



2025 Canada Summer Games Medical Liaison Mission Staff

Position Description

The **Medical Liaison** will be a volunteer member of the Team NT Mission Staff. Priority will be given to a candidate in the health sector such a Nurse, Nurse Practitioner, Doctor, Mental Health Specialist, Physiotherapist, Emergency Medical Technician, etc.

The **Medical Liaison** will perform the following duties:

- Participate in the Medical Liaison conference calls leading up to the games with the Host Society's Medical Committee, including the Chief Medical Officer, and meet with them at the games
- Be familiar with CCES anti-doping procedures, concussion protocols, Canada Games Council's withdrawal from play and return to play policies and the Host Society's medical policies and processes
- Compile and evaluate all special medical conditions and needs of Team NT members
- Liaise with Host Society's medical team on all medical injuries and requirements of Team NT
- Provide follow-up support/information to injured Team NT members, their parents/families and the Chef de Mission
- Monitor the health of Team NT members with special medical needs and or conditions
- Provide support to any Team NT member in isolation due to illness
- Visit the Polyclinic, infirmary and hospital to monitor all injured or ill Team NT athletes
- Other general duties as required in support of Team NT

Barring a medical emergency, the **Medical Liaison** is not to treat the athletes, but act as a link between the Host Society medical services and Team NT. It is the responsibility of the Host Society to provide all medical services.

The **Medical Liaison** will possess strong interpersonal skills; strong communication and administrative skills; knowledge of NWT's amateur sport system; interest in and enthusiasm for Games and working in a multi-sport environment; ability to operate independently and in a team environment; willingness to perform functions and duties outside of their assignment; and an ability to provide excellent service to Team NT.

Additional responsibilities for all Team NT Mission Staff are as follows:

Pre-Games Responsibilities

1. Attend Mission/planning meetings prior to games.
2. Assist with equipment, clothing, luggage, or other sorting, shipping, and processing.
3. Become familiar with the structure and organization of Team NT, including Team NT rules and guidelines, eligibility, Code of Conduct, antidoping procedures, discipline and appeal procedures.
4. Work with coaches to ensure their team requirements are fulfilled, such as but not limited to payments, signed waivers, photos, etc.
5. Gain a clear understanding of the technical package and all regulations affecting your assigned sport and protest procedures.
6. Provide a link between the Team NT's Management Team and coaches/managers.
7. Communicate pertinent Games and Team NT information to coaches/managers, field questions, provide clarification and assist with issues if they arise.
8. Assist the Management Team, with administrative requirements, e.g. registration, travel.
9. Assist Media Mission Staff in providing stories, photos, video for promotion of Team NT.
10. *Perform other duties as required in support of Team NT.*

At Games Responsibilities

1. Ensure that "logistical details" for your designated sport/assignment are sufficiently in place so that participants can concentrate on their competition and experience at the Games.
2. Abide by Team NT Code of Conduct and enforce code with respect and professionalism.
3. Attend daily Mission Staff meetings.
4. Support all NT teams by attending competitions.
5. Assist coaches and managers with administrative details and communicate with them all matters related to Games' policies and procedures.
6. Assist coach/manager with protest procedures if required.
7. Problem solves situations and issues to ensure teams can fully concentrate on their competition.
8. Participate in disciplinary procedures where required.
9. Communicate all Team NT functions to assigned sport daily (receptions, awards, etc.).
10. Handle any emergency situations arising.
11. Chaperone/supervise athletes' social.
12. Participate in room checks at the athletes' village.
13. Assist Media Mission Staff in providing stories, photos, video for promotion of Team NT.
14. Assist with travel.
15. Marshal athletes during opening/closing ceremonies.
16. Respond to requests in a timely manner.
17. Assist with planning and implementation of Team NT functions at the Games.
18. Perform any other duties as assigned by Chef de Mission.

Post-Games Responsibilities

1. Attend a wrap-up meeting and/or complete Mission Staff evaluation.
2. Follow up on any matters with the sport resulting from the Games.