

MEMORANDUM

Date: February 22, 2017

To: Northern Alberta Schools/Northern Alberta Municipalities/Northern Sport Partners

From: Jerry George
Chef de Mission, Team Alberta North

Re: **Mission Staff Applications
2018 Arctic Winter Games**

Team Alberta North is seeking energetic and enthusiastic individuals to participate as Mission Staff for the 2018 Arctic Winter Games being held March 17-24, 2018 in Hay River and Fort Smith, Northwest Territories. The Arctic Winter Games are a biennial celebration of sport and culture involving Alaska, Yukon, Northwest Territories, Nunavut, Alberta North, Nunavik (Northern Quebec), Greenland, Russia and the Sami of Northern Scandinavia.

The Mission Staff have a key role as members of Team Alberta North, acting as a liaison between individual sports and all components of the Arctic Winter Games organizational structure. Up to 9 Mission Staff members representing a blend of volunteers and professional staff from a wide cross section of the sport and recreation community in northern Alberta (Mission Staff must reside north of the 55th parallel) will be selected. Mission Staff members are volunteers who do not receive payment for their services or compensation for time off work. Travel, meals and accommodation to and from the Games will be reimbursed as per the Alberta Sport Connection Travel Policy. Mission Staff are required to attend all mission meetings and must be available for the duration of the Games. A brief overview of specific qualifications and responsibilities is enclosed along with the application form.

We are asking for your assistance in distributing the enclosed application to anyone within your network who may be qualified and interested in becoming a member of Team Alberta North's Mission Staff for the 2018 Arctic Winter Games.

Applications including a resume and a letter of support must be received by **Monday, April 17, 2017**.

If you have any questions, please contact me at (780-415-9714, jerry.george@albertasport.ca), or Michelle Deering, Assistant Chef de Mission (780-422-0779, michelle.deering@albertasport.ca).

Jerry



VOLUNTEER POSITIONS AVAILABLE

Team Alberta North Mission Staff

The Alberta Sport Connection invites applications for the position of Mission Staff for Team Alberta North at the 2018 Arctic Winter Games, March 17 – 24, 2018 in Hay River and Fort Smith, Northwest Territories.

The responsibilities of Mission Staff are attached. Listed below are the qualifications and qualities we are looking for in potential candidates:

- Volunteer or paid staff with a Provincial Sport/Recreation Association or related organization
- Knowledge of the Alberta amateur sport system
- Enthusiasm and interest for Games and working in a multi-sport environment
- Willingness and ability to commit the time Pre-Games and during Games
- Ability to operate independently and in a team environment
- Willingness to provide excellent service to assigned sports and Team Alberta North
- Strong interpersonal, communication and organizational skills
- High energy, positive attitude and multi-task oriented

Individuals interested in applying for Team Alberta North Mission Staff are required to:

1. Review the attached **Mission Staff Responsibilities**
2. Submit a completed application form
3. Submit a resume highlighting relevant experience
4. Submit a reference letter
(i.e. letter of support from your provincial association or related organization)
5. Interested applicants must reside north of the 55th parallel. For a complete listing of communities please visit our website at www.teamalberta.org

- Note: Travel expenses will be reimbursed as per Alberta Sport Connection Travel Policy

Please email or mail your completed application form, resume and letter of support to:

Attention: Jerry George, Chef de Mission
Team Alberta North

Alberta Sport Connection
Suite 500

10055–106 Street, Edmonton, AB T5J 1G3

Phone: 780.415.9714

E-mail: jerry.george@albertasport.ca

Website: www.teamalberta.org

All applications must be received by **April 17, 2017**. Final selection and notification will occur by June 2017. Applicants may be called upon for a personal or telephone interview and be required to submit a police records check before their position is confirmed.

MISSION STAFF RESPONSIBILITIES

The Alberta Mission Staff provide the primary link between all components of the Games' organizational structure and the sports to which they are assigned. Mission Staff are the key contacts for the sports leading up to, during and immediately following the Games. This approach enables Alberta's athletes, coaches and managers to concentrate on training and the competition at the Games.

Pre-Games

- Attend Mission Staff meetings and a two day retreat (mandatory)
 - **November 16-18 or 23-25, 2017 – Mission Staff Meeting/Retreat**
 - **February 9, 2018 – Mission Staff Meeting (Grande Prairie)**
- Become familiar with the structure and organization of Team Alberta North as well as the Arctic Winter Games and Team Alberta North rules and guidelines, including eligibility, Code of Conduct, registration, etc.
- Gain clear understanding of the technical package and all regulations affecting your assigned sports' involvement in the Arctic Winter Games including protest procedures
- Provide link between the Alberta Sport Connection and sport coordinator and coaches/managers
- Communicate pertinent Arctic Winter Games and Team Alberta North information to the sport coordinators and coaches/managers, field questions, provide clarification and assist with issues if they arise
- Assist the Alberta Sport Connection, sport coordinator and coaches/managers with administrative requirements, e.g. registration, media profile forms, travel arrangements, etc. and other related duties as needed
- Attend training/selection events prior to the Arctic Winter Games to become familiar with team staff and athletes
- Attend a Team Alberta North Staging event
 - **February 10, 2018 – Grande Prairie**
 - **February 13, 2018 – Fort McMurray (for Mission Staff in Fort McMurray only)**

