



**STRATHCONA
COUNTY**

2026

Alberta Summer Games

VILLAGE

VOLUNTEER *Handbook*



July 16-19

Presenting Sponsor



Volunteer Sponsor



**STRATHCONA
COUNTY**

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Games Contact Information

2026 Alberta Summer Games Office

587-337-3158

Victoria Jamieson, Participant Experience Coordinator
Millennium Place
2000 Premier Way, Sherwood Park, AB

Communication Centre

780-417-7171

Strathcona County Hall
2001 Sherwood Dr, Sherwood Park, AB

Hours of Operation

Thursday, July 16	11 a.m. to 11 p.m.
Friday, July 17	5:30 a.m. to 11 p.m.
Saturday, July 18	5:30 a.m. to 11 p.m.
Sunday, July 19	5:30 a.m. to 4:30 p.m.

Polyclinic

587-334-8213

Millennium Place - Blue Room
2000 Premier Way, Sherwood Park

Hours of operation

Thursday, July 16	3 p.m. to 10 p.m.
Friday, July 17	6:30 a.m. to 10 p.m.
Saturday, July 18	6:30 a.m. to 10 p.m.
Sunday, July 19	6:30 a.m. to 4 p.m.

Multisport Games Mission Staff

Dave Turnbull, 403-852-2925
Dave.turnbull@gov.ab.ca

Duties and Responsibilities of Village Mayors and Supervisors

Village Mayors and Supervisors are responsible for supporting safe, organized, and welcoming Athlete Village operations. Duties include:

- Communicating which rooms and spaces are available for sleeping, showers, eating, and relaxation.
- Be available to answer questions related to the Village site.
- Check accreditation tags to ensure only approved individuals access the Village.
- Supervise and provide access to Village sites according to their shift.
- Ensure Village rules, curfew, and the Games Code of Conduct are followed.
- Support participant needs and provide friendly assistance.
- Manage lost and found and other Village items as required.
- Conduct nightly curfew checks at 11 p.m. to confirm athlete attendance.
- Complete Incident Reports and Early Departure Forms as required.
- Periodically check the facility and notify Games staff if any issues arise.

Role of Mission Staff

Mission Staff work in partnership with Provincial Sport Associations to support participants from each of the eight zones and serve as the main contact for registered participants.

Mission Staff may contact Village Mayors/Supervisors regarding:

- Known absences from the Athlete Village
- Discipline issues
- Early Departure forms
- Important messages from family
- Media interest

Village Security Support

Overnight security will be on site from 11 pm. to 6 a.m.

Security will support Village operations by:

- Being stationed at the Village entrance and maintaining a visible security presence.
- Providing Village access to accredited participants and emergency personnel only.
- Responding to security-related calls, including disturbances, accreditation issues, conflicts, and missing persons.
- Debriefing with the Village Mayor/Supervisor at the start and end of each shift.
- Assisting Village volunteers, athletes, coaches, and chaperones as needed.

Role of Custodial Staff

Custodial staff will support Athlete Village operations during the daily Village closure window from 9:30 a.m. to 3:30 p.m.

Responsibilities include:

- Cleaning washrooms and showers
- Sweeping and mopping floors
- Emptying waste bins in common areas, hallways, and classrooms
- Maintaining washroom supplies

Custodial staff will provide all standard cleaning supplies as part of their regular duties. If additional garbage bags are required, please request them while a custodian is on site.

Accreditation Tags and Village Access

Access to Athlete Villages is restricted to Games Staff and select accredited participants and volunteers.

Please refer to the accreditation examples below to confirm who is permitted to enter the Athlete Village you are monitoring.

