



Mission Staff - Sport Liaison

A Sport Liaison serves as the primary link between Team Nova Scotia and their assigned sport teams. All Sport Liaisons will be responsible for both sport specific and task specific assignments. These include but are not limited to the following duties:

Pre-Games

- Attend all mission staff meetings and events. Approximately 4 – 6 meetings/events held on evenings and/or weekends prior to the Games
- Serve as the primary link between Team Nova Scotia and assigned sports' athletes, coaches, managers, parents, Provincial Sport Organizations staff and volunteers
- Attend assigned sports training, selection and competition events to become familiar with and accessible to team staff, athletes and parents
- Work with assigned sports team managers to fulfill administrative requirements (e.g. participant registration, uniform sizing, room assignments, transportation) and participate in planning and delivering Team NS programs and events (e.g. participant education, uniform fitting and distribution, pep rally, receptions)
- Be familiar with, monitor, and implement Team NS, Canada Games Council, and Host Society guidelines, policies and procedures, and rules and regulations (e.g. Code of Conduct, eligibility and registration requirements, selection criteria, sponsorship restrictions)
- Communicate all pertinent Canada Games and Team Nova Scotia information to assigned sports, field questions and provide clarification, and handle problems as they arise
- Have a clear understanding of and be able to communicate information concerning your assigned sports (e.g. events, results, accomplishments, stories, and issues)
- Identify special needs and/or potential problems of assigned sports in advance of the Games and resolve where possible
- Assist the Communications Mission Staff with gathering content for the website, social media, media releases, etc.

At the Games

- Attend daily Mission Staff meetings and/or individual meetings with the Chef/Assistant Chef and Team Nova Scotia functions
- Attend technical meetings, competitions and practices for assigned sports. Promote and attend games to support non-assigned teams whenever possible
- Assist coaches and managers with organizational and administrative details and communicate to them all matters related to the Games policies and procedures, rules and regulations, etc.
- Facilitate the overall organization, promotion and spirit of excellence with Team Nova Scotia in order to enhance and celebrate the Canada Games experience
- Assist with setting up, operating and taking down the Mission Office
- Handle emergency situations, problem solve and trouble shoot and report to Chef in a timely manner
- Assist Communication Mission Staff by responding to requests for information for assigned sports (e.g. results)
- Participate in planning, and delivering Team NS events (e.g. receptions, mission night)
- Complete Team NS administrative tasks as required
- Assist with discipline committee, appeal committee, and/or drug testing procedure and protocol if required
- Provide information regarding sporting and non-sporting facilities and events to non-team members from Nova Scotia (parents, friends of athletes, etc.)

Post Games

- Follow up with assigned sports on matters related to or resulting from the Games
- Attend Mission Staff discussions and de-briefing
- Complete final Mission Staff evaluation and reports