



2025 Canada Summer Games Mission Staff Responsibilities

Team NT Mission Staff play a key role in ensuring that all aspects of Team NT's operational plans are in place prior to and during the Games.

Team NT Mission Staff 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.

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.