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| **TY-5.10-POLICY - Team Yukon Organizing Committee** | |
| **Purpose and Related Policies** | The purpose of this policy is to describe the scope and authorities of the Team Yukon Organizing Committee, a Committee appointed by the ERA Board of Directors.  **Related Policies and documents:**   1. Yukon Director and Alternate to Canadian Senior Games Association Board 2. Team Yukon Management 3. Team Yukon Accommodations 4. 2024 Team Yukon Financial Support 5. Chef de Mission position description 6. YG SARB - ERA Team Yukon 2024 Working Relationship |
| **Policy Statement** | * In order to ensure a high degree of accountability to its membership and to its funders and sponsors, the ERA Board of Directors (Board) will establish a “Team Yukon Organizing Committee” (TYOC), which is responsible for the coordination and organization of all aspects relating to Team Yukon participation in the biennial Canada 55+ Games. * When selecting committee members and Co-Chefs de Mission for appointment, the Board will give consideration to both experienced and new committee members in order to ensure continuity and demonstrated experience in organizing Team Yukon, while building capacity for future Games. |
| **Accountability** | * The TYOC receives direction from and reports to the ElderActive Recreation Association Board of Directors. * The ERA President (or designate) will be the liaison to the TYOC and will bring decision items to the Board of Directors as required. * Major decisions regarding financial management will be made by the Board as all Team Yukon monies will be handled by ERA. * Liaison between meetings will be primarily between the CSGA Yukon Rep/Co-Chefs de Mission and the ERA President; or the CSGA Yukon Rep/Co-Chefs and TYOC Members. |
| **Term** | * The term of the TYOC (except the Chair) will be from September in each odd year to October 31st of the year of the Games, unless no Games are planned in the even calendar year. * The Chair serves according to their term as CSGA Yukon Director. * Co-Chefs participate based on the term of their appointment and are eligible for reappointment. * Members participate based on the term of their appointment and are eligible for reappointment. |
| **Scope** | 1. The TYOC has the authority to allocate and manage the Team Yukon budget approved by the Board. 2. If proposed changes to budget allocations are tied to funding agreements or will impact the participant subsidies, Board approval is required. 3. No member of the TYOC or Team Yukon should make a personal profit from any Team Yukon fundraising endeavors sanctioned by the ElderActive Recreation Association. |
| **Definitions** | “Members” mean individuals with a current ERA membership who are appointed to the Committee by the ERA Board of Directors. |
| **Composition** | Maximum ten (10) persons as follows:   1. The Yukon Director appointed to the Canadian Senior Games Association Board of Directors will be the Chair of the TYOC. 2. The alternate Yukon Director to the Canadian Senior Games Association who will be the secretary of the TYOC. 3. The ERA President who will be the liaison to the ERA Board of Directors (unless designated to another Board member). 4. One representative from the Government of Yukon Sport and Recreation Branch who will act in an ex-officio capacity as a consultant to the Committee. 5. The two Co-Chefs appointed by the Board. 6. Four other Members appointed by the Board. |
| **Roles and Responsibilities** | 1. Roles and responsibilities of individual Committee members are as outlined in Appendix 1. 2. All Committee members will participate fully in the work of the Committee so as to meet the expectations as described in Appendix 1. 3. ERA will provide for administrative support to complete the following:  * Develop/revise “I Might Go” Form * Develop and maintain database for “I Might Go” forms and Games registration forms * Collect Games registration fees * Work with Yukon Director (CSGA) to send completed and correct registration forms and fees to Host Committee by required deadline * Facilitate communication to members/games participants (re: Dates of meetings, deadline dates, etc.) as determined by the TYOC * Send invitations, thank you letters or other correspondence to guests (sponsors, governments, etc.) * Recognize sponsors/supporters * Other tasks as may become evident during the work of the TYOC and agreed to by the Board of Directors |
| **Procedures** | 1. Any budget related changes must be communicated by the President to the ERA Treasurer for information and transmittal to the Board for review and decision, if required. 2. The TYOC will be formed by September of odd years, between the Canada 55+ Games. (i.e., 2023, 2025, etc.) using the method described in Appendix 2. The first meeting of the TYOC will be convened in mid-September. 3. Two Co-Chefs and 4 members will be appointed from new applications received by ERA by July 15 of odd years. |
| **Guidelines** | * The overall experience of the participants and organizers should be positive and fun. * A team effort is essential for achieving the common goal of assisting as many Yukon Adults aged 55+ as possible to participate at the Canada 55+ Games. |
| **Approval and Review** | The Board will review this policy on a regular basis, with input from the CSGA Yukon Director, Board of Directors or Executive Committee as required. |

**Appendix 1 – Expectations, Roles, Responsibilities and Tasks**

The following is a list of tasks of the TYOC and the assigned member. Some of the tasks are assigned to specific roles, while others are completed by any member of the committee.

