



February 18th, 2023 to February 25th, 2023

Team Rivers West

Mission Staff Application Form

Deadline for submission of completed application: **October 31st, 2022**



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 18th – 22nd, 2023) Second half (February 22nd – 25th, 2023)
- Full week (February 18th to 25th, 2023)

- I have read and understand the responsibilities and role of the Mission Staff Volunteer.
- I will supply a Criminal Record Check completed after December 1st, 2022
- I will need accommodations while at the Games.
- I am interested in the Assistant Chef de Mission position.

I would like to be assigned to the following sports (please number your **top three** choices in order of your preference for each half of the Games). You may be assigned more than 1 sport for each half.

- First Half** February 19th to 22nd, 2023
- _____ Alpine Skiing
 - _____ Artistic Swimming
 - _____ Biathlon
 - _____ Bowling – Special Olympics
 - _____ Curling (F)
 - _____ Curling (M)
 - _____ Curling – Mixed Doubles
 - _____ Gymnastics
 - _____ Judo
 - _____ Speed Skating
 - _____ Table Tennis
 - _____ Weightlifting

- Second Half** February 22nd to 25th, 2023
- _____ Badminton
 - _____ Cross Country Skiing
 - _____ Para-Nordic
 - _____ Figure Skating
 - _____ Futsal (Soccer) - F
 - _____ Futsal (Soccer) - M
 - _____ Snowboarding
 - _____ Target Shooting
 - _____ Wrestling

Please list any past **Games** related experiences (Saskatchewan Games, First Nations Games, Western Canada Games, Canada 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:*

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

Why are you interested in being Mission Staff for the 2023 Rivers West Mission Staff Team?

I have successfully completed the **Respect in Sport** training through SaskSport Yes No

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

- | | |
|--|--|
| <input type="checkbox"/> newsletter design/publication | <input type="checkbox"/> office administration |
| <input type="checkbox"/> photography | <input type="checkbox"/> Facebook/Twitter/Snapchat/Instagram |
| <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 2022 Saskatchewan Winter Games Mission Staff is **October 31st, 2022.**

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: rwds.cr.donna@sasktel.net

February 18th to 25th, 2023
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 as representatives of Rivers West District.

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.
- + Register for the Games on the GemsPro online website when the site becomes *live* for the 2023 Games.
- + 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** (date TBD).
- + Meet assigned sports upon their arrival at the Games and assist in the accreditation and accommodation assignments.
- + Act as a liaison between assigned sport(s) and the Chef de Mission to ensure that the assigned sport(s) are aware of 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 daily 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 to gather their *mail* from their assigned folders.
- + 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 logbook, 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 athletes from the Host Community (Wednesday and Saturday).
- + Attend **Team Rivers West** Mission Staff meetings when scheduled, prior to the Games.

- ✚ 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** *walk out uniform* during any Opening and/or Closing Ceremonies. This uniform will be provided by the Saskatchewan Games Council and Rivers West District.
- ✚ **Team Rivers West** Mission Staff will be expected to complete the same medical forms as the coaches, managers, and athletes 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 1st, 2022**, then mailed or emailed to the Rivers West District Head Office, P.O. Box 1480, Rosetown, SK. S0L 2V0 rwdscr.donna@sasktel.net **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 Regina one day prior to the start of the 2023 SWG (Saturday, February 18th, 2023) to assist with set up of the Mission Desk and to attend the General Mission Staff meeting and social held that evening.
- ✚ **NEW:** Mission Staff are required to complete the *Respect in Sport* online training through SaskSport Inc. [Access Training - Sask Sport](#)
If you have already completed this training, please indicate that you have up to date certification in this area in the space provided above.
- ✚ **NEW:** To keep all Mission Staff, Athletes, Coaches, Managers, and Games Volunteers safe, Rivers West District will be closely monitoring the COVID-19 provincial statistics and recommendations. It is strongly recommended that all mission staff be fully immunized with approved COVID 19 vaccines prior to the 2023 Saskatchewan Winter Games. If mandated by the Saskatchewan Games Council, Host Community, and/or Rivers West District, to wear masks while in public areas at the Games, all Rivers West District Mission Staff will do so. Masks will be provided in the event of a mask mandate.

