



**Bidding Guidelines**  
**Canadian Ringette Championships**  
[www.ringette.ca/crc](http://www.ringette.ca/crc)

**2019**

## 1.0 Introduction

Ringette Canada (RC) is the National Sport Organization (NSO) for the sport of ringette in Canada. Founded in 1980, Ringette Canada includes over 30,000 players from 9 provinces as well as over 2000 coaches and 1,800 officials. RC is the owner, on behalf of its Members, of the Event. In all of our work, Ringette Canada is guided by our core values:

- Innovation
- Collaboration
- Accountability
- Respect
- Excellence

**Website:** [www.ringette.ca](http://www.ringette.ca)

## 2.0 Event Overview

The event being hosted and open for bids is the Canadian Ringette Championships (CRC), hereinafter called the “Event”. This Event encompasses the Canadian championships in the U16 and U19 age divisions, and the possibility of including the National Ringette League (NRL) Championship\*.

*process is complete in September.*

While these are essentially separate events, traditionally they are held at the same time and at the same place and hosted by the same group: thus, bids for hosting the CRC incorporates all three categories of play. This Event requires a clear understanding of roles and responsibilities that continue to nurture open communications between the stakeholders for the Event. The following is an overview of the key stakeholders in the Event to give context to those details that follow:

**Provincial Ringette Associations:** The provincial ringette associations are the members of RC. They are also indispensable in terms of hosting any major event. All bids must receive the endorsement of their provincial ringette association before being considered for this bid process. Provincial ringette associations will be free to endorse more than one bid if they so choose.

**Local Ringette Associations:** Local ringette associations are a vital part of the process from the bid stage through to execution. While not a requirement, often the local ringette association is the hosting organization. If the local or provincial association is not hosting the Event, it is essential that the Host Committee secure the support of these important partners.

**Host Committee:** The Host Committee is the body with which RC will contract to host the Event. The Host Committee must be fully constituted according to their provincial societies incorporation act and must be free to contract. In the case of the Event, this is often a local or provincial ringette association. The Host Committee is ultimately responsible for financial losses incurred at the Event and is the recipient of surpluses from the Event.

### 3.0 Bid Submissions

Bidding communities should produce a document that outlines their bid, the support they have in executing the bid (and the Event if successful in the bid) and their community. While each bid will be unique in its theme and flavor (which is important in providing the participating athletes with an unforgettable experience) it is also important for the delegates considering this bid to have sufficient time and basic information to accurately review and compare the bids received. Consequently, the bid submission document, utilizing the format outlined in the Appendix will consist of two parts:

Part 1 comprising the basic information complying with the technical requirements/information in a consistent format using 'key assumptions' and the templates provided in this document; and

Part 2 comprising any other information the bidder wishes to present, all of which can be presented in a manner that reflects the uniqueness of the community and region submitting the bid.

The Bid Document, consisting of both Parts 1 and 2 will be provided in accordance with the timeline outlined below.

#### 3.1 Bid Overview

The bid process presents an incredible opportunity for ringette communities and communities-at-large to excite and electrify their communities by hosting ringette's best athletes.

Another opportunity exists to connect with your community-at-large and forge more partnerships within your own community. Even those bids that are not successful will benefit from the connections, thoughts and relationships that are required to put the bid together.

#### 3.2 Bid Timeline for 2019 Event

|                 |  |
|-----------------|--|
| June 9th, 2017  | Deadline to submit bids to Ringette Canada                               |
| June 23rd, 2017 | Deadline for technical visit (if needed) & bid review by Ringette Canada |
| June 30th, 2017 | Decision of host by selection committee to Award the Event               |

#### 3.3 2019 Event Timeline Options for consideration

- (1) March 31 - April 6, 2019;
- (2) April 7 - April 13, 2019; \*
- (3) April 14 - April 20, 2019.

### 4.0 Event Requirements

In order to ensure the Event is held to the highest standards, RC has created the following Event requirements. Bidding committees should be careful to read and understand these requirements before proceeding with their bid. In addition "key assumptions" have been identified in order to ensure a clear understanding of the requirement and consistency among bids received.

