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| **TY-5.11 - POLICY - Team Yukon Management** |
| **Purpose and Related Policies** | The purpose of this policy is to describe how the Team Yukon Organizing Committee (TYOC) will determine the participants and non-participants (cheerleaders and Mission staff) who will make up Team Yukon and the obligations for those attending the Games.**Related Policies and documents:**1. Policy – Team Yukon Financial Support (Games specific)
2. Policy – Team Yukon Accommodation
3. Position Description - Chef de Mission
4. YG Sport & Recreation Branch (SARB) & ERA Team Yukon ~~2022~~ Working Relationship (Games specific)
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| **CSGA Vision** | The vision of the CSGA is: the Canada 55+ Games enrich the lives of participants and host communities across the country and is widely recognized for its unique model of fun, friendly competition and social connection and for its significant influence on prompting active, healthy lifestyles to adults 55+ In Canada.  |
| **ERA Vision** | All Yukon seniors have opportunities to be active in recreational activities that lead to an enhanced quality of life. |
| **Eligibility** | Membership in Elderactive Recreation Association (ERA) is required to be eligible to submit an ERA pre-registration “I Might Go” form. |
| **Policy Statement** | * ERA encourages participation of all interested Members as a primary goal in team formation as a means to demonstrate the value of inclusion as stated in the ERA Strategic Plan.
* The primary focus for TYOC efforts are participants, but non-participants (e.g., cheerleaders) are recognized as an important part of the experience.
* Every effort will be made to accommodate interested ERA Members within the team size constraints imposed by the Games Host, available accommodation or the ERA budget.
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| **Team Yukon Formation** | Participant and non-participant registration takes place in two phases: * Phase 1 includes ERA pre-registration using “I Might Go” forms indicating an expression of interest1 in attending the Games; and
* Phase 2 includes official Games Host registration and payment processed through ERA.

1 Expressions of Interests are used to determine if event playoffs are required to determine team members. It assists also with planning all aspects of Team Yukon participation at the Games (e.g., accommodation, uniforms, etc.).See Appendix 1 for registration timelines. |
| **Phase 1 - ERA pre-registration:*** The ERA pre-registration “I Might Go” forms provide the TYOC with a preliminary profile of Team Yukon, event interest, need for playoffs and determining accommodation requirements.
* Participants are placed in events based on the date the “I Might Go” form is submitted to ERA (First Come, First Served) up to the stated deadline date (See Appendix 1).
* If the number of Members expressing interest for a particular event/age category exceeds the Host limit, TYOC will make every attempt to identify an alternate event of interest to the Member.
* The need for an event playoff is determined based on the pre-registrations received by the deadline date.
* To be eligible to participate in any playoff, “I Might Go” forms must be received prior to the ERA pre-registration deadline.
* Members not selected through the playoff process will be placed on a waitlist or offered an alternate event if space is available.
* A team pre-registration is considered received only when all of the team members have submitted their ERA pre-registration forms.

**ERA Pre-registrations received after the “I Might Go” deadline:*** Late ERA Pre-registration “I Might Go” forms will only be accepted in the following circumstances:
	+ there is an available space in the event selected
	+ to fill a space in a team event where there are vacancies
	+ from a non-participant whose spouse/partner is a participant and has submitted forms by the required deadline
	+ there is room in the Team Yukon hotel accommodations
* In circumstances where there is no available space in the event selected and/or, there is an event space but no available Team Yukon hotel accommodation, a wait list will be created based on the date the form is received and the person is notified when/if a vacancy occurs.
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| **Phase 2 - Games Host Registration:**1. At the Information meeting, pre-registered participants will be provided the Games Host Registration forms with a deadline of May 1 submission with payment to ERA.
2. A team registration is considered received when the team captain has submitted a Games Host registration form which includes the list of team members.
3. If, by the Games Host registration form deadline, an opening becomes available in an event, a team/person on the waitlist (based on date received) can fill this opening.
4. The CSGA Yukon Director finalizes Team Yukon based on the forms and payment received by the deadline and submits both to the Games Host by May 31.
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| **Host Games Registration Refunds** | * Last minute withdrawals from the Games due to medical issues will be reported by the CSGA Yukon Director to the CSGA President, including any substantiation as requested. Any registration refund is at the sole discretion of the CSGA President and the Games Host.
* Upon approval, a refund of paid registration fees will be processed following the Games by the Host Games.
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| **ERA Refunds / Repayments** | * If notice of withdrawal is given far enough in advance so as there are no costs already paid for hotel accommodation, a refund of any pre-payments to ERA will be considered.
* If a participant has received financial assistance from ERA, upon withdrawal this becomes a debt owed to ERA and must be repaid by September 15 (of Games year).
* Any other costs associated with withdrawal from participation remain the responsibility of the individual (e.g., travel or uniform).
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| **Team Yukon Obligations** | Each member of Team Yukon is expected to:* read and follow guidelines detailed in Team Yukon materials including the Code of Conduct (Appendix 2), and
* sign the code of conduct on the Games Host Registration Form.

