

**Chairperson:****Athlete Village: Macpherson College 40 Livyer's Loop, St. John's**

Macpherson College is comprised of two wings: Cluett Hall and Shiwak Hall.
Each hall is home to 250 students

Accommodation's chair should have full access to accommodation facility. Knowledge of facility maintenance and mechanical functions is required to handle any emergency situations

Accommodations Checklist*Prior to Games*

- Determine the number of athletes, coaches, mission staff & respite workers (SONL)
- Determine number of volunteers needed to facilitate check in and check out (in conjunction with SONL)
- Work with committees to determine event or registration space requirements within accommodation facilities (SONL)
- Using accommodation requests confirm number of beds needed (SONL)
- Develop accommodation check in and check out process (in conjunction with SONL)
- Request needed signage and equipment/supplies (in conjunction with SONL)
- Provide accommodation venues front desks with a game's information package (in conjunction with SONL)

During Games

- Help participants check in and get settled in their rooms as required
- Make sure there is always one person on duty to handle issues and requests
- Post schedules when available
- Provide update information to GOC

Post Games

- Return all equipment/supplies
- Write thank you notes (in conjunction with SONL)
- Prepare final report