These requirements will help create a solid foundation for hosting the Event. With this foundation in place, Bid/Host Committees will have considerable room to create and innovate to develop a better event with greater benefits for all involved.

These requirements are intended to be clear enough to give specific direction to Bid Committees. What cannot be captured in requirements of this type is the need for our hosts to rise to the world class level of our athletes. The guidelines outline, for instance, the size of dressing rooms. They do not outline that the dressing rooms must be of a quality fitting for a National Championship.

## 4.1 Key Assumptions

- NOTE 1:** Whenever information provided in the bid submission varies from a “key assumption” or another assumption is utilized or added, this revised assumption is to be identified within the submission, generally by way of a footnote contained in Part I.
- NOTE 2:** If one or more of the proposed venues is not currently in existence or will be undergoing renovations/construction prior to or during the proposed time frame of the Event, this fact should be identified by way of footnote which will include an alternative location/plan for the activity anticipated for that venue in the eventuality the construction or work is not completed in time.
- NOTE 3:** Failure to comply with any of the “key assumptions” in any category does not disqualify the bid submission, but the Bid Committee should be prepared to explain this failure during the presentation to the voting delegates, who may take these omissions into account in their deliberations and voting.

### Accommodations:

#### Host Hotel

Accommodations, as outlined below for the Board and staff of RC attending the Event

#### Officials Hotel

Accommodations, as outlined below for the Major Officials attending the Event

#### Athletes’ Hotels

Accommodations, as outlined below for the teams attending the Event

### Ceremony Venues:

#### Closing Ceremony

This Venue is at the discretion of the Host Committee and will depend on availability of a facility suitable for the planned ceremony. Seating should be no less than 2000

#### Opening Ceremony

The Venue is at the discretion of the Host Committee and will depend on availability of a facility suitable for the planned ceremony. Seating for should be no less than 1500

### Major Officials Per Diem:

In accordance with Ringette Canada Travel Policy

### Number of Major Officials:

Range of 50-60 (on-ice officials, shot clock operators and supervisors) depending on facilities

### Number of Ringette Canada Representatives:

Not to exceed 15 (Board members and staff)

### Number of Teams:

Confirmed divisions:

16-20 teams @ U16 with average team size of 24 (players and staff)

16-20 teams @ U19 with average team size of 24 (players and staff)

Possible division:

8 teams @ NRL with average team size of 22 (players and staff)\*

### Other Required Venues:

#### Athlete Dressing Rooms

Dressing rooms in each playing venue measuring approximately 20' x 20' (400 sq ft) and includes a private toilet and sink, and stalled shower facilities. It is expected the dressing rooms will be clean, and acceptably maintained for a national level event

#### Athlete Warm-Up Area

Areas associated to each playing venue. This area must be accessed by accreditation, separate from the general public, and large enough to accommodate 2 teams wishing to warm-up prior to their match. The floor surfaces must be appropriate athletic surfaces

#### Coaches Meeting & Athlete Forum Rooms

Facility to accommodate the coach/team registration and meeting in advance of the Event for the U16 & U19 team representatives (minimum of 3/team). Facility also needs to allow for concurrent Athlete Forum activity in a separate room, with minimum of 2 players/team to participate

#### Media Room

Separate location within confines of each playing venue complete with power, telephone and internet access, and space for media to file reports and players to be interviewed in an appropriate environment

#### Medical Services

Separate and private first aid location at each playing venue. The first aid room must be easily accessible from the ice surface and should not be accessible to spectators

#### Merchandise Service

Location of approximately 600 sq ft at each playing venue, or as ultimately determined by the Official Merchandise Supplier

#### Officials Meeting Room

Meeting room at the Officials Hotel to be available for use by the Officials throughout the Event

#### Ringette Operations Centre

Meeting room within the Main Playing Venue to be used by RC staff and volunteers (eight [8] computers and ten [10] people) for the recording of statistical information

#### Ringette Canada Office

Meeting room within each Playing Venue (if more than one) for RC staff and volunteers to meet regarding specific issues such as pool determination, official scoring and disputes

#### Volunteer Services

Location at each playing venue for volunteers to report for duty and congregate between games

#### Webcast

Location at each playing surface to set up webcast camera. Venue must offer suitable internet capabilities to provide HD webcast images.

