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| **TY-5.13-POLICY – Team Yukon Accommodation** |
| **Purpose and Related Policies** | The purpose of this policy is to outline how accommodation for the Canada 55+ Games will be arranged and financed.**Related Policies:**1. Policy - Team Yukon Management
2. Policy – Team Yukon Financial Support (Games specific)
3. Policy - Team Yukon Organizing Committee Terms of Reference
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| **Policy Statement** | * To the extent possible, all rooms will be booked in the same hotel to create a team atmosphere and to assist Team Yukon members with logistics during Games time
* Any hotel subsidy provided by ERA will be applied to the room cost, regardless of the occupancy (participant/non-participant)
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| **Scope** | * This policy covers participants, Mission staff, and non-participants (cheerleaders and personal assistants)
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| **Planning Parameters** | * Hotel accommodation locations have been designated by the Games Host Committee
* Team Yukon Organizing Committee (TYOC) will manage room assignments in the designated hotels in order to ensure all participants can be accommodated by matching room configurations with participant needs
* Requests for additional days in the hotel before and/or after Games time are permitted and will be organized by TYOC, subject to hotel availability
* Any other hotel accommodation arrangements will be made by the participant, separate from the Team Yukon block booking
* Accommodation for participants will be booked based on shared, double occupancy; exceptions will be considered on a case-by-case basis, and only if enough rooms are available
* Mission staff (Co-Chefs and YG SARB Consultant) will be provided with a single room if requested
* Participants choosing not to stay in the designated Team Yukon hotel will be responsible for making all necessary bookings/arrangements
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| **Financial** | * ERA is responsible for accommodation costs for the Chef de Mission position(s) including any pre-approved nights before and/or after the Games period
* All room costs associated with Games time will be paid in advance by the participant/non-participant, less any subsidy provided by ERA
* Any additional hotel days are the responsibility of the requesting participant/non-participant and paid directly to the hotel
* Any incidentals incurred while at the hotel are the responsibility of the participant/non-participant
* Costs associated with campsite accommodation are the responsibility of the participant/non-participant, less any subsidy provided by ERA
* Any costs associated with private accommodation are the responsibility of the participant/non-participant, less any subsidy provided by ERA
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| **Guidelines** | * Team Yukon headquarters and Games-time meeting room will be arranged at the accommodation hotel by the TYOC
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| **Approval and Review** | The Board will review this policy on a regular basis, with input from the CSGA Yukon Director, the Board of Directors or Executive Committee as required.  |