next morning. Here's a brief outline of the main responsibilities of a Mission Staff.

### Team Meetings

Each morning at approximately 8:00am there is a mandatory Team Saskatchewan Mission Staff meeting. At this meeting, the Chef de Mission and the Assistant Chefs can relay any information they received at their 7:00 a.m. meeting with the Host Society and Canada Games Council.

These are important meetings where information is shared, issues addressed and the ongoing performance of Team Saskatchewan can be reviewed. Mission Staff are excused from this meeting only if it conflicts with their team's training or competition. Should this be the case, Mission Staff should inform the Chef de Mission or Assistant Chef of the need to miss the meeting. Communications Staff will also be looking for interesting stories for the media.

### Day to Day Responsibilities

As Mission Staff, your primary responsibility is to assist your sport team so coaches can coach, managers can manage and athletes can compete without worrying about any number of details. First and foremost, Mission Staff must attend all of the training and competition in which their assigned team is involved. It will likely be at training or competition where your services are needed or where your team will communicate their needs to you. It is also likely where a protest (if there is one) involving your team may arise.

In addition to attending training and competition, but no less important are the following responsibilities:

### Transportation

Unless your team is competing or training near the athlete's village, it is likely they will need transportation. Make sure transportation has been arranged for your team and your team is aware of the arrangements.

Transportation may already be arranged by the Host Society and all that will be required of you is to make sure your team knows what the arrangements are. Sometimes transportation has not been set up, or what has been scheduled needs to change for various reasons (e.g. venue or schedule changes). In those cases you should arrange for transportation and make your team aware of the arrangements.

If major transportation issues or problems arise regarding ongoing transportation issues, please ensure the Chef de Mission is aware of these concerns. These issues will be brought to the attention of the Host Committee at the daily Chef de Mission meetings.

*Mission Staff are not to transport athletes, coaches or managers in their assigned vehicle.*

### Box lunches

If your team will be away from the athlete village over a meal time, it is your responsibility to arrange for box lunches. The procedures for getting box lunches for your team are communicated by the Core Team Leader for Athlete Services.

It should be noted that box lunches must be ordered in advance to ensure their delivery (specific directions will be shared closer to the Games). Check your team's schedule early enough to be able to order box lunches for the next day if necessary.

### Medical Appointments

The Host Society will have established a medical treatment centre (Poly Clinic) where participants can receive acute care as well as ongoing care such as taping, physical therapy, massage therapy and chiropractic. These services tend to be very popular and depending on the demand, participants may be able to pre-book appointments or may have to wait on a first-come, first served basis.

**Mission Staff should inform the Chef de Mission and the Medical Liaison immediately of any serious injuries.**

### Equipment storage

Each team will have an assigned and secure storage area. The residential area of the athlete village will not allow most equipment in residence. In general, small items will be allowed into the athlete village, but larger equipment must be stored in an assigned area. Mission Staff should review this with their team members so they know what will and will not be allowed into their rooms. Make sure your team knows where the storage area is, who keeps the key and that they have access to it when they need.

### Media Requests

Members of your team (usually athletes) may be asked by various media to participate in an interview. This may mean the media coming to them or more likely, the athlete going to the media. The Communications Manager is the contact that the media will reach to arrange an interview. The Communications Manager will then contact you as Mission Staff and request your assistance to make the arrangements to put the media and the athlete together. This may mean tracking down the athlete if you are not with them and transporting them to the arranged location if necessary.

### Mission Office

The Team Saskatchewan Mission Office is open from 7:00am – 1:00am daily, 18 hours a day. The day is divided into three (3) hour shifts which are manned by the Mission Staff. This usually works out to once every other day.

### **Why do we have a Mission Office?**

Each province and territory at the Canada Games will have a Mission Office. In some cases, provinces and territories share office space. The Mission Office is the team headquarters and central location where Team Saskatchewan can be reached while at the Canada Games. The office will be equipped with phone lines, desktop computers, fax machines, photocopier and normal office supplies. The office will also have mail slots for team managers as well as for each

Mission Staff. The Mission office therefore is the place where the administrative business of Team Saskatchewan can be conducted. It is also a great place to conduct pin trading with the other participants!

### **What do I do in the Mission Office?**

Staff will be assigned to three hour shifts in the Mission office at various times throughout the Games. While on duty, Mission Staff members are responsible for the operation of the office and represent Team Saskatchewan to any visitors, incoming calls and faxes.

While on duty, the following table serves as a checklist of responsibilities to be completed as required:

- Answer phone calls
- Answer questions
- Check Email
- Distribute mail
- Word process
- Assist as needed
- Photocopy
- Direct inquiries
- Be an ambassador
- Record results
- Troubleshoot
- Clean up

### **Where is the Mission Office?**

Mission office is centrally located for easy access by Mission Staff, coaches and managers as well as the Host Society.