**Expectation of Committee Members**

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| **All Members** | * Prepares for each TYOC meeting and participates actively in discussions * Provides updates to the TYOC on status of work and budget when requested * Asks questions for clarification * Open listening and respectful feedback/suggestions * Helps as needed to assist other TYOC members to achieve critical deadlines * Attends Team Yukon functions as required |

**Roles, Responsibilities and Tasks**

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| **ROLE** | **RESPONSIBILITIES** |
| **President ERA** | * Liaison between ERA Board and TYOC including attending all TYOC meetings * Reports to ERA Board on TYOC progress * Takes financial, policy and other TYOC requests to the ERA Board for review and decision |
| **Yukon Director,**  **Canadian Senior Games Association (CSGA)** | EXTRACT from job description – In addition to responsibilities outlined in the Policy-Yukon Director and Alternate to Canadian Senior Games Association:   * Liaison between CSGA/Host and ERA President, ERA Executive Director (ED) and TYOC   As Chair, TYOC:   * Committee meeting planning and management – agenda, work timelines, etc. * Liaison with committee members for updates * Q&A / Issue Resolution if required; directs necessary steps to ensure timelines are on target * For decisions coming forward to the ERA Board, preparation of materials for decision-making and presentation at the Board meeting, if requested by the President * Provides updates from CSGA and reports regularly at TYOC meetings * Works with ERA ED to ensure registration forms and participant fees are submitted to the Games Host by timelines required * Prepares wrap-up report for submission to ERA Board with Games profile (numbers, events, etc.) and recommendations for changes   Team Yukon Support:   * Works with ED to modify “I Might Go” and Registration Forms as determined by the TYOC * Works with ED to determine best options for Member submission of “I Might Go” and registration forms (e.g., paper and/or e-filing) * Works with ERA ED on participant and non-participant lists (I Might Go forms, Registration forms, Final List) * Provides Team lists & support for Team Yukon Info Meeting(s) * Ensures TY compliance with Games Master Rule Book including arrangements, if required, for any event play downs * Troubleshooting on behalf of Team Yukon during Games |
| **Alternate Yukon Director**  **Canadian Senior Games Association (CSGA)** | * Acts in the absence of the Yukon Director, CSGA as requested. * Takes Minutes of TYOC Meetings, marking “Action Items” assignment to Committee members. * Distributes Minutes within a week after meeting. * Leads discussion topics at TYOC meetings as requested by the Chair. |
| **Government of Yukon Sport & Recreation Branch Consultant**  **(Mission Staff)** | * Prepares Transfer Payment Agreements documenting the funding contributions from Government of Yukon to support the Canada 55+ Games. * Provides on-going support as a member of TYOC including any of the tasks listed for other Committee members. * If approved by the Government of Yukon, acts as Mission Staff to Team Yukon at the Games (In-Kind time; YG sponsored travel). |
| **Co-Chefs de Mission** | **Responsible for pre-Games, Games-time and post-Games activities as described in position description detail (extracted below)**  **Pre-Games:**   * Organizes Team Yukon Info meetings and Pep Rally under the direction of the Chair, TYOC * Organizes Team Yukon Games-time information meeting * Designates photographer for Team Photo at Pep Rally * Orders Vans in Host community   **Games-time Support:**   * Sets up Team headquarters at hotel * Guides/Manages Team Yukon & provides troubleshooting during Games in conjunction with the Yukon Director, including accommodation or event issues * Delivers Team Yukon Games-time information meeting including ensuring team pictures are taken during the event * Takes photographs for assigned events at Games (events/social activities) unless designated to a non-participant attending the Games   **Post-Games:**   * Plans and delivers final Team Gathering (including Slide Show) * Arranges for the compiling and publishing of a Team Yukon Souvenir Book, if approved in the budget |
| **Committee members** | * Assumes leadership of one or more of the task areas (Accommodations, Uniform, travel, media liaison). * Updates the Team Yukon Banner * Assists Co-Chefs in pre- and post-Games activities and events. * Identifies possible sponsorship opportunities.   Committee members are entitled to participate as a member of Team Yukon. |

