

Mission Staff Application for Team Ontario 2013

The **Sport Alliance Ontario** is seeking enthusiastic, experienced people to serve as volunteer Team Ontario mission staff for the 2013 Canada Summer Games. As mission staff you will be responsible for supporting Ontario's coaches, managers and athletes to ensure everyone has the experience of a lifetime at Canada's premier multi-sport event. The mission team is lead by Blair McIntosh, Chef de Mission, Rick Beaver, Assistant Chef de Mission and core team members Cathy Vincelli, Steve Sevor, Laura Jarvis and John Sims.

The 2013 Canada Summer Games will be held August 2-17, 2013 in Sherbrooke, Quebec. The Canada Games are a national multi-sport competition featuring high performance participants from every province and territory in Canada.

As part of the mission team you will work over the next year and a half to ensure all aspects of Team Ontario's preparations are in place for a successful and winning team. Tasks include coordinating a variety of athlete services such as registration, transportation, uniform distribution, media relations and mandatory non-sport training. You will work with highly skilled, professional staff support from the **Sport Alliance Ontario**. This is a great opportunity to play a key role in Ontario's sport development system.

Positions are available for 11-13 mission staff. **Mission staff must be prepared to attend for the full duration of the entire Games. Due to travel costs there will be no positions for one week only available.** Position descriptions are outlined on the following pages.

We are seeking individuals who have:

- strong communication, customer service and administration skills;
- a thorough knowledge of Ontario's amateur sport system;
- an interest in and enthusiasm for working in a fast paced multi-sport environment;
- the ability to operate independently and in a team atmosphere;
- the ability to perform functions and duties outside of your assignment;
- strong interpersonal skills and an ability to provide excellent service to your assigned sport.

As well, the ideal candidate will have extensive and varied experience as a volunteer and be prepared to demonstrate strong commitment to the event. Ability to communicate in both official languages is an asset.

If you are interested in this special opportunity, please forward a completed application form, resume outlining related skills and experience and references. Also required is a letter from your current employer/organization to confirm you will be able to attend the Games from July 31 to August 18, 2013 and commit to full-time participation during the games and to several pre and post games meetings. Applications must be sent to Team Ontario c/o Blair McIntosh, Chef de Mission for Team Ontario by Friday, November 18, 2011. You may reply by letter or e-mail.

Applications will be reviewed and evaluated by the core team and in some instances references will be contacted. The mission team will be announced in January 2012.

Although previous games experience is an asset, mission staff selection will be gender balanced with experienced and developing games volunteers. Multiple games experiences will not guarantee selection.

Additional information on the Canada Games is available at www.canadagames.ca

Contact: Blair McIntosh, Chef de Mission, Team Ontario,
Sport Alliance Ontario
3 Concorde Gate, Suite 313,
Toronto, ON M3C 3N7
bmcintosh@sportalliance.com

Ce communiqué est aussi disponible en français

Position Descriptions - Team Ontario Mission Staff

Mission Team (11-13 positions)

Mission staff work directly with assigned sports to assist with specific games preparations as well as other responsibilities within the mission team. The responsibilities of all Team Ontario mission staff will include:

Pre-Games Responsibilities

- Make a 20 month commitment including attendance at a 3 day mid-week training camp.
- Attend mission staff meetings (mandatory) – approximately 4-6 meetings held during weekday lunch hours, evenings and/or on weekends, prior to the games.
- Become familiar with Canada Games Council, the 2013 Host Society and Team Ontario rules/policies including code of conduct, disciplinary procedures, human rights, media relations, drug testing, True Sport / Fair Play, etc.
- Assist core team leader in preparation for the games by taking responsibility for assignments given.
- Communicate all information about the Canada Games and Team Ontario to sport contacts and team staff
- Field questions, provide clarifications and handle problems as they arise
- Serve as the lead liaison between the designated sport and Team Ontario and liaise with the sport on a regular basis. Provide excellent customer service to sport(s), coaches, managers, athletes and families
- Gain a clear understanding of the sport technical package for their assigned sport and all regulations that have an effect on competition including Canada Games Council's protest procedures and the official **National Sport Organization (NSO)** rules.
- Be familiar with Team Ontario's policy on harassment, anti-doping and Fair Play and co-ordinate the delivery of education sessions on these topics with their assigned sport(s). Take training as needed e.g. Respect in Sport, Canadian Centre for Ethics in Sport (CCES)
- Be familiar with Team Ontario's athlete handbook and deliver a seminar to your assigned sport(s) on the information contained in the handbook.
- Identify special needs and/or potential problems of their assigned sport(s) in advance of the games and resolve where possible.
- Provide the link between the core mission, media staff and the sport contact/coach/manager
- Attend sport selection and training camps.
- Assist team manager with administrative requirements (e.g. team and athlete registration forms, uniform sizing and distribution, travel arrangements, etc).
- Ensure field of play uniforms conform to sport technical package and commercialization policy
- Ensure that all athletes, coaches, and managers of assigned sport(s) meet Canada Games eligibility requirements.
- Ensure that individual and team registrations are completed accurately and by the deadlines set by the core team.
- Ensure that coaches and managers are selected as early as possible and achieve the required level of NCCP certification before the 3 month coaching certification deadline.
- Serve as liaison and provide information to ensure the sports athletes parents receive all required information

