



Team BC Mission Staff Volunteer Application Form

2011 Canada Winter Games



and

2011 Western Canada Summer Games





On behalf of the Provincial Government Sport and Recreation Branch, I would like to bring to your attention an opportunity to apply for Team BC Mission Staff for the 2011 Canada Winter Games and/or 2011 Western Canada Summer Games. **The deadline for submitting your application is 2:00 pm (Pacific Time) on March 15, 2010.**

Every four years the Province of British Columbia assembles a team of athletes, coaches, managers and mission staff to represent the province at Canada's premiere multi-sport events - the **Canada Winter Games** and Canada Summer Games. They represent the best in BC and are known as Team BC. The Canada Games are a national multi-sport competition with participation from every province and territory in Canada and take place on an alternating summer/winter cycle every four years.

The 2011 Canada Winter Games will be held in Halifax, Nova Scotia from February 11 – 27, 2011. The Games will bring together over 3,600 athletes, coaches, managers, and officials from every province and territory in Canada. Sports include: Alpine Skiing, Ice Hockey, Archery, Artistic Gymnastics, Badminton, Biathlon, Boxing, Cross-Country Skiing, Curling, Figure Skating, Freestyle Skiing, Judo, Ringette, Shooting, Snowboarding, Speed-Skating (Long/Short), Squash, Synchronized, Swimming, Table Tennis and Wheelchair Basketball.

The Province of British Columbia also supports a team of athletes, coaches, managers and mission staff to represent the province at the **Western Canada Summer Games**. The Western Canada Summer Games bi-sect the Canada Summer Games cycle (the Technical Packages are aligned two years younger than the Canada Summer Games ages) and provide an opportunity for BC's top age-class athletes to test their athletic talent against the best in the west.

The 2011 Western Canada Summer Games will be held in Kamloops, British Columbia from August 5 – 14, 2011. The Games will bring together approximately 2,300 athletes, coaches, managers and officials from four provinces and three territories for 10 days of high calibre multi-sport competition. Sports include: Artistic Gymnastics, Athletics, Badminton, Baseball, Basketball, Canoeing, Cycling, Field Hockey, Golf, Rowing, Rugby, Soccer, Softball, Swimming, Tennis, Triathlon, Volleyball (Indoor and Beach) and Wrestling.

The Mission Staff selected from the sport, recreation, and health services areas work together as a team to support British Columbia's **athletes, coaches and managers** leading up to and at the Games. Mission staff have the opportunity to apply for three positions: Sport Mission Staff, Operations Mission Staff and Communications Mission Staff. The specific responsibilities of each area is outlined in this document.

Being selected to the Team BC Mission Staff is both an honor and a privilege. Volunteering for Mission Staff requires commitment, patience, sensitivity, flexibility, passion, respect and trust. Mission Staff are required to attend all pre-Games training and budget pending, at least one training camp of their assigned sports. Mission Staff must be prepared to attend the entire Games as due to travel cost, there will be no one week positions available.

Mission Staff will be selected based on the following guidelines:

- A balance of male and female staff;
- A balance of experienced and new staff (preference will be given to experienced mission staff for the Canada Winter Games)
- Broad representation from the sport and recreation sector (PSO, MSO, recreation, education, health and Team BC contractors).

2011 Canada Winter Games

The Team BC Management team for the 2011 Canada Winter Games consists of:

- Ajay Patel (Chef de Mission)
- Judy Joseph – Black (Assistant Chef de Mission)
- Chris Graham (Program Manager)
- Becki O’Rae (Operations Manager)
- Marc Bowles (Sport Performance Program Manager)
- Keven Dubinsky (Information Technology Coordinator)
- Jan Mansfield (Communications Manager)

There are up to 10 Sport Mission Staff volunteer positions available for the Canada Winter Games. Duties specific to Sport Mission Staff are outlined on pages 6-7.

There are up to 2 Operations volunteer positions available for the Canada Winter Games. The Operations positions are not assigned to a specific sport but provide general support to all teams. Duties specific to the Operations positions are outlined on page 7.

There are up to 2 Communications volunteer positions available for the Canada Winter Games. The Communications positions are not assigned to a specific sport but provide general support to all teams. Duties specific to the Communications positions are outlined on page 8.