At the Games

- Attend coaches/technical meetings and provide updates to the Chef de Mission
- Attend daily Mission Staff meetings
- Attend competitions for assigned sports
- Perform Mission desk duty as assigned
- Daily input to the Team Alberta North Social Media program and results system
- Check sport results for accuracy on a regular basis
- Assist coaches/managers with administrative details and communicate to them all matters related to Arctic Winter Games policies and procedures
- Assist coaches/managers with protest procedures if required
- Assist with emergency situations and issues to ensure athletes/coaches concentrate on their competition
- Minimum 11 day commitment during the Arctic Winter Games
 - **March 15 – 25, 2018**

Post-Games

- Complete a Mission Staff Post Games questionnaire/report
- Follow up on any matters with the sports resulting from the Games
- Attend Post-Games Evaluation Meeting
 - **April 2018**



VOLUNTEER MISSION STAFF APPLICATION FORM

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone (H): _____ Phone (B): _____

Email: _____ Phone (C): _____

Sport & Recreation Organization: _____

Current Position: _____

- 1. The Games include the following sports. Please select and prioritize three sports that you would be interested in working with. Please note that we cannot guarantee your selections(s).**

_____ Arctic Sports	_____ Gymnastics
_____ Badminton	_____ Hockey
_____ Biathlon- Ski	_____ Snowboarding
_____ Cross Country Skiing	_____ Snowshoeing
_____ Curling	_____ Speed Skating
_____ Dene Games	_____ Table Tennis
_____ Figure Skating	_____ Volleyball
_____ Futsal	_____ Wrestling

- 2. Mission Staff responsibilities also include the following duties. Please check your preference.**

☐ Results ☐ Social Media

Please rate the following on a scale of 1 – 5 (1 beginner – 5 advanced).

_____ Computer Skills

_____ Social Media

- 3. Do you have/use any of the following social media platforms:**

_____ Facebook _____ Twitter

_____ Instagram _____ Other (specify) _____

Alberta Communities North of 55th Parallel

Team Alberta North Eligibility

Anzac	Fort McMurray	North Star	First Nations
Assumption	Fort Vermilion	North Vermilion	Reserves
Atikameg	Fox Lake	Notikewin	IR 150 (A,B,C,D,E,F,G,H)
Atikamisis Lake	Gift Lake	Paddle Prairie	IR 151 (A,K)
Bay Tree	Girouxville	Peace Point	IR 152 (B,C)
Bear Canyon	Goodfare	Peace River	IR 154 (A,B)
Beaverlodge	Goodwin Corner	Peerless Lake	IR 155 (A,B)
Berwyn	Gordondale	Pelican	IR 162
Bezanson	Grande Prairie	Pelican Narrows	IR 163
Blueberry Mountain	Grimshaw	Peoria	IR 164
Bluesky	Grouard	Rainbow Lake	IR 166 (A,B,C,D)
Bonanza	Grouard Mission	Red Earth Creek	IR 167
Boyer	Grovedale	Reno	IR 173 (A)
Breynat	Guy	Ridgevalley	IR 174 (A,B)
Brownvale	Habay	Rocky Lane	IR 175
Buffalo Head Prairie	Hay Camp	Rycroft	IR 176 (A,B)
Buffalo Lake	Heart River	Salt Prairie	IR 178
Cadotte Lake	Heights	Sandy Lake	IR 183
Calais	High Level	Sexsmith	IR 187
Calling Lake	High Prairie	Shaftesbury	IR 194
Canyon Creek	Hines Creek	Silver Valley	IR 201 (A,B,C,D,E,F,G)
Carcajou	Hondo	Slave Lake	IR 207
Chard	Hotchkiss	Slavey Creek	IR 209
Chateh	Huallen	Smith	IR 210
Cherry Point	Hutch Lake	Spirit River	IR 211
Chinook Valley	Hythe	St. Isidore	IR 212
Clairmont	Imperial Mills	Steen River	IR 214
Cleardale	Indian Cabins	Sturgeon Heights	IR 215
Conklin	Jean Côté	Sunset House	
Crooked Creek	Jean D'or Prairie	Tangent	
Deadwood	Joussard	Teepee Creek	
DeBolt	Kathleen	Trout Lake	
Demmitt	Keg River	Tugate	
Dixonville	Kemp River	Twin Lakes	
Donnelly	Kinuso	Valhalla Centre	
Driftpile	La Crete	Valleyview	
Dunvegan	La Glace	Wabasca-Desmarais	
Eaglesham	Little Buffalo	Wabiskaw	
Elmworth	Loon Lake	Wandering River	
Enilda	Lutose	Wanham	
Eureka River	Lymburn	Watino	
Fairview	Manning	Wembley	
Falher	Mariana Lake	Whitelaw	
Faust	Marie Reine	Widewater	
Fawcett Lake	Marten Beach	Woking	
Fitzgerald	McLennan	Worsley	
Flyingshot Lake	Meander River	Zama City	
Fort Chipewyan	Nampa		
Fort MacKay	New Fish Creek		