At Games Responsibilities

- Attend daily mission staff meetings.
- Attend coaches' technical meeting.
- Attend all competitions and practices for assigned sport(s) (mandatory).
- Perform mission office desk duty as assigned.
- Verify sport results for accuracy and convey to mission office.
- Monitor the protocol and integrity of on-site athlete drug testing.
- Assist coaches and managers with all administrative details and communicate to them all matters related to games' policies and procedures.
- Assist coach/manager with protest procedures if required.
- Involvement in disciplinary procedures where required.
- Keep chef and assistant chef apprised of accomplishments and challenges of the sport
- Provide photos and stories to the communications team
- Handle any emergency situations arising.
- Perform assigned duties from core team.
- Communicate all Team Ontario functions to sport(s) on a daily basis (receptions, awards etc.)

Post Games Responsibilities

- Assist sport with submission of travel subsidy claim.
- Submit recommendations and final report to chef de mission.
- Follow up on any matters with the sport resulting from the games.
- Complete duties as assigned by chef de mission and core mission team leader.

NOTE: Before you begin, save this PDF on your computer using the following format:
 "last name_initials_2013.pdf"

**2013 Canada Summer Games
 Team Ontario Mission Staff Application**

Contact Information

Name:

Business Address:

Home Address:

Phone - Bus:

Phone - Home:

Phone - Cell:

E-mail:

Name of Employer:

Position:

Are you bilingual (English/French)? Yes No

The 2013 Canada Summer Games will include the following sports. Please select three (3) that you would be interested in working with from the pull down menus below: *(Please note that we cannot guarantee your selection and that sports selection is subject to change).*

- | | |
|---------------------------|-------------------------|
| Athletics * | Sailing * |
| Baseball (M) | Soccer (M&W) |
| Basketball (M&W) | Softball (W) |
| Canoe Kayak | Swimming * |
| Cycling (road & mountain) | Tennis |
| Diving | Triathlon |
| Fencing | Volleyball Indoor (M&W) |
| Golf | Volleyball Beach |
| Rowing | Wrestling |

** includes special olympic and para-athlete classifications*

Previous games and sport related experience, e.g. athlete, coach, administrator, etc.
 Please state the games and your specific role.

Please list and describe any work-related experience that would contribute to this position.

Volunteer experience and positions listing all types such as cultural, sport, youth, etc in community, regional, provincial or national roles. Please list the organization/event and your role.

Organization	Event Name	Your Role

Please outline your goals and objectives of being a volunteer on Team Ontario’s mission staff.

Why do you want to be a part of the 2013 Team Ontario mission staff?

If selected, what core team activities would your skills be best suited to? Please select two that would specifically benefit from your skills.

- Sport technical (coaching, medical, technical package, training camp, etc.)
- Media relations and communications (e.g. website development, newsletters, media releases, photography)
- Special events (receptions, ceremonies, parent receptions, pep rallies etc.)
- Administration (registration, handbook, etc.)
- Athlete services (accommodations, travel, uniforms, etc.)
- Facilitator (anti-doping education seminar, anti-harassment education, etc.)

References:

Please list two individuals who the selection committee may contact: Please ensure at least one reference has had direct experience working with you on a volunteer level.

Name of Reference (1): _____ Telephone: _____

Relationship of the reference to the candidate: _____

Name of Reference (2): _____ Telephone: _____

Relationship of the reference to the candidate: _____

By entering your name on the below line you acknowledge all information is complete and accurate.

Applicant Name

Date

Complete mission staff applications must include:

- 2013 Team Ontario mission staff application form
- Résumé
- Two references
- Letter from employer confirming your availability to participate in Team Ontario activities prior to the games and confirming approval to release you for a minimum of 17 days during the games (as per an agreement of vacation/leave negotiated between the employee and the employer)

APPLICATION DEADLINE is Friday, November 18, 2011 by 5:00 p.m.
Applications cannot be accepted beyond this deadline.

Sport Alliance Ontario is a not-for-profit sport organization that delivers sport development programs and services throughout Ontario in partnership with provincial and community organizations.

Our programs include: The Ontario Games Program, Ontario Sport Awards Program, the Community Sport Network, KidSport(tm) Ontario, Red Cross Sport First Aid, the James Worrall Award and the Ontario Sport Development Fund.

Personal information on this form is collected under the authority of the Ministry of Health Promotion and Sport, Act, R.S.O. 1990, chapter M. 35, section 4, and will be used to determine the qualifications for serving as a mission staff member of Team Ontario 2013 and to contact you in this regard.

Questions about this information collection should be directed to:

Blair McIntosh, Chef de Mission Team Ontario
Sport Alliance Ontario
3 Concorde Gate Suite 313,
Toronto, Ontario M3C 3N7
Email: bmcintosh@sportalliance.com