 The tag is blue and white. It features the Strathcona County 2026 Alberta Summer Games logo at the top. The main text reads 'ATHLETE SPORT' in large, bold letters. Below that, it says 'PERSON'S NAME' and 'ACCOMMODATION'. At the bottom, it lists the 'Presenting Sponsor' as PEMBINA.	 The tag is pink and white. It features the Strathcona County 2026 Alberta Summer Games logo at the top. The main text reads 'GAMES STAFF REPRESENTATION' in large, bold letters. Below that, it says 'PERSON'S NAME'. At the bottom, it lists the 'Presenting Sponsor' as PEMBINA.	 The tag is green and white. It features the Strathcona County 2026 Alberta Summer Games logo at the top. The main text reads 'SPORT CHAIR VOLUNTEER' in large, bold letters. Below that, it says 'PERSON'S NAME'. At the bottom, it lists the 'Volunteer Sponsor' as AIR PRODUCTS.
Participants, Coaches, and Chaperones May only access the Athlete Village shown on their accreditation tag. Confirm the accommodation matches the Village you are monitoring.	Games Staff Games Staff have access to all Athlete Villages.	Volunteers Only volunteers assigned to a shift at the Athlete Village you are monitoring may enter.

Opposite-gender coaches may meet with their teams at the Village Welcome Desk only, within sightlines of Village Supervisors.

If an unauthorized individual attempts to enter, contact the Communications Centre and request support.

NOTE: Media are not permitted inside Athlete Villages.

Arrival Day

Thursday, July 16

Participants will arrive at Millennium Place between 12 p.m. to 4 p.m. Once registered, athletes will be transported by bus to their assigned Athlete Village, with arrivals expected between 1 p.m. to 5 p.m.

Upon arrival at the Village, participants will unload their luggage and enter the school.

Village Mayors/Supervisors will:

- Confirm each participant is at the correct Village by checking their accreditation tag.
- Check participants off the master list.
- Direct participants to pick up a mattress.
- Show participants to their assigned rooms.

Participants may then set up their sleeping areas and unpack. Please ensure mats and luggage do not block doorways, hallways, or exits.

If a room change is required, the Village Mayor/Supervisor must notify the Participant Experience Coordinator.

Internal transportation shuttles will begin at 3 p.m. to take participants to the Food Centre at the Sherwood Park Arena for dinner. After dinner, participants will be transported to the Opening Ceremonies at Emerald Hills Sports Pavilion.

Opening Ceremonies are expected to end at 8:30 p.m., with participants returning to their Athlete Villages between 8:45 p.m. and 9:30 p.m. A pre-packaged late-night snack will be provided upon return.

Curfew is 11 p.m. Lights out is 11:30 p.m.

Departure Day

Sunday, July 19

All participants must check out of their Village by 8:30 a.m. and bring all personal belongings with them. Participants will not return to the Villages after check-out.

Before leaving, participants must:

- Remove all personal belongings from their assigned room.
- Bring their mattress to the designated area.
- Load their luggage onto a Games trailer.

Village Mayors/Supervisors must complete a classroom check with the coach/chaperone before each team departs.

All lost and found items from the Villages will be brought to the Food Centre for one final viewing.

Participants departing by private vehicle

Participants departing by private vehicle may do so after check-out once they have removed their belongings and returned their mattress.

Participants may either:

- Take their luggage directly from the Village to a private vehicle by 8:30 a.m.; or
- Load luggage onto buses to the Food Centre and depart by private vehicle from there starting at 11 a.m.

Participants departing by private vehicle on Departure Day do not require an early departure form.

Shower schedules

A full shower schedule will be available at the Village Welcome Desk and included in each Sport Information Package provided to each Participant. Please refer to the schedule for assigned shower locations.

Sports may be assigned to shower at their competition venue, Athlete Village, or the Food Centre. All participants are responsible for bringing their own bathing suits, towels, toiletries, and a change of clothes to shower facilities.

Village Policies

Participants, coaches, and chaperones are expected to review and follow the Participant Handbook and Code of Conduct.