2011 Western Canada Summer Games

The Team BC Management team for the 2011 Western Canada Summer Games consists of:

- Irene Schell (Chef de Mission)
- Bruce Wasylik (Assistant Chef de Mission)
- Chris Graham (Program Manager)
- Becki O’Rae (Operations Manager)
- Judy Joseph – Black (Communications Manager)
- Marc Bowles (Sport Performance Program Manager)

There are up to 10 Sport Mission Staff volunteer positions available for the Western Canada Summer Games. Duties specific to Sport Mission Staff are outlined on pages 6-7.

There are up to 3 Operations volunteer positions available for the Western Canada Summer Games. The Operations positions are not assigned to a specific sport but provide general support to all teams. Duties specific to the Operations positions are outlined on page 7.

There are up to 2 Communications volunteer positions available for the Western Canada Summer Games. The Communications positions are not assigned to a specific sport but provide general support to all teams. Duties specific to the Communications positions are outlined on page 8.

Please note that the final number of positions required for the Mission Staff and the scope of the positions are subject to change. This application process is intended to help determine the best match for the needs of Team BC. More information about mission staff roles and responsibilities is provided in this document.

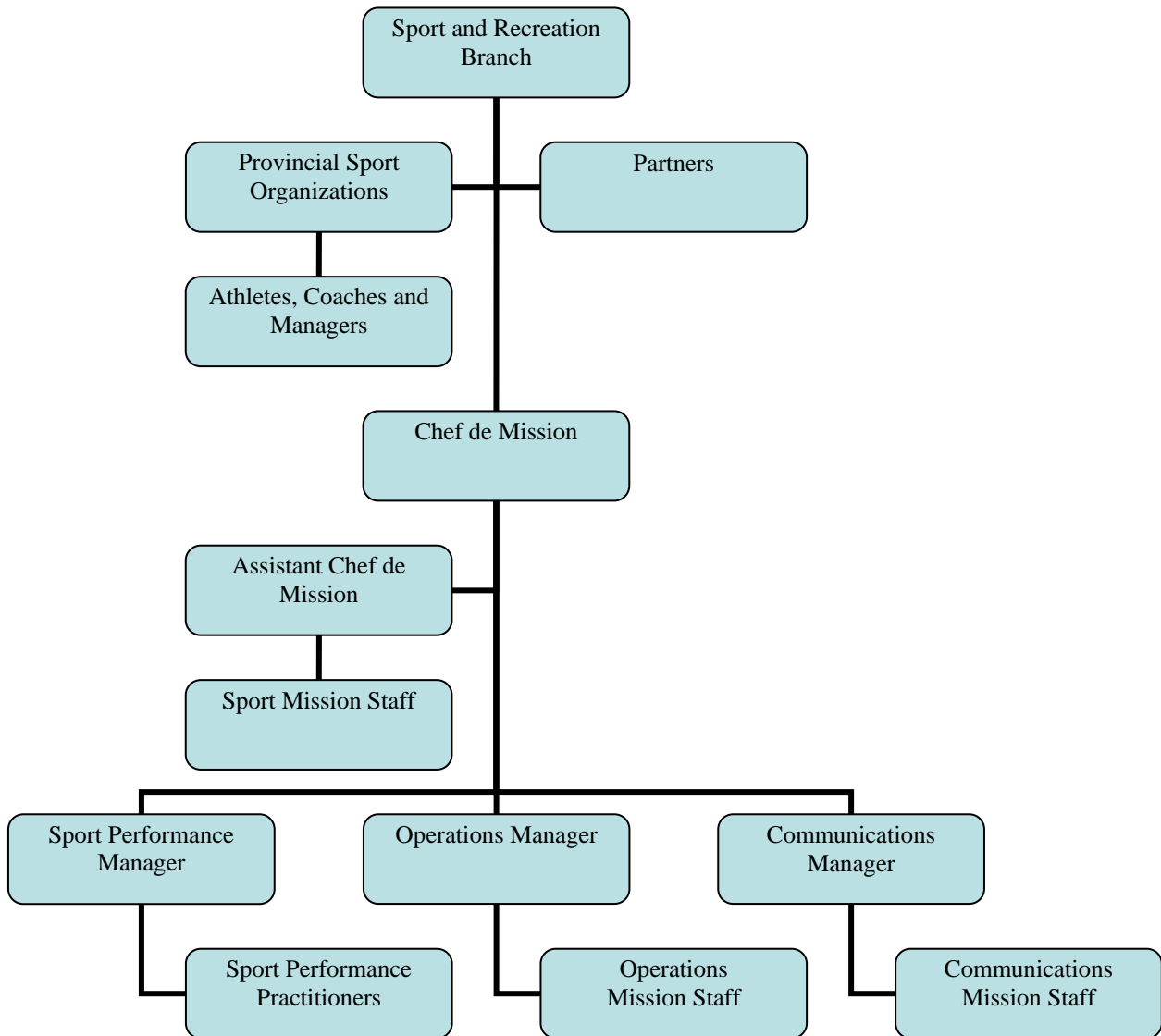
Please submit your application by email to chris.graham@gov.bc.ca . If you have any questions about Team BC or mission staff responsibilities, please go to the Team BC website under "Resource Manual" at <http://teambc.org/abouttbc/about/?G=4> or contact me. Please feel free to circulate this application to any other candidates you feel might be interested in this unique opportunity.