#### **Playing Venues:**

Minimum of six (6) playing surfaces (including the Main Playing Arena) meeting the Technical Requirements outlined below, with ideally eight (8) being available if necessary, and all being available for most if not all of the days during the Event. In addition to actual competitions, ice availability is important pre-Event for practice purposes for teams arriving early for the Event. This practice ice represents an opportunity for revenue to the Host Committee.

#### **Transportation:**

##### Air Transportation

The Host City must be easily accessible by air. The Host City should be serviced by an international airport with adequate number of non-stop flights and passenger seats each day. Information regarding airline flights and costs related to airlines servicing the airport(s) to be utilized for the Event

##### Ground Transportation

Transportation, as outlined below, to/from the designated airport for the Board, staff and Major Officials of RC, including transportation to/from playing venues and other event venues.

## **4.2 Technical Requirements**

### **4.2.1 Main Playing Venue - Playing Surface and Spectator Areas**

The Main Playing Arena must meet the following requirements:

- Standard size ice (85' x 200') preferred, or international size ice surfaces. The ice surface must include all ringette markings and the event logo.
- Minimum of six (6) dressing rooms available
- First Aid room
- Officials' meeting room and change area
- Athlete warm-up area
- Spectator seating in the arena adjacent to the ice surface for no less than 1000 spectators

- A space for broadcast setup
- Dedicated Internet access for broadcast purposes - to be supplied by the host.

#### **4.2.2 Other Playing Venues - Playing Surface and Spectator Areas**

The other playing arenas must meet the following requirements:

- Standard size ice (85' x 200') preferred, or international size ice surfaces. The ice surface must include all ringette markings.
- Minimum of four (4) dressing rooms for each pad of ice at the venue
- First Aid room
- Officials' meeting room and change area
- Athlete warm-up area
- Spectator seating areas in the arena adjacent to the ice surface for no less than 500 at one ice pad and minimum of 100 at other ice pads
- A space for broadcast setup at the larger of the "other" playing ice surfaces
- Dedicated Internet access for broadcast purposes - to be supplied by the host.

#### **4.2.3 Medical and Athlete Services**

Medical services should include:

- Non-emergency treatment
- Emergency Treatment

The Host Committee will have first aid attendants and first aid kits available at every related venue with access to a qualified physician within minutes of each venue. Ambulance services would be coordinated so that appropriate coverage would be in place for all of the related events. The main medical center would be located at the Main Playing Venue where all medical personnel would be coordinated and dispatched. On site medical centers would be clearly identified and visible to all participants, volunteers and spectators. Other services such as general physiotherapy advice would be available as coordinated through the medical headquarters.

#### **4.2.4 Major Officials**

RC will be responsible for identifying, selecting and scheduling the major officials who will be participating in the Event.

The cost of the major officials' accommodation rooms and travel expense to the host city and back are borne by RC.

The costs for per diems and local transportation for the major officials will be borne by the Host Committee.

#### **4.2.5 Minor Officials**

The Host Committee will be responsible for the training, assignment and oversight of minor officials throughout the event. This will include announcers, scorekeepers and timekeepers. For the Event the typical requirement will be no less than 30 trained individuals for each role.

The Event Technical Delegate, in consultation with the Director of Officials and Technical Director will select the minor officials for playoff games, and will reserve the right to request minor officials be assigned (or not assigned) for certain games.

The training of a pool of minor officials will be an important pre-event function for the Host Committee and will provide the hosting community with an important legacy after the Event.

### **4.3 Event and Logistical Requirements**

#### **4.3.1 Arena - Media and Television Requirements**

The Main Playing Arena must be suitable for hosting a broadcast or webcast and requires a broadcasting location. At least three other playing surfaces should also be suitable for hosting a broadcast or webcast, but does not ordinarily require a broadcasting location for announcing. A letter of support from a broadcast partner who has used this facility in the past should accompany the host bid. All venues must have high speed internet access available to the broadcaster at the cost to the host.