**Tasks to be completed by Committee members:**

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| **Accommodations** | * Once hotel is confirmed, negotiates a contract with hotel(s); arranges with ED for payment of required deposit(s) * Requests Team Yukon Headquarters; Info Board in Lobby; Team Yukon meeting location * Works with ERA to finalize contract and obtain required signature(s) * Coordinates room assignments with participants, non-participants and the hotel * At Games: Keeps track of any no shows to cancel room as soon as possible * At Games: Works with hotel to ensure final invoice is accurate and with ED to ensure final payment is made in a timely manner   Games-time activities will be the responsibility of the Co-Chef(s) if the Committee lead does not attend the Games as a participant or non-participant.  NOTE: TYOC is not responsible for making arrangements for accommodations other than the designated Team Yukon hotel(s). |
| **Uniforms** | * Takes inventory of uniforms with ERA * Works with TYOC on decision re: uniforms; assisting with design and costing if required, for approval by TYOC * Reviews “I Might Go” forms for uniform requests * Develops a timeline for sizing, ordering, payment, distribution * Works with local supplier (if possible) on order * Works with ED to ensure necessary contracts are in place and that deposits and final payments are made as required * Arranges and organizes the distribution of uniforms to Team Yukon members prior to the pre-Games Pep rally * Prepares inventory listing of extra uniforms available post-Games for distribution to future Games participants or sales |
| **Travel** | * Explores options for flights to host destination * Meets with Air North to discuss potential options for full or partial itinerary support to destination * Delivers information on flight options by handout at Team Yukon Info meeting including any discounts already in place with any Games sponsor airline * Coordinates with Sport Yukon for special Team discount rate for Air North flights |
| **Media** | Provides media communication services to Team Yukon prior, during and after the Games so that the experiences of Team Yukon are shared with as many people as possible through the mainstream media (newspapers, television & radio) and social media (Facebook, ERA website, Sport Yukon website, etc.)  **Duties:**  **(a) Pre-Games Duties:**   * Ensures that members of Team Yukon are aware of the importance of media coverage * Solicits ideas for stories * Issue’s media releases about games preparation and pep rally after approval by the CSGA Yukon Director, at least one Co-Chef de Mission and/or President of ERA or member of TYOC (i.e., two approvals before distribution is required). * Takes photos of training sessions and pep rally * Establishes relationship with local reporters in order to know their needs and expectations and to ensure accurate contact information is obtained   **(b) Games Time Duties:**   * Takes photos of both events and social activities * Files events results with media * Suggests stories to reporters * Organizes radio interviews with participants and TYOC members * Writes and files stories directly to media * Solicits coverage by provincial & national media to get the Yukon story told * Liaises with the Co-Chefs to obtain results and file these to the media   **(c) Post-Games Duties:**   * Prepares a summary of media coverage to the TYOC including hard copy of newspaper stories for inclusion in the wrap-up report * Provides photos and support for post-games presentation * Provides information for Yukon media; sets up radio interviews |

**Appendix 2 - Procedure – Committee member selection process**

1. A call for TYOC Committee members will be issued to Members at the ERA Annual General Meeting if possible and distributed to all Members in a newsletter. Information on the process will be provided.
2. Interested members will be required to submit a written expression of interest to the ERA Board, identifying the position they are interested in. Applicants will be asked to include in their submission: their interest, relevant experience and other qualifications that make them a suitable candidate for selection. Deadline for submissions is July 15th in the odd year.
3. The ERA Executive Director and the CSGA Yukon Director will review the applications and recommend appointments to the Board.
4. Committee members will be selected and appointed by the ERA Board of Directors at the August meeting of each odd year, or by e-vote if required, using a Board-approved process. The TYOC Chair will be advised.
5. Appointed committee members will be advised by email from the Executive Director or President following the August meeting of the ERA Board of Directors.
6. ERA members will be advised of the TYOC membership after appointments are completed.