

SPORT COMMITTEES

🕒 Appoint a SPORT CHAIR to each sport committee approximately 14 - 18 months prior to the Games.

SPORT CHAIR - DUTIES AND RESPONSIBILITIES

- Become familiar with the philosophy and objectives of the Alberta Games.
- Become familiar with Alberta Games policies, particularly those related to sport.
- Develop a competition plan for the sport, including:
 - Develop organizational plan for the competition in cooperation with the Provincial Sport Coordinator
 - Determine facilities, equipment, volunteers and supplies required for the event, and arrange to obtain.
 - Help create a detailed "Sports Planning Checklist" in collaboration with the venue manager & Provincial Sport Coordinator (*Refer to Sport Planning Checklist*)
 - Consider sport-specific policies and procedures for approval by the Board of Directors. (*Refer to Policies*)
- Develop a detailed budget for approval by the Board of Directors. (*Refer to Budget Format*)
- Ensure plans are implemented within the approved budget, timeline, policies and procedures. (*Refer to Games Timeline*)
- Determine number of sport committee volunteers required. Recruit, register, train, schedule and supervise volunteers. (*Refer to Managing Volunteers*)
- Coordinate the activities of the committee in consultation with the Host Society, GOA Games Unit staff, Provincial Sport Coordinator, and the Games staff.
- Liaise with other Host society committees, as required.
- Attend *Essential Meetings* and committee meetings, as required. (*Refer to Essential Meetings to Attend*)

Note: A Sport Chair cannot be a Zone Coach or a Zone Team member during the Games.

STRUCTURE OF SPORT COMMITTEE

It is RECOMMENDED that volunteer committee members be appointed for these responsibilities:

- Facility set up, cleanup, and upgrading (if any) in cooperation with the Venue Manager
- Equipment and supplies
- Results Committee Liaison
- Volunteer Coordinator to liaise with Volunteer Committee

Time In Orientation Meeting For Sport Chairs

The GOA Games Unit will arrange Time In orientation meetings with the Games Chairs approximately 12 - 18 months out from the Games to review their roles and responsibilities.

Time In Orientation Will Include:

- The philosophy and objectives of the Alberta Games;
- Alberta Games sport related standards;
- General plans:
 - a) Dates of Games
 - b) Expected number of participants
 - c) One or two - shift Games
 - d) Timing of the Opening Ceremonies and Closing Award Presentations, etc.
- Duties and responsibilities of Sport Chairs.
- Duties and responsibilities of other portfolios and committees, and their relationship to Sport Chairs (e.g. Venue Managers, etc.)

The GOA Games Unit will provide ongoing consultation and assistance to all Sport Chairs throughout the Games.

The respective Provincial Sport Coordinator provides technical expertise and advice for each sport in the Games.