



February 18<sup>th</sup> to 24<sup>th</sup>, 2018

## Team Rivers West

### Mission Staff Application Form

Deadline for submission of completed application: **August 31<sup>st</sup>, 2017**

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
P.O. Box/Street Address                      Town/City                      Province                      Postal Code

I would like to volunteer as Mission Staff for Team Rivers West for (please check only one):

- First half (February 18<sup>th</sup> - 21<sup>st</sup>, 2018)                       Second half (February 21<sup>st</sup> – 24<sup>th</sup>, 2018)
- Full week (February 18<sup>th</sup> – 24<sup>th</sup>, 2018)

- I have read and understand the responsibilities and role of the Mission Staff Volunteer.
- I will require accommodations as a Mission Staff Volunteer.
- I will supply a Criminal Record Check completed after December 1<sup>st</sup>, 2017
- I will need accommodations while at the Games (for those who live outside of North Battleford).

I would like to be assigned to the following sports (please number your top three choices in order of your preference).

#### **First Half** February 18<sup>th</sup> – 21<sup>st</sup>, 2018

- \_\_\_\_\_ Alpine Skiing
- \_\_\_\_\_ Biathlon
- \_\_\_\_\_ Curling - Male
- \_\_\_\_\_ Gymnastics
- \_\_\_\_\_ Hockey - Male
- \_\_\_\_\_ Judo
- \_\_\_\_\_ Synchronized Swimming
- \_\_\_\_\_ Speed Skating
- \_\_\_\_\_ Target Shooting
- \_\_\_\_\_ Weightlifting

#### **Second Half** February 21<sup>st</sup> – 24<sup>th</sup>, 2018

- \_\_\_\_\_ Badminton
- \_\_\_\_\_ Bowling
- \_\_\_\_\_ Bowling “Special O”
- \_\_\_\_\_ Cross Country Skiing
- \_\_\_\_\_ Curling - Female
- \_\_\_\_\_ Figure Skating
- \_\_\_\_\_ Hockey - Female
- \_\_\_\_\_ Snowboarding
- \_\_\_\_\_ Table Tennis
- \_\_\_\_\_ Wrestling

Please list any past **Games** related experiences (Saskatchewan Games and/or First Nations Games) *include past experiences as an athlete, coach, manager, official, mission staff or administration and identify the specific sport you were involved in for each experience:*

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Please list any events which you have participated as an athlete, coach, official, volunteer or administrator:

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Why are you interested in being Mission Staff for the 2018 Team Rivers West?

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Do you have any skills/experience in any of the following areas:

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|--|--|
| <input type="checkbox"/> newsletter design/publication | <input type="checkbox"/> office administration     |
| <input type="checkbox"/> photography                   | <input type="checkbox"/> Facebook/Twitter/Snapchat |
| <input type="checkbox"/> news releases/media relations | <input type="checkbox"/> results                   |

My shirt size is: \_\_\_\_\_ My pant size is: \_\_\_\_\_ My jacket size is: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deadline for application for Team Rivers West 2018 Saskatchewan Winter Games Mission Staff is **August 31<sup>st</sup>, 2017.**

Please send completed form to:

Donna Johnston-Genest, Executive Director  
Rivers West District for Sport, Culture & Recreation Inc.  
P.O. Box 1480, Rosetown, SK., S0L 2V0  
Fax: (306) 882-2744      Email: [rwdscri.donna@sasktel.net](mailto:rwdscri.donna@sasktel.net)

February 18<sup>th</sup> – 24<sup>th</sup>, 2018  
**Team Rivers West**  
Mission Staff Roles & Responsibilities



### **Mission Staff Role**

Mission Staff are an integral component of each District Team. They are a group of volunteers who are responsible for the effective management, operation, administration and supervision of their District Team prior to and during the Games.

Each member of our Mission Staff, as part of **Team Rivers West**, will provide leadership, direction and assistance to our athletes, coaches and managers.

### **Mission Staff Responsibilities**

- ✚ Familiarize yourself with all information regarding the operation and participation of **Team Rivers West** at the Saskatchewan Games.
- ✚ Familiarize yourself with the information regarding the operation of the Games and its sport venues and services 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, venues, coaches meetings, etc.
- ✚ Contact and meet coaches and managers of your sport(s) at least once prior to the Games, and if possible, attend a pre-Games tryout/competition/practice.
- ✚ Attend and assist with **Team Rivers West's** pep rally (Wednesday, February 7<sup>th</sup>, 2018 in North Battleford, SK. in the gymnasium at the Don Ross Centre).
- ✚ Meet assigned sports upon their arrival at the Games and assist in the accreditation and accommodation.
- ✚ Act as a liaison between assigned sport(s) and the Chef de Mission to ensure that the assigned sport(s) are aware of any and all information regarding the Games.
- ✚ Attend daily Mission Staff meetings during the Games.
- ✚ Accompany coaches and managers for assigned sports to coaches meetings.
- ✚ Meet with assigned sport on a daily basis to keep them updated on any changes, deal with any issues and provide support. Ensure coaches and managers check in at the Mission Desk at least once per day.
- ✚ Facilitating requests and logistics of your assigned sport(s) (ie: special meal requests, special travel request, etc.) or area of responsibility prior to and during the Games.
- ✚ Attend the Opening and Closing Ceremonies for the Games and for each of the assigned sport(s) and ensure attendance of **Team Rivers West** at these events.
- ✚ Each Mission Staff member will be assigned duty time on the Mission Desk in the Mission Headquarters. Desk duties may include (but are not limited to): updating the daily log book, media reports, results reporting and filing, schedule updating and notification, transportation arrangements upon request, accessing the storage area upon request, dormitory checks (coaches and managers are directly responsible for their athletes), trouble shooting, etc.
- ✚ Assist with the departure of the athlete's from the Host Community (Wednesday and Saturday).
- ✚ Attend **Team Rivers West** Mission Staff meetings when scheduled, through September 2017 through to February 2018.

- ✦ In conjunction with the Chef de Mission, be responsible for any disciplinary action that may be necessary for any team member of assigned sport(s) which is not being handled by the coach or manager.
- ✦ Mission Staff must wear the **Team Rivers West** uniform as much as possible. The uniform must be worn during any Opening and/or Closing Ceremonies.
- ✦ **Team Rivers West** Mission Staff will be expected to complete the same medical forms as the coaches, managers and athletes in order to ensure that any medical treatment which may arise, is handled as safely as possible.
- ✦ Mission Staff will be required to share accommodations with one other Mission Staff.
- ✦ Mission Staff will be reimbursed for any expenses incurred while representing **Team Rivers West** – such as travel (car-pooling is encouraged) to meetings and to the Saskatchewan Games, accommodations, meals and any other expenses approved by the Executive Director of Rivers West District.
- ✦ Mission Staff will be required to provide a Criminal Record Check. This must be done after **December 1<sup>st</sup>, 2017** and mailed to the Rivers West District Head Office, P.O. Box 1480, Rosetown, SK. S0L 2V0. **Criminal Record Checks are mandatory for all Mission Staff.** The Criminal Record Checks are strictly confidential and are necessary to ensure the safety of the vulnerable people that the Mission Staff will be working with at the Games. All Criminal Record Checks will be securely stored in the Rivers West District Head Office and only the Executive Director of the District will have access to them.
- ✦ Mission Staff will be required to arrive in North Battleford one day prior to the start of the 2018 SWG (Saturday, February 17<sup>th</sup>, 2018) to assist with set up of the Mission Desk and to attend the General Mission Staff meeting and social held that evening.