Individually, each participant is expected to:* organize and pay for a personal assistant (non-participant or a participant in the same event) if required to help with personal care or mobility requirements, due to the limited capacity of the Co-Chefs, and
* file protests, if required, according to the Master Rules book and advise the Chefs de Mission as soon as possible.
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| **Travel** | ERA recognizes that participants and non-participants will travel by various modes of transport, depending on the location of the host community.* TYOC, through the Travel lead, will prepare information on travel options and costing for distribution to participants and non-participants at the Team Yukon information meeting.
* Participants and non-participants are responsible for making their own travel arrangements and paying the carrier(s) directly.
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| **Uniforms** | * All participants and non-participants must wear a Team Yukon uniform for opening and closing ceremonies. At all other times, wearing of a Team Yukon uniform is discretionary.
* Participants and non-participants are responsible for the cost of uniforms less any approved ERA subsidy to offset costs. Payment must be submitted with the Games Host registration form.
* TYOC will coordinate sizing and ordering of uniforms.
* Any team member may purchase more than 1 uniform piece.
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| **Pre-Games Event Practices** | Upon the request of participants, ERA may provide assistance to organize and communicate pre-Games event practices. Any associated practice costs are the responsibility of participants. |
| **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 - Team Formation Timeline**

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| **When** | **What** | **Who Responsible** |
| Fall prior to Games | Distribution of ERA pre-registration “I Might Go” forms for Games participation following communication to all Members and general public, including the communities | TYOC / Exec Director (ED) |
| Fall-May 1 | Review of ERA pre-registrations and slotting of pre-registrants into events | CSGA Director and ED |
| 1. January 10 (of Games year)
 | Deadline for submission of ERA pre-registration “I Might Go” forms | Participants and non-participants |
| 1. Jan 10-31
 | Playoffs if required (Curling, Floor shuffleboard, Carpet bowling) | ERA |
| 1. Jan 10-early Mar
 | Advertise where additional team members are required for any events  | ERA |
| 1. March
 | Information Meeting for pre-registered participants/non-participants - distribution of Games Host Registration forms | TYOC |
| 1. May 1
 | Deadline for submission of Games Host registration forms and payment to ERA | Participants and non-participants |
| May 1 - 31 | Completion of Games Host registration forms inputting, clarifying with participants/non-participants if required | CSGA Director and ERA |
| May 31 | Submission of Games Host registration forms and payment to Games Host | CSGA Director and ED |
| Jun 1 - Games time | Adjustments to team rosters due to withdrawals | CSGA Director |

**Appendix 2 - Code of Conduct**

**APPLICATION OF THE CODE**

This Code applies to all participants, non-participants, Co-Chefs, and Mission Staff. This Code applies to conduct of such members at Team Yukon Games events and Canada 55+ Games activities. All Team Yukon participants/non-participants must sign a contract/agreement which states an understanding of, and agreement to the Code of Conduct.

**TEAM YUKON CODE OF CONDUCT**

All members of Team Yukon are expected to:

* Act as ambassadors for the ElderActive Recreation Association (ERA) and the Yukon Territory and wear the colors of Team Yukon with pride;
* Participate in the Canada 55+ Games in the spirit of fair play, co-operation and respect for others at all times;
* Understand and respect the rules of their event as stipulated in the CSGA Master Rule Book;
* Understand and respect the roles and responsibilities as stipulated in the Team Yukon materials;
* Respect their opponents and the directions and decisions of competition and other officials;
* Be gracious in victory and defeat;
* Be respectful of the host community and participants from other provinces and territories;
* Conduct themselves in a manner that supports and enhances a safe environment, free from harassment and discrimination; and
* Use social media outlets in a positive, fun, safe and respectful manner.
* Obey all federal laws, provincial and territorial laws of the host province/territory and municipal by-laws;
* Respect the CSGA policy that states all indoor venues are alcohol, smoke and scent-free in specified areas;
* Abstain from use of alcohol , cannabis and cannabis products, illegal substances, cigarettes and E-cigarettes (vaping) while participating in their event and any Team Yukon events;
* Wear the appropriate team uniform pieces as indicated by our team dress code;
* Be punctual for all Team Yukon and Host events and activities;
* Refrain from verbal or physical abuse of other members of Team Yukon or participants in the Canada 55+ Games, including the use of foul language and obscene or offensive gestures; and
* Refrain from damaging or destroying facilities or equipment.

Breach of the Code of the Conduct will be addressed by procedures outlined by the Team Yukon Organizing Committee.