### **Who has access to the Mission Office?**

Admission to the Mission Office is controlled and visitors must show accreditation in order to gain entry. The Mission Office is accessible to Mission Staff, coaches and managers. Athletes can visit only if accompanied by a Mission Staff.

### **When will I be assigned to Mission Office duty?**

As noted above, members of Team Saskatchewan Mission Staff are in the office for three hour shifts during the times it is open. Every attempt is made to assign staff to times that they are not with their teams in training or competition. However, it is not possible to assign staff without there being a conflicting interest such as receptions, mission nights or other special events.

The duty schedule for Mission Office will be posted just prior to the Canada Games.

### Team Events

Team Saskatchewan will host a number of events throughout the Games.

Parent/Coach Receptions will be held each week of the Games. Mission Staff are required to help in some capacity including decorating, transporting Coaches and Managers and cleaning-up after the event.

Coupled with several other provinces Team Saskatchewan will host a Mission Night. These events are for Mission Staff only. These events provide an opportunity to meet your counterparts from the other provinces and socialize. Three or four mission nights will be held during the Games and while they are not required it is important that our mission team is represented. A Mission Night committee will be established to work with the other provinces in hosting our party. These evenings are fun and usually well attended. You might even have the opportunity to be a the next Canada Games Mission Staff Idol!

When attending an official Team Saskatchewan event, Mission Staff are expected to wear Team Saskatchewan clothing and act as hosts to the invited guests.

### Protests and Appeals

The sport team to which a Mission Staff is assigned may be the subject of an appeal based on a perceived violation of the technical package. Should you be the Mission Staff for such a team, be prepared to assist in fact finding that will support Team Saskatchewan's position.

Your first responsibility in this situation is to alert the Chef de Mission if he or she has not already been notified. The Chef de Mission will direct you from that point. Do not alarm the athlete or coach especially if the protest is made just prior to or during competition. Allow them to concentrate on competing. Inform the Team Manager of the protest and the nature of the complaint. Collect as much information as you can with respect to the protest and the facts that will be presented.

### Be a Team player

When all else is completed, your last responsibility is to be a team player for Team Saskatchewan.

While your duties are done, another Mission Staff may need assistance with their duties. For example, a Mission Staff may need a ride or an automobile to use, a team in competition could use your support or the Mission Office could use some help. These are just a few examples, but it gives you a sense of the need to try and help each other.

### Looking After Yourself

Lastly, but perhaps most important is the need for Mission Staff to take care of themselves! Staff will be working long days, getting up early and getting to bed late and will frequently encounter stress with eating and sleeping.

Try to get a good night's sleep whenever you can. Don't let yourself get too sleep deprived. While it may not be possible to get eight hours sleep a night, Mission Staff should not be trying to function on only a few hours each night for the duration of the Games!

Meals will often be grabbed on the run, but Mission Staff should try to maintain proper eating habits and at regular times. When an opportunity for a proper and nutritious meal presents itself, take it!

Exercise is an important part of maintaining a healthy lifestyle. While it may be difficult to find the time, Mission Staff should try to include exercise in their routine. It will help to relieve stress and re-energize you!

## **Uniform & Souvenir Items**

### **Uniforms**

All members of Team Saskatchewan (athletes, coaches, managers and mission staff) will receive the full team walkout uniform. Also receiving uniforms will be representatives from the Provincial Government and Sask Sport Inc.

#### Sizing and Ordering

Mission Staff will assist their assigned team with their uniform orders.

Due to the length of time it takes to secure clothing, teams will be required to order items usually long before team members have been selected. This is always difficult and somewhat contentious with the coach and manager who you will be asking to indicate their clothing order requirements.

Try to assist the coach and manager in projecting clothing needs based upon the number of team members (as indicated in the sport technical package). When trying to estimate sizing, ask the coach and manager to think of potential team members or typical sizing for their sport. While it is guesswork at best, Mission Staff should reassure the coach and manager that every effort will be made to outfit everyone with proper sized clothing.

Team members can trade amongst themselves within and between teams to accomplish this. As well, Team Saskatchewan will order extra pieces of clothing in each size to help with this process. Team Saskatchewan will not subsidize the costs if clothing must be altered because the right size is just not available.

#### **Can the Team Saskatchewan uniform be worn before the Canada Games?**

Uniforms are not to be worn prior to departure for the Canada Games! Other than trying the uniform on for size, the first time the Team Saskatchewan uniform is worn is when the team is going to the airport to leave for the Canada Games or at authorized media conferences.

### **Souvenir Items**

Team Saskatchewan will also have a number of souvenir items available for sale prior to and during the Games.

Included in the souvenir line are items such as:

- T-shirts
- Hoodies
- Sweats pants
- Conference bags (for coaches, managers and mission staff)
- Mission staff specific items (shirts, etc)

Teams will be able to order these items before their departure. Please encourage your teams to pre-order as there will only be a limited stock of items available at the Games.