- Access to Athlete Villages is restricted to accredited participants, Village volunteers, Games staff, and approved personnel (e.g., custodial staff, overnight security).
- Accreditation must match the assigned Village.
- Village residents must enter and exit through the main doors unless otherwise directed.
- Visitors, including parents/guardians and participants from other Villages, are not permitted.
- Village Mayors/Supervisors and/or security personnel will support Village access control and participant assistance throughout the day and overnight.
- Athletes, coaches, and chaperones must sleep in their assigned classrooms.
- Classrooms must be kept clean and organized, with belongings stored on mattresses.
- Participants are responsible for their personal belongings and should not leave valuables unattended in classrooms.
- Food and beverages are not permitted in classrooms and may only be consumed in designated common areas.
- Alcohol, restricted drugs, smoking, and vaping are not permitted.
- Tampering with fire alarms, smoke detectors, AEDs, or other life safety equipment is strictly prohibited.
- Appropriate dress is required in the Villages, including when travelling to and from showers and washrooms.
- Curfew is 11 p.m. and lights out is 11:30 p.m. Coaches and chaperones are expected to follow the same curfew, and entrance doors will be locked at curfew.
- All participants are responsible for their own wake-up calls.
- Once all athletes have left for the day, classroom doors will be closed and locked, and waste bins must be placed outside the room for emptying.
- Athletes returning to the Village during the day must be accompanied by a coach or chaperone and are not permitted in classrooms unsupervised.
- Early check-out before Departure Day must be authorized by a Games team member, and an Early Departure Form must be completed and signed by the parent/guardian and coach/chaperone.
- Coaches/chaperones must check out with a Village Mayor/Supervisor before leaving their assigned classroom on Departure Day.
- During check-out, each room will be inspected by a Village Mayor/Supervisor, and coaches/chaperones will be required to sign off on the condition of the room.
- Any damage to Village facilities may be assigned to the individuals or teams responsible for the room.
- Before departure, each athlete, coach, and chaperone must carry their mattress to the designated collection point.

Nightly Curfew Check Procedure

Village Mayors/Supervisors will conduct a nightly curfew check at 11 p.m. to confirm all athletes are in their assigned rooms.

- If any athletes, coaches, or chaperones are missing, Village Mayors/Supervisors must contact the Communications Centre immediately.
- Once the room check is complete, Village Mayors/Supervisors should confirm with overnight security that all participants are in for the night.

Late entry procedure

- Participants arriving at the Village alone after curfew (11p.m.) must remain at the Welcome Desk with the Village Mayor/Supervisor until their coach or chaperone is notified and signs them in.
- Coaches and chaperones arriving after curfew must also sign in and provide an explanation for the late arrival, which must be recorded on an Incident Report Form.
- Village Mayors/Supervisors must notify Games staff if there are any issues with late entry or if there is a potential Code of Conduct violation.
- All completed Incident Report Forms must be emailed to Mission Staff and provided to the Communications Centre.

Lost and found

- All lost and found items must be brought to the Village Welcome Desk and placed in the dedicated lost and found bin.
- On Departure Day, all remaining lost and found items must be collected from each Village and brought to the Food Centre for final viewing before participants depart.
- After Sunday, July 19, any unclaimed lost and found items will be held at the Games Office for 30 days before being donated to local charities.

Incident Procedures

Minor incidents

Most minor incidents can be addressed by Village Mayors/Supervisors, coaches, or chaperones.

For minor incidents:

- The Village Mayor/Supervisor calls the Communications Centre and completes an Incident Report Form.
- A completed copy of the Incident Report Form must be emailed to Mission Staff.
- All minor Incident Report Forms are compiled at the Village Welcome Desk and shared to the Participant Experience Coordinator at the end of the Games.

Serious incidents

For serious incidents:

- The Village Mayor/Supervisor asks the participant(s) involved to remain at the Village Welcome Desk and provide their accreditation tag.
- Participants involved in the incident must not be left alone.
- If the incident poses an immediate threat, the Village Mayor/Supervisor calls 911 first, then calls the Communications Centre once help is on the way.
- The Communications Centre will notify the Participant Experience Coordinator and the Safety Coordinator.
- The Village Mayor/Supervisor completes an Incident Report Form.
- The completed Incident Report Form must be emailed to Mission Staff and kept at the Village Welcome Desk or shared with the Communications Centre as required.