#### **4.3.2 Ground Transportation**

Ground transportation requirements can be fulfilled in a variety of ways, either separately or in a combination, subject to contract negotiations and budget considerations between the Host Committee and RC.

The host shall provide:

- Transportation of all major officials for the duration of the event
- Three vehicles to be used by Ringette Canada for the duration of the event (must include one mini van)
- A designated vehicle rental partner with negotiated preferred for teams attending the event.

The host committee may provide the following as added value for participants:

- Bus service at no expense for teams required to travel an extended period of time to outlying playing venues (e.g. in excess of 40 minutes from hotels);
- Fans attending the event should also be provided with a preferred transportation plan (e.g., public transit, etc).

#### **4.3.3 Opening Ceremony**

The details of this activity will be at the discretion of the Host Committee, but should include entertainment, speeches by local and national dignitaries and introduction of the provincial contingents. The intent of this ceremony is to raise enthusiasm and excitement for the beginning of the Event. It does not include any planned meal or food preparation for participants.

#### **4.3.4 Closing Ceremony**

The details of this activity will be at the discretion of the Host Committee, but should include recognition of the age group winning teams, entertainment, speeches and awarding of all star and other post-event awards. The intent is to provide a more upscale event than the Opening Ceremony, one that is dedicated to recognizing excellence and awards recipients in a more formal format, at a reasonable cost to both spectators and the Host Committee. Therefore, it does not include any planned meal or food preparation; however, given the necessary timing of the activity it is appropriate for some form of light buffet (previous examples include dessert buffet, chocolate fountains) to be served either in advance of the ceremony while teams are waiting for the start of the ceremony or at the conclusion of the ceremony.

#### **4.3.5 Medal Presentations**

Medal presentations will take place following the gold medal game. The format of this presentation will be developed by the Host Committee in consultation with RC. This ceremony will include Gold, Silver and Bronze medal presentations (medals supplied by RC) and a trophy (supplied by RC) presentation to the winning team.

A presentation of a banner and medals (Gold and Silver) will be made after the the Consolation Final.

In addition to the presentations outlined above, presentations will be made to “player of the game” in several categories at the conclusion of each consolation final game and the bronze and gold medal games in each division.

#### **4.3.6 Game Presentation**

Game presentation will be a vital element in making this Event a success. If possible, all games should have an announcer (both official languages for medal games is essential) and music during warm-up, stoppages in play and intermissions. Over the course of the Event feature games should be identified where fan interaction intermission activities will be held. A minimum of one game per day should be a feature game.

#### 4.3.7 Host & Officials Hotel and Accommodations

One hotel for the Event should be identified as the Host Hotel for Ringette Canada delegates, Major officials, sponsors and VIPs, which should not be used by any of the participating teams. If appropriate, a hotel may be identified as a host for the teams. A preferred rate for staying at each host hotel should be negotiated by the Host Committee.

The following rooms are required (minimum):

|                                  | <b>Guest Rooms</b>                            | <b>Room Nights</b> | <b>Meeting Rooms</b>   |
|----------------------------------|---|--------------------|--|
| Host Hotel (Staff and officials) | 35 double rooms<br>5 single rooms<br>2 Suites | 260                | 1 room for 60 people, available for the duration of the week at no cost to RC. |
| Teams                            | 400<br>(40 teams @ 10 rooms each)             | 3200<br>(8 nights) | Varies   |

#### 4.3.8 VIP Services

The following groups are designated VIPs for the Event and should receive preferential treatment such as access to all events/activities, preferred seating, and access to Event transportation:

- Ringette Canada Board of Directors & Staff
- Key national and local sponsors
- Government Representatives
- Provincial Ringette Association Presidents

#### 4.3.9 Merchandise and Souvenirs

Ringette Canada will contract an official merchandiser for clothing and branded memorabilia. The Host Committee will receive a stipend from the successful merchandiser as a result of this arrangement. During the Event, the Host may not allow or arrange for branded merchandise sales by other vendors.

#### 4.3.10 Official Event Photographer

An official event photographer is required and should be identified by the Host. The photographer should provide daily photos of games and all activities surrounding the Event to the Host Committee and RC. Photographs will be used for media and promotional purposes. At the conclusion of the Event, the photographs become the property of RC with photo credit being given to the photographer.