## **Registration & Communications**

### Registration

In order to participate in the Canada Games, athletes, coaches, managers and mission staff are required to register with the Host Society. As Mission Staff, your responsibility is to ensure that the participants complete the registration forms and enter their information onto the database BY THE SET DEADLINE. This is one of the Mission member's most important pre-Games responsibilities.

This is critical in the process of getting to the Canada Games, yet it has been a consistent problem to have participants understand its importance. This may be because many of the participants will have been to National championships for their individual sport where registration procedures may take place as late as the day of competition. You must stress with your sport and participants that the Canada Games is not like a National Championship and the deadline must be met.

Participants will be required to complete several forms to have a complete registration package. The documents include:

- Team Saskatchewan Member Agreement\* An agreement between the participant and Team Saskatchewan in which the participant agrees to the Code of Conduct, releases Team Saskatchewan from liability and agrees to let Team Saskatchewan use personal information for the purposes of furthering Team Saskatchewan's objectives.
- Canada Games Waiver\* An agreement between the participant and Canada Games Council and The Host Society in which the participant releases the Council and Host Society from liability and agrees to release personal information.
- Medical Release\* A document on which the participant can indicate what emergency medical treatment they will permit and a release for any medical information contained on their medical forms in the registration package.
- Personal Profile  
A document that captures personal information such as name, address, contact information etc.

The Management Team will be responsible for the final verification of team members, coordination of substitutions and ensuring all appropriate information and pictures are included in the on-line registration procedure.

\* Please note that it is mandatory for any participants under the age of 18 to have a parental or guardian signature on these documents.

Since 2001, the Canada Games has implemented an on-line registration system. It is expected that the 2009 Games will also use this process.

## Media Guide

Team Saskatchewan will produce a Media Guide that includes athletes, coaches, managers and mission staff. The Media Guide is intended to highlight our athletes. The local and national media use the Media Guide to help them identify athletes in photos, check for proper name spelling, and through their listed accomplishments get to the know our athletes.

Included in the Media Guide:

- Photo
- Name
- Age (not for coaches, managers and mission staff)
- Hometown
- Recent accomplishments (academic and athletic)

Gathering of this information should begin as early as possible. Encourage your team to have all their 'identified' team members complete the Media Guide Information sheet and have their photos taken. This way once the final team is selected we only have to delete those who have not made the team. The completion of the forms and the taking of the photos are best done during training camps and you may want to offer to assist with this to ensure your team meets the deadlines.

## Website

Team Saskatchewan's website is: [www.teamsaskatchewan.ca](http://www.teamsaskatchewan.ca)

Prior to the Games information regarding the Host Community, deadline and forms for registration, uniforms and souvenirs will be posted. The Media Guide will also be posted on the website once all the teams have been selected.

During the Games the website will have links to results, it will house the Harvester Newsletter and highlight Team Saskatchewan on a daily basis.



## Glossary of Terms and Acronyms

The Canada Games, Team Saskatchewan and the sport community use a variety of acronyms that can be confusing to the newly initiated. Here are some of the more common acronyms and terms one will encounter.

CAC	<b>C</b> oaching <b>A</b> ssociation of <b>C</b> anada
CCES	<b>C</b> anadian <b>C</b> entre for <b>E</b> thics in <b>S</b> port
COC	<b>C</b> anadian <b>O</b> lympic <b>C</b> ommittee
Canada Games Flag	Symbolic of the highest ranking province after the completion of competition. Provinces and territories are awarded flag points (see below) based on final position in the competition. All points are combined together with the team having the highest number of points being awarded the Canada Games Flag.
Walk-out or Ceremonial Uniform	The official uniform of Team Saskatchewan guidelines for wearing the uniform will be identified in the Athlete Information Guide
Competition Uniform	The uniform that an athletes wears while competing.
Warm-up Uniform	The clothing worn by an athlete as they warm-up for competition.
Field of Play	The area where warm-up and competition will take place (includes the change area).
Flag Point	Points are awarded to a team based upon their final placing in the Canada Games for their individual sport. Cumulative points for a province or territory are used to determine the winner of the Canada Games Flag.
Mayor's Office	An office established by the Host Society that acts as a service hub for athletes, coaches, managers and Mission Staff.
NCCP	<b>N</b> ational <b>C</b> oaching <b>C</b> ertification <b>P</b> rogram
NSO	<b>N</b> ational <b>S</b> port <b>O</b> rganization
NSF	<b>N</b> ational <b>S</b> port <b>F</b> ederation
PSO/PSGB	<b>P</b> rovincial <b>S</b> port <b>O</b> rganization/ <b>P</b> rovincial <b>S</b> port <b>G</b> overning <b>B</b> ody
WADA	<b>W</b> orld <b>A</b> nti- <b>D</b> oping <b>A</b> gency
NAP	<b>N</b> ational <b>A</b> rtists <b>P</b> rogram