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| **TY-5.14-POLICY - Yukon Director and Alternate to Canadian Senior Games Association – Selection & Responsibilities** | |
| **Purpose and Related Policies** | The purpose of this policy is to describe the selection process and responsibilities of the Yukon representative to the Canadian Senior Games Association.  **Related Policies and documents:**   1. CSGA Operating Manual including Master Rule book 2. Team Yukon Organizing Committee 3. Team Yukon Management 4. Team Yukon Accommodation 5. Team Yukon Financial Support (Games specific) 6. Chef de Mission position description 7. YG SARB-ERA Team Yukon Working Relationship (Games specific) |
| **Context** | * The Canadian Senior Games Association (CSGA) sanctions the biennial Canada 55+ Games. * CSGA is a volunteer Board of Directors composed of members appointed/selected by their respective Provincial/Territorial organizations. |
| **Policy Statement** | * To ensure Yukon is represented at the national level, the ERA Board of Directors selects and appoints a Director and alternate Director. The alternate Director will assume the duties of the Director upon resignation during the term or if unavailable for required meetings. |
| **Role and responsibilities** | **National**   * As a member of the CSGA Board, oversee successful delivery of high-quality games. * To represent Yukon and convey the wishes of ElderActive Recreation Association, the sanctioning body for Team Yukon, to CSGA.   **Local**   * To Chair the Team Yukon Organizing Committee (TYOC). * To liaise with the CSGA and ERA/Team Yukon to ensure expedient flow of information regarding registration, events, rules, accommodations, games fees, deadlines and other information regarding the planning and delivery of the games. * To keep the ERA President up to date by e-mail and by attending ERA Board meetings as requested. |
| **Accountability** | * To the CSGA Board of Directors * To the ERA Board of Directors, through the President |
| **Term** | * The Director will be appointed for a two-year term to commence following the CSGA AGM in the odd-numbered year. * The responsibilities of the Chair, TYOC commence according to the term identified in the Policy Team Yukon Organizing Committee Terms of Reference. * The Alternate Director will be appointed for a two-year term to commence following the CSGA AGM in the odd-numbered year. * Reappointment to a further term(s) is an option. * The appointment or re-appointment of the Director must be endorsed in writing by the ERA President to the CSGA (Sourced from: CSGA Bylaws 3.04(b)). The name of the alternate is also provided by the President. |
| **ERA Support** | * All reasonable travel expenses incurred for authorized travel for Canadian Senior Games Association business not covered by the CSGA will be paid by ERA. * If the alternate Director is attending an AGM as a substitute for the Director, all reasonable travel expenses incurred for authorized travel for Canadian Senior Games Association business not covered by the CSGA will be paid by ERA. * ERA will support travel and accommodation expenses for the incoming Director to attend the AGM immediately preceding their assumption of role as the Director if a new Director is appointed. |
| **Responsibilities - Director** | * Liaison between CSGA/Host and ERA President, ERA Executive Director (ED) and TYOC   As Chair, TYOC:   * Provides updates and reports regularly at TYOC meetings * Develops/distributes TYOC meeting agendas * Chairs TYOC meetings - ensures TYOC timelines are on target * Organizes any required playoffs, in conjunction with ERA * Works with ERA ED on participant lists (I Might Go; Final List) * Provides Team lists and support for Team Yukon Info Meeting * “I Might Go” Forms * Troubleshooting on behalf of Team Yukon during Games * Ensures Team Yukon compliance with Games Master Rule Book * Works with ERA ED to ensure all participant/non-participant registration forms are completed and entered into the database or copied and mailed, together with fees, to Games Host by registration deadline * Mentoring the Alternate Director on CSGA obligations and expectations |
| **Responsibilities – Alternate Director** | * Acts in the absence of the Director as requested or if the Director is not available for any reason. * Acts as the Recording Secretary for TYOC Meetings, recording “action items”, discussion and decisions and distributes minutes within a week of the meeting, once reviewed by the Chair. * Leads discussion topics at TYOC meetings as requested by the Chair. * Participates in mentoring with the Director regarding CSGA obligations and responsibilities. |
| **Other** | * The Director and Alternate Director are entitled to participate as a member of Team Yukon during the term. |
| **Selection Process** | * The Board will manage the application and selection process. * Expressions of interest must be submitted by January 31 in odd numbered years based on the details indicated in the position advertisement. * Feb - Nominating Committee will review applications and determine candidates suitable for consideration and prepare recommendation to the Board. * March - ERA Board of Directors will consider the recommended candidate from the Nominating Committee. * The Board will document its appointment decision by motion. * The candidate will be advised following the Board decision. |
| **Qualifications & Suitability** | * Must be an ERA member (or willing to become a member). * Knowledge of sporting events and participation would definitely be an asset. * Prior to Games-time, both Director and Alternate must complete the Respect in Sport Training * Have served in a leadership role. * Organizational skills are critical. * Diplomacy skills are critical. * Experience planning and chairing meetings is an asset. * Applicants must be able to communicate well orally and in writing. * Applicants must be willing to travel to at least one Canadian Senior Games Association (CSGA) meeting per year (anywhere in Canada, usually at the end of August). * Applicants must be mobile enough to join in the onsite inspections of the upcoming Host facilities. |
| **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. |