Sincerely,

A handwritten signature in blue ink that reads "Chris Graham". The signature is fluid and cursive, with the first name "Chris" and last name "Graham" clearly legible.

Chris Graham
Sport Consultant
Team BC Program Manager
(250) 387 – 4386
chris.graham@gov.bc.ca

Team BC Organization Chart



Canadian Sport Centre – Pacific and SportMedBC are the lead agencies that work with Team BC to lead the **Sport Performance Program**. Practitioners will be selected through a separate application process.

Mission Staff Responsibilities

Specific responsibilities will vary depending on which area volunteers are assigned to. The following information provides an overall perspective of the scope of responsibilities you may have prior to, during and following the Games.

All Mission Staff are expected to (pre-Games and during the Games):

- Attend all Team BC meetings and events.
- Support your fellow Team BC mission staffers and contribute to the team.
- Assist with Team BC logistics as requested by the Assistant Chef, or designate, with Operations, Communications, events and mission staff teams.
- Review all documents provided from Management.
- Respond to requests in a timely manner.
- Visit www.teambc.org regularly for updates.
- Attend the Team BC mission staff office training at the Games and get to know the office procedures.
- Become familiar with the Team BC Handbook and assist Management in the enforcement, and reinforcement of the rules, as required.
- Assist with media and communications by providing information to the communications team for the Wave newsletter, media releases etc.
- Upload pictures on the Team BC website.
- Assist with marshalling at the Opening and Closing Ceremonies
- BE FLEXIBLE !!!!!!!

1) Sport Mission Staff Responsibilities

The Sport Mission Staff are NOT assigned to either the Operations, Communications or Performance portfolios, except in unique circumstances. However they may be assigned more than one sport during any one week/phase of the Games.

Prior to the Games:

Re: Your Team:

- Get to know the PSO, coaches and manager of your sport. Discuss their coaching philosophy, approach to the Games and how you can best support them prior to and at the Games (i.e. conference calls, email, registration, human interest stories, etc).
- Establish communication channels with the Provincial Sport Organization and coaching staff. You will be REQUIRED to follow up with your sport regarding important deadlines and know the forms and procedures.
- Depending on funding availability, mission staff will be required to attend sport selection competitions and/or training camps and introduce yourself to the team. Take the opportunity to get to know the athletes and coaching staff.
- Ensure that you have a good general knowledge of the sport technical package.
- Ensure that you have a good general knowledge of your sport's field of play and non-field of play protest procedures.
- Familiarize yourself with the Team BC Athletes Handbook. You will be responsible for reviewing this with your teams, including the Team BC Code of Conduct.
- Familiarize yourself with the training and competition schedules for your sports.

