



# 2024 ARCTIC WINTER GAMES

## MISSION STAFF APPLICATION PACKAGE



The **Arctic Winter Games** (AWG) are an international multi-sport and cultural event that will bring together 2,000+ participants from the Northwest Territories (NT), Yukon, Nunavut, Alaska, Greenland, Nunavik, Northern Alberta and the Indigenous people of Norway and Finland (Sápmi).

The concept of the AWG was developed as a direct result of the experiences of Northern athletes at the 1967 Canada Winter Games. Representatives of the Yukon and NT realized that their teams were at a disadvantage due to relatively small athletic pools, lack of facilities and infrequent training opportunities. Therefore, the concept of an event specifically designed for Northern athletes was born.

The first Games were staged in 1970 in Yellowknife, NT, and have taken place every two years since, alternating between participating jurisdictions. The 2024 will be held in the Mat Su Region of Alaska from March 10-16, 2024.

Team Yukon is seeking enthusiastic, dedicated and experienced sport volunteers. Mission Staff play a key role in the success of a well-managed team. Team Yukon is preparing to have a group of representatives who will operate under the direction of the Chef de Mission, and will be assigned to work with, and disseminate information to a designated sport(s) before and during the Games.

Mission Staff must possess strong communication and administration skills and be able to work within a fast-paced environment. Mission Staff must possess a balance of the technical understanding and competency in a particular sport with the ability to communicate and engage youth. All Mission Staff must be aware that they are required to attend the Games as a volunteer and are not compensated for any time away from work. Meals will be provided by the Host Society through designated food service venues, and Team Yukon will be booking a number of rental vehicles for Mission Staff to get around. Mission Staff will be asked to cover the cost of the rental and insurance up front, and then will be reimbursed following the Games.

Applicants for Mission Staff should be aware that the personal time commitment before and during the Games is quite extensive.

Included with this application is a list of Mission Staff roles and responsibilities. This should be read thoroughly prior to submitting an application.

It is also required your application is endorsed by the Yukon Sport Governing Body (YSGB) of the sport you are interested in or by a Yukon First Nation or Yukon Recreation Board. Please note that if selected, you will be required to hold a valid driver license and submit a criminal & vulnerable record check.

For further clarification or questions, please contact Trevor Twardochleb, Chef de Mission, Sport Consultant for the Government of Yukon - Sport and Recreation Branch  
trevor.twardochleb@yukon.ca. Deadline for applications to be received is September 15, 2023.

# MISSION STAFF APPLICATION FORM



PLEASE PRINT LEGIBLY

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/TOWN

\_\_\_\_\_  
POSTAL CODE

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
TELEPHONE (H)

\_\_\_\_\_  
(W)

\_\_\_\_\_  
(C)

\_\_\_\_\_  
OCCUPATION

\_\_\_\_\_  
EMPLOYER

NUMBER OF YEARS AS A YUKON RESIDENT \_\_\_\_\_

TEAM YUKON WILL BE PARTICIPATING IN THE FOLLOWING SPORTS. PLEASE INDICATE IN ORDER OF PREFERENCE, THE TOP FIVE SPORTS YOU ARE MOST INTERESTED IN SUPPORTING.

\_\_\_\_ ALPINE SKIING

\_\_\_\_ CROSS COUNTRY SKIING

\_\_\_\_ HOCKEY

\_\_\_\_ ARCHERY

\_\_\_\_ CULTURAL

\_\_\_\_ SNOWBOARDING

\_\_\_\_ ARCTIC SPORTS

\_\_\_\_ CURLING

\_\_\_\_ SNOWSHOEING

\_\_\_\_ BADMINTON

\_\_\_\_ DENE GAMES

\_\_\_\_ SPEED SKATING

\_\_\_\_ BASKETBALL

\_\_\_\_ FIGURE SKATING

\_\_\_\_ TABLE TENNIS

\_\_\_\_ BIATHLON-SKI

\_\_\_\_ FUTSAL

\_\_\_\_ VOLLEYBALL

\_\_\_\_ BIATHLON-SNOWSHOE

\_\_\_\_ GYMNASTICS

\_\_\_\_ WRESTLING

ARE YOU OF INDIGENOUS ANCESTRY?

NO \_\_\_\_\_

YES \_\_\_\_\_

LANGUAGE(S) \_\_\_\_\_

YSGB/FIRST NATION/RECREATION BOARD ENDORSING THIS APPLICATION \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SIGNATURE







## **MISSION STAFF**

Mission staff will report directly to the Chef de Mission and will assist with specific duties as outlined below.

### **BEFORE THE GAMES**

- Becoming familiar with the structure and organization of the AWG and Team Yukon, as well as the rules, regulations and guidelines that govern the organizations;
- Contacting their assigned sport(s), and coach(s) once confirmed to outline the role of Mission Staff, and identify all areas where the team can expect assistance, before and during the Games;
- Familiarizing themselves with their assigned sport(s), technical package, team trial selection process, competition schedule, protest procedure, travel schedule, etc.
- Attending and assisting at Team Yukon selection trials for your assigned sport(s), ensuring selection procedures are being followed, and distributing trial t-shirts to the participants;
- Acting as the main communication link between Team Yukon and your sport(s), coaches, and athletes;
- Ensuring all participants have reviewed the Team Yukon Handbook and Code of Conduct, and have signed all of the Participant Agreements;
- Attending all meetings called by the Chef de Mission, and sport(s) team;
- Ensuring administrative responsibilities of your sport are carried out in a timely fashion;
- Facilitating requests and logistics of your assigned sport(s);
- Assist with Team Yukon's pep rally;
- Completing other duties as assigned by the Chef de Mission;
- Must complete the online Respect Group - Coach/Activity Leader Program;
- Must have a valid Passport to travel to Alaska, USA, and
- Must provide an RCMP vulnerable sector check. Results of checks completed one year prior to the start of the Games are considered valid. The effective date is March 10, 2023.

### **AT THE GAMES**

- Promoting a safe environment where all team members are treated with respect;
- Attending daily Mission Staff meetings;
- Attending the coach/technical meetings and providing updates to the Chef de Mission;
- Providing daily updates to assigned sport(s) regarding; schedule changes, transportation updates, weather forecasts, social events, medal presentations, results, etc.;
- Ensuring you are familiar with all of the sport and services venues;
- Providing daily sport updates and results through a variety of media, and assisting with other media requests;
- Assisting with athlete accreditation and accommodation arrangements;
- Assisting in preparing Team Yukon for Opening & Closing Ceremonies and all other official functions;
- Assisting with the transportation of team participants, equipment and bag lunches if required;

- Performing shifts at the Mission Office as assigned;
- Attending competition and medal presentations for their assigned sport(s);
- Monitoring and assisting with any medical emergencies that arise and providing updates and information to coaches, chaperons, Mission Staff and Chef de Mission;
- Assisting team participants with any problems that arise or when Games services fail to meet their needs;
- Ensuring that all participants are conducting themselves appropriately as per the Team Yukon's Code of Conduct;
- Ensuring all team participants are aware of the rules and regulations within each of their accommodation facilities, and assisting with routine room checks;
- Must reside in the accommodation facilities provided by the Host Society;
- Reporting any incidents of harassment to the Chef de Mission;
- Assisting team with sport protest procedures if required;
- Assisting with Team Yukon's discipline procedures if asked;
- Preparing if approached, to act as an Athlete's Advocate, and
- Completing other duties that may be assigned by the Chef de Mission.

#### **AFTER THE GAMES**

- Completing a Mission Staff evaluation;
- Following up on any outstanding matters with their assigned sport(s), and
- Attending a post-games evaluation meeting.