Who to Call?

9-1-1 Emergency Line	• Life or death situation • Serious crimes in progress • Medical emergency	• Physical altercations • Fire
780-417-7171 Communications Centre	• Transit delays/no shows • Missed buses • Security incident • Unauthorized access attempt • Missing participant at curfew check • Late participant arrival after curfew • Early departure form/ process questions • Lost accreditation tag • Room assignment or room change issue	• Facility access issue, such as locked room/door Custodial or cleaning support needed • Lost and found questions • Participant illness or minor injury requiring direction • Overnight nurse contact request • Non-emergency courtesy vehicle request • Supplies issue at the Village • Urgent operational question for Games staff

Once called and help is on the way, the Village Mayor/Supervisor must alert the Communications Centre

Medical Procedures

Medical procedures

Polyclinic: 587-334-8213

Overnight Nurse: Nicole McKell, 306-405-2999

Overnight Taxi: TAXI Sherwood Park, 780-464-1500

The Village First Aid kit and Patient Care Reports are located at the Village Welcome Desk.

Minor medical incidents

For minor medical incidents that can be managed on site, Village Mayors/Supervisors should:

- Administer First Aid in the infirmary or where the participant is located, if they cannot be moved.
- Contact the Communications Centre or overnight nurse, depending on the time of the incident, for direction.
- Follow their instructions, which may include:
 - having the participant remain in the Village for monitoring;
 - arranging courtesy vehicle transportation to the Polyclinic or Strathcona Community Hospital;
 - or**
 - arranging overnight taxi transportation to Strathcona Community Hospital.

Athletes must always be accompanied by a coach or chaperone when receiving medical support or being transported for medical care.

Major medical incidents

For major medical incidents or medical emergencies:

- The Village Mayor/Supervisor calls 911 immediately, then calls the Communications Centre once help is on the way.
- Keep the area clear and follow directions from emergency responders.
- Ensure the participant is accompanied by a coach or chaperone.

Reports

- Complete a Patient Care Report.
- Athletes transported to the Polyclinic or hospital must bring their Patient Care Report with them.
- For medical incidents resolved at the Village, Patient Care Reports will be kept at the Village Welcome Desk and collected at the end of the Games.

Spirit of Sport Award

The Alberta Games Spirit of Sport Award is presented to the Zone that best demonstrates fair play, sportsmanship, team spirit, and cooperation both on and off the field of play.

Voting participants include:

- Head coaches from each Zone
- Technical officials appointed by each Provincial Sport Organization
- Host community sport chairs
- Village Mayors/Supervisors
- Government of Alberta Multisport Games Unit Mission Staff

Award criteria may include:

During competition, team members demonstrate the Code of Conduct by:

- Respecting the rules
- Respecting officials and their decisions
- Respecting opponents
- Maintaining self-control at all times

Away from competition, team members:

- Respect each other and members of the host community
- Maintain self-control in all situations
- Participate in Games social activities
- Act as ambassadors for their sport and Zone
- Support Zone teammates competing in other sports

Village Mayors/Supervisors will receive the online Spirit of Sport ballot from Mission Staff on Friday, July 17, 2026, and completed ballots must be submitted by the morning of Sunday, July 19, 2026.

The Spirit of Sport Award will be presented during the Closing Awards on Sunday, July 19, 2026.

Forms and Resources

The following forms and resources are included in the Athlete Village binder:

- Early Departure Form
- Incident Report Form
- Patient Care Report Form
- Emergency Action Response Plan
- Communication Matrix
- Village Layout
- Village Set-up and Tear-down Checklists
- Classroom Check-Out Inspection Checklists
- Village Building Occupancy Log
- Room Assignments
- Shower Schedules
- Transit Schedules