In addition to providing official photographs for the Event, the photographer can also sell the photographs on-site to fans, athletes and families. Financial arrangements with the official event photographer rest with the Host Committee and not RC.

#### 4.3.11 Media Relations and Communications - Including Websites

The Host Committee will designate a Media PR rep to work in consultation with RC's Media PR consultant to create awareness and provide general event information to the Media.

Ringette Canada may provide the platform for the event website, online results system and access to the ringette.ca network.

All external communications must be provided in both official languages (press releases, website postings, etc).

#### 4.3.12 Event Promotions and Ticket Sales

The Host Committee will be responsible for establishing an events promotion and ticket sales plan targeting both the ringette and non-ringette communities. This plan should be geared towards the promotional goal of having a sellout for the gold medal games. The plan should include:

- Event signage throughout the Host community leading up to and during the Event

- Ticket sales which may be set up via a professional 3rd party outlet (e.g. Ticketmaster)
- An event logo developed by RC and designed in consultation with the Host Committee to reflect the event and the host community
- Press conferences
- All local ringette associations in the host area.

RC will work with the teams to make athletes available (when possible) for any promotional events scheduled.

#### **4.3.13 Doping Control**

As Ringette Canada adheres to the drug policy and enforcement under the Canadian Centre for Ethics in Sport (CCES), participants at this event will be subject to scheduled drug testing throughout the week of the Event. CCES will work with the Host Committee via Ringette Canada to engage in this activity; however the successful bidder should be prepared to have on hand independent volunteers to assist as chaperones in conducting the necessary testing.

### **4.4 Financial Requirements**

In order to create value for our stakeholders, we need to bring resources into the Event and allocate those resources prudently. This section deals with those elements and should be a part of the consideration of any group considering or working on a bid for these events.

#### **4.4.1 Revenue Generation**

The Host Committee will need to generate adequate revenues in order to fulfill all of the obligations of the Event while still creating a legacy fund. Hosts can, and should expect revenue from the following sources (though others are certainly possible):

- Ticket Sales  
Host Committees can and should sell tickets to all games and capture revenue from these sales
- Local Sponsorship  
Host communities will be able to develop sponsorship packages for local sponsors as well as national level sponsors
- Merchandise Sales  
See above re: Merchandise and Souvenirs
- Program Sales  
The Host Committee should develop a souvenir program for the event. The program should be available for sale to fans at the Event. Information for inclusion in this program will be supplied by RC (e.g. past all stars, game schedule)
- Ticket Sales for non-game events (e.g. Opening and Closing Ceremonies)  
Opening and Closing Ceremonies can both be opportunities for extra ticket sales; however traditionally the Opening Ceremony has not been a ticketed activity
- Grants (see below)  
Host Committees will need to examine opportunities to partner with government and other agencies for grant funding in support of the Event
- Parking, concessions and other ancillaries  
Host Committees should attempt to capture revenue from parking, concessions and other elements of the venue operations. These elements are most often retained by the venue, but this possibility should not be ignored
- 50/50 and other Gaming Fundraisers  
Host Committees are free to pursue 50/50's and other similar fundraisers such as casino nights providing they secure proper registration/licensing from their respective municipal and/or provincial government
- Ice Sales  
Sale of ice obtained at the venues can be resold by the Host Committee to teams arriving for the Event and wishing to book practice times. This establishes one-stop shopping for the incoming

teams and may provide some revenue for the Host if they have negotiated a special rate for ice during the Event

#### 4.4.2 Key Funding Partners

Government funding partners can be an important part of the revenue picture, but also a source of the important connections that can make the Event truly memorable. This can and should start at the bid stage, as Bid Committees should be working closely with their local tourism bureaus to help with the formulation of the bid. Governmental partners can include (but are not limited to):

- Local Municipality;
- Regional Government (if applicable);
- Local or regional tourism and/or economic development bureau; and
- Provincial Government.

#### 4.4.3 Hosting Fee

Host Committee will be expected to pay a hosting fee in the amount of \$30,000 for the rights to this event. This amount shall be deducted from the event profit and due to Ringette Canada by April 15th, 2019.

