

2008
ARCTIC WINTER GAMES



MISSION STAFF
APPLICATION FORM

PREAMBLE

In March of 2008, the Arctic Winter Games will make its return to Yellowknife in Canada's Northwest Territories for the 20th anniversary of the Games. The celebration will be held from March 9th -15th and will be one of the largest multi-sport and cultural events ever to be held in the north, attracting more than 2000 participants from across the circumpolar world.

Team Yukon will be participating in the following:

Arctic Sports – Inuit Games	Figure Skating
Arctic Sports – Dene Games	Gymnastics
Badminton	Hockey
Basketball	Indoor Soccer
Biathlon – Ski	Snowboarding
Biathlon – Snowshoe	Snowshoeing
Cross Country Skiing	Speedskating
Cultural Events	Table Tennis
Curling	Volleyball
Dog Mushing	Wrestling

Mission Staff play a very important role in the success of a well-managed team. The personal time commitment before, during and after the Games is quite extensive. Team Yukon is preparing to send 14 representatives who operate under the direction of the Chef-de-Mission and are assigned to work with and disseminate information to their designated sport(s), ensuring a vital communication link.

The time commitment for Mission Staff will occur from October 2007 until they return home with the Team in March 2008. Mission Staff will be required to communicate and work with their assigned sport(s) on an intermittent basis prior to the Games and full time during the Games. All Mission Staff must be aware that they are required to attend the Games as a volunteer and are not compensated for any time away from work.

Included with this application is a list of Mission Staff roles and responsibilities, which will be included in the Team Yukon Handbook. This should be read thoroughly prior to submitting an application. It is also recommended that either a Sport Governing Body or a Recreation Board endorse your application.

Please note, if selected, you will be required to give authorization for a criminal record check.

For further clarification or questions, please contact Trevor Twardochleb, at 867.393.8330.

**TEAM YUKON MISSION STAFF
APPLICATION FORM**

PLEASE PRINT LEGIBLY

SURNAME FIRST NAME

ADDRESS COMMUNITY

POSTAL CODE E-MAIL ADDRESS

TELEPHONE (H) _____ (W) _____ (F) _____

OCCUPATION EMPLOYER

NUMBER OF YEARS AS A YUKON RESIDENT _____

SPORT GOVERNING BODY / RECREATION BOARD ENDORSING THIS APPLICATION

PRESIDENT

SIGNATURE

Application Deadline: October 26, 2007

Please complete and return application to:

Sport Yukon
4061 - 4th Avenue
Whitehorse, Yukon
Y1A 1H1

(or) fax application to (867) 667-4237

Mission Staff – Roles and Responsibilities

The members of the mission staff will report directly to the Chef de Mission and will assist with specific duties as outlined below in accordance with the needs of the team.

BEFORE THE GAMES

Each mission staff member is assigned a specific sport(s) and responsibilities will include:

- making every effort to promote a safe, harassment free environment where all team members are treated with respect so the experience is conducive to maximal enjoyment for all
- initiating contact with their assigned Yukon Sport Governing Body and coaches as soon as they are confirmed
- outlining the role of mission staff to the sport contacts, coaches, chaperons, and identifying areas where these individuals can expect assistance, before and during the Games
- familiarizing themselves with their assigned sport, its technical package, Trial selection criteria and process, number of athletes active in the sport, etc.
- overseeing the Trial for their assigned sport(s)
- being the main communication link for the coaches and chaperons of their assigned sport(s)
- ensuring coaches, chaperons and athletes are familiar with the Team Yukon Handbook, including the Team Yukon Conduct and Discipline Code
- assisting with Team Yukon Pep Rally
- attending all meetings called by the Chef de Mission and coaches
- assisting with flight departure, so that this operation is handled in an orderly manner
- completing other duties as assigned by the Chef de Mission

AT THE GAMES

During the Games, mission staff will assist the team in a variety of areas, including

a) Team Support:

Mission staff will keep the Chef de Mission up to date and will assist in the following areas:

- making every effort to promote a safe, harassment free environment where all team members are treated with respect so the experience is conducive to maximal enjoyment for all
- promoting awareness of and adherence to the Team Yukon Conduct and Discipline Code and assisting in discipline procedures as required
- reporting any incidents of harassment to the Chef de Mission and Assistant Chef de Mission
- assisting with athlete accreditation and accommodation arrangements
- working regular shifts at the unit mission desk as assigned by the Chef de Mission
- assistance in organizing of Team Yukon for Opening & Closing Ceremonies

- endeavouring to attend as many competitions as possible of assigned sport(s)
- providing information and assisting in the development of team newsletters
- complete other duties that may be assigned by the Chef de Mission

b) Information Update:

Keep coaches and chaperons up to date on Games information including schedule changes, weather forecasts, transportation information, policies and procedures, participants' social events, medal presentations, results, and any other pertinent information by the Chef de Mission. Where appropriate, this information will be relayed to the coaches and chaperons in written form.

c) Transportation:

May be required to assist in transporting athletes, equipment and bag lunches when the central transportation system cannot meet these needs.

d) Technical Requirements:

Be familiar with the technical package of their assigned sport(s).

e) Sport Protests:

Must be familiar with their assigned sport's "field of play" protest procedure. Mission staff must also understand the procedure for protests that are beyond the "field of play". All protests must be approved and signed by the Chef de Mission or designate prior to being submitted to the Games Jury.

f) Medical:

Monitor medical emergencies and provide updates/information to coaches, chaperons, mission staff and Chef de Mission

g) Meals & Accommodation:

Assist coaches, chaperons and athletes with any problems that arise or when these services fail to meet the needs of Team Yukon. Mission staff are not responsible for security in the Athletes' Village but are responsible for ensuring the coaches and chaperons are aware of proper conduct and curfew regulations.

h) Discipline:

Ensure that participants are aware of and adhere to the Team Yukon Conduct and Discipline Code. Report any incidents to the Head Coach and, if appropriate, to the Chef de Mission for action and follow-up. The Head Coach, who may solicit advice from their coaching staff or assigned mission staff, will determine initial disciplinary action concerning athletes. If a mission staff has not been part of the initial discipline hearing, they may be asked to be part of the Appeals Committee.

i) Athletes Advocate:

Be prepared, if approached to act as an athletes advocate.

j) Ceremonial:

Attend Team Yukon medal presentations, especially in assigned sport(s).

k) Media Requests:

Assist participants in meeting requests from the media at appropriate times and locations. All interviews must be approved by the Head Coach and should take place at the conclusion of a competitive event.

l) Results:

Ensure results of sport competitions are relayed to the Yukon Mission Desk, as soon as possible.

m) Games Jury Meetings:

Attend, with the Chef de Mission, if required, any Games Jury meetings regarding protests or disciplinary action in designated sport(s).

n) Departure:

Mission staff will assist with the departures and ensure that all team members are aware of schedules and procedures. All transportation schedules are to be provided to sports in writing, as soon as they are confirmed. Mission staff will assist with the departure of Team Yukon ensuring that accommodation and venue sites are left clean and organized. All accommodations should be checked for damage. If damage is observed, it must be documented and reported to the Chef de Mission who will in turn inform the Host Society.

The Chef de Mission throughout the week may assign other duties.

AFTER THE GAMES

Mission staff will be required to submit a report to the Chef de Mission. A format will be provided for this report and it must be submitted no later than three weeks following the Games.