At the Games:

Re: Your Team

- Work with all mission staff to ensure all logistical arrangements are in place when the teams arrive.
- Bring a copy of all important information and correspondence with you to the Games. Keep in constant communication with your coaches and managers and the Mission Staff (cell phones will be provided and numbers will be laminated on your accreditation badge).
- Know the transportation routes and locations to your practice and competition venues.
- Find out where your team's equipment will be stored and where it can be repaired.
- Find out where the closest laundry facilities, sporting goods store, etc. are in case your team needs it.
- Confirm practice, training and competition schedules for your team and ensure that changes are communicated to the team immediately. Information will be provided in your mission box and the sport's mission box.
- Greet your team upon arrival and assist the coaches, manager and athletes with the move into the Athlete's Village.
- Provide a tour of the training and competition venues to your coaching staff.
- Show the coaches and manager the Mission Office and explain office procedures.
- Respond to sport requests and requirements in a timely manner (i.e. you may be asked to help facilitate appointments with the Sport Performance team, order box lunches, etc).
- Arrange daily meetings with the coaching staff to keep them up to date on Host Society and Team BC information.
- Attend sport practices and competitions.
- Attend all technical meetings for your sport.
- Act as the liaison between Team BC, the Host Society and your sport.
- Ensure that transportation arrangements and equipment arrangements are confirmed.
- Offer to arrange a social outing for your team.
- Ensure all results are reported accurately to mission office.

Re: Team BC

- Assist the administrative team in the Operations and Communications areas.
- Attend the Team BC mission staff office training and get to know the office procedures.
- Know your way around the Athletes Village and be prepared to help your coaches and athletes if they need assistance;
- Attend Mission Staff meetings every morning and brief your sport afterwards (there is a mission staff meeting every morning at 8:00 am).
- Become familiar with the Team BC Handbook and follow through on protests or discipline issues if required
- Assist the Communications team (i.e. providing information for the Wave newsletter, media releases, helping with uploading pictures on the Team BC website).
- Assist the Operations team (i.e. rental cars, marshalling at the Opening and Closing Ceremonies, etc.)
- BE FLEXIBLE !!!!!!!

2) Operations Mission Staff Responsibilities

The Operations Mission Staff are NOT assigned to a particular sport, except in unique circumstances, but provide general support to Team BC and all sports. Leading up to and at the Games, the Operations Team will manage Team BC logistics and oversee the management of the systems in place.

Team BC will be assigned a mission office at the Games. As the logistics centre for Team BC, the mission office is the base for all Team BC matters. The mission office and is generally open daily from 7:00 a.m. to midnight. The Operations team is responsible for the set-up of the mission office, establishment of operations and systems at the office, managing of special

events, and providing information and support to the Sport Mission Staff, teams, Host Society and Team BC partners.

Duties include: dealing with requests for information/assistance from coaches, mission staff, the general public and Host Society, systems management (rental car, sport equipment locker, etc), office equipment, data storage (Games information, transportation schedules, accommodations info, results, newsletters, etc.).

The Operations Team portfolio includes:

- Athlete Give Aways
- Athletes Village (Accommodations and Security)
- Accommodations (Mission Staff and VIPs)
- Accreditation and Registration
- Builders of Excellence Program (Family Program)
- Cell Phones
- Collateral, Gifting, Event Kits and Promotional Items
- Event Kits, Promotional Items and Decorations
- Handbook
- In – Kind Donations
- Mission Office
- Pep Rally (at the Games)
- Pins
- Provincial Mission Night
- Receptions
- Sport Equipment
- Staging Event
- Transportation and Staging (Athletes, Coaches and Mission Staff)
- Uniforms and Distribution

3) Communications Mission Staff Responsibilities

The Communications Mission Staff are NOT assigned to a particular sport, except in unique circumstances, but provide general support to Team BC and all sports. Leading up to and at the Games, the Communications Team manages the communications, media, and information technology areas for Team BC.

The Communications Team is responsible for all formal Team BC communications. This includes:

- Distributing releases pre-Games on key milestones and announcements.
- Sending daily releases during the Games.
- Producing the Team BC newsletter for distribution on each day of the Games.
- Acting as main contact for Team BC with the Government of BC and the media.
- Producing an MLA newsletter during the Games.
- Responding to requests from media, MLAs, etc.
- Providing resources and information for Team BC athletes, coaches, and managers on conducting interviews, addressing the media, etc.
- Fielding requests for interviews and photo-ops for Team BC members.
- Coordinating media and photo-op events for Team BC.
- Writing speaking notes and messages to ensure consistency in Team BC messaging.
- Overseeing the selection process for Flag Bearers for the Opening and Closing Ceremonies
- Developing, enhancing and maintaining the Team BC website including posting articles, communications, results, photos, etc.
- Set up a media database and distribution tracking system.
- Produce the Media Guide.
- Managing the posting of results, news stories and photos on the Team BC website.

The Communications Team portfolio includes:

- Communications Plan
- Media Guide
- News Releases
- Newsletter (The Wave and Team BC Updates)
- Photography
- Promotions
- Results
- Website

Benefits

- An unbelievable experience! The Canada Winter Games and Western Canada Summer Games are each unique opportunities for people who love sport and above all are supportive of athletes and their pursuit of excellence.
- Opportunity to learn more about summer and/or winter sports.
- Opportunity to network with other professionals in the BC sport and recreation system.
- Opportunity to experience the hospitality of the Halifax or Kamloops communities and people.
- Opportunity to meet people from other Provinces and Territories and experience a multi-sport Games environment.
- Travel, food and accommodation costs for Team BC meetings and events are covered. Funding may be available for attendance at team training camps.
- Travel, accommodations and living expenses during the Games are covered.
- Mission Staff will receive a Team BC ceremonial clothing package, pins and other benefits.

Qualifications

- Able to work under pressure in a stressful environment for an extended period of time with limited sleep;
- Strong organizational skills and ability to multi-task;
- Creative problem solving and conflict resolution skills;
- Ability to work independently and as a supportive member of the Mission Staff team;
- Solid communications and people skills. Mission staff serve as the conduit of information between their team (Provincial Sport Organization, coaches, managers and athletes) and Team BC. Mission Staff must be able to effectively communicate with Host Society volunteers, coaches, athletes and parents and problem solve;
- Strong oral and written communication skills (French is an asset);
- Good physical fitness and general health;
- BC Class 5 Driver's License (Note – must be comfortable driving in all weather conditions).
- Comfortable in a Microsoft environment, MS Office software and the internet;
- Committed to comply with the Team BC Code of Conduct and drug-free sport. Mission Staff are required to go through a Criminal History Check;
- Previous experience as an athlete, coach, administrator, volunteer or mission staff in a multi-sport Games environment is an asset, but not required;
- Ability to exercise judgment, tact and discretion, empathy, humility, a sense of humor, positive attitude, high energy, enthusiasm and dedication to the pursuit of excellence, Team BC and the Canada Games and Western Canada Summer Games movement.

Expectations

All Mission Staff must attend the following meetings and events. Meetings are likely in the Lower Mainland or southern Vancouver Island area:

Canada Winter Games:

- Team BC Mission Staff Meeting
- Team BC Coaches / PSO / Mission Staff Meeting
- Team BC Mission Staff Meeting
- Team BC Mission Staff Meeting
- Team BC Coaches / PSO / Mission Staff Meeting
- Canada Winter Games commitment

Date

May 14, 2010 (evening)
May 15, 2010
November 6, 2010
January 14, 2011 (evening)
January 15, 2011
February 8–Feb 28, 2011

Western Canada Summer Games

- Team BC Mission Staff Conference Call
- Team BC Mission Staff Meeting
- Team BC Mission Staff Retreat
- Team BC Coaches Meeting (Mission Staff attend)
- Western Canada Summer Games commitment

Date

Week of May 10, 2010
October 1 – 2, 2010
July 8 - 10, 2011
July 9 , 2011
August 3 – 15, 2011

Application Process and Timelines

- **The Deadline for submitting applications is 2:00 pm (Pacific Time) on March 15, 2010.**

Step 1 Please read the information carefully. Complete the application form in full using the attached MSWord document provided.

The application is divided into 4 sections. All applicants must complete Section A. If you are interested in applying for Sport Mission Staff, please complete Section B. If you are interested in applying for Operations Mission Staff, please complete Section C. If you are interested in applying for Communications Mission Staff, please complete Section D.

Note – you can apply for more than one position.

Be sure to include two references as detailed in the application form.

Step 2 In lieu of cover letter, please provide a 250 word biography.

Step 3 Attach your résumé or profile (2 pages maximum). Include 2 references.

Step 4 Provide a letter of support from your employer

- Please submit your application by email to chris.graham@gov.bc.ca. No hard copy applications will be accepted.
- A selection committee will review applications and short-listed candidates may be interviewed and references checked.
- Final Mission Staff selections for both Games will be announced in April 2010.

Please circulate this application to any other candidates you feel might be interested in this unique opportunity.