#### 4.4.4 Hosting Grant

Host Committees can expect RC to provide a hosting grant. This grant will comprise an amount of \$1,500 per entered team. This amount will be distributed in the months leading up to the Event, with \$1,000 withheld pending the filing of the Host's final report. Depending on the nature of sponsorship agreements, some of these may also provide a share of proceeds to the Host Committee.

#### 4.4.5 Economic Impact

Historically, we have seen that the economic impact of the Event will be on the order of \$2,000,000 in the local area.

#### 4.4.6 Cost Management

In order for the Event to be successful, the Host Committee will have to ensure that proper controls are in place to manage and limit costs. The Host Committee will need to establish its own bank account and financial procedures.

Signing authority for the Host Committee account needs to be held to a maximum of four people and it needs to be clear to the entire Committee that only those four can commit the funds (even informally) of the Committee.

Host Committees can expect costs to be incurred for many of the areas outlined in this bid package.

Costs for varying elements can be quite different from city to city, so for the most part direct comparisons will be difficult; however utilizing the "key assumptions" may bring some structure to this process.

It is vital to note that any losses incurred through the hosting of this Event will be the responsibility of the Host Committee.

#### 4.4.7 Surplus Sharing

As this Event is owned by RC there is a formula for sharing the surplus, following the submission of audited statements to RC by the Host Committee. The formula is as follows:

| <b>Net Surplus</b><br>(after payment of hosting fee to RC) | <b>Host Committee</b> | <b>Ringette Canada</b> |
|--|-----------------------|------------------------|
| \$0 - \$50,000   | 100%                  | 0%                     |
| \$50,001+  | 50%                   | 50%                    |

#### **4.4.8 Legacy Funds**

Every Host Committee should be planning to create a surplus as a result of their hosting of this Event. As such, each Host Committee will be expected to develop a plan for the use of their legacy funds to help further ringette in their respective community. Legacy funds can be a boon to the development of the sport in a host community, but can also present a very real challenge to the governance of the association. Legacy funds should be an element of the bid presentation as the key decisions about what legacy will do and how it will do it need to be dealt with at the outset of the hosting process.

### **5.0 Host Committee**

At the heart of this project will lay a committed, passionate and effective Host Committee. The work of the Host Committee will vary greatly in scope and type and thus so too should the composition of the Committee. The Host Committee will need to be incorporated or affiliated with an existing body that has the ability to contract. Although the Committee may be affiliated with another body, it will be required to have its own bank account and to keep financial operations separate from its parent body.

#### **5.1 Structure of the Host Committee**

The Host Committee will need to have a structure that is sufficiently flexible to allow it to adapt to the challenges throughout this process but sufficiently rigid that it can form the foundation of the Event. Striking this balance is no small feat. Regardless of the structure of the Host Committee, one of the keys to the success of the Event will be the people that make up the Host Committee and its sub-committees. People will need to bring passion, dedication and expertise in order to ensure accomplishment of the goals for this Event. In developing a Host Committee, bids should be cognizant of the skill sets they will need to have on the Host Committee as well as the need for people to do the work. To that end, the following is a non-exhaustive list of skill sets that can be considered essential to the successful function of the Host Committee:

- Meeting planning and running meetings;
- Legal;
- Accounting and Financial management;
- Connections in the community;
- Government;
- Venues;
- Sponsors and service providers;
- Service clubs and other voluntary organizations; and
- Ringette expertise and experience.

The structure of the Host Committee is also important, but will vary according to the strengths and attributes of the Host Committee members and the requirements of each unique community. However, as a basis for structure the following template is provided for consideration.

##### **5.1.1 Co-Chairs**

The Event should have two Co-Chairs who jointly perform the leadership role for the Event. As with the other key roles in the Host Committee, the co-chair structure allows for some redundancy and avoids having the Host Committee become too reliant on one person. The Co-Chairs should be prepared to act as the official spokespeople for the Event in the community and to lead the efforts of the rest of the host group. At least one of the Co-Chairs should have experience in running meetings.

##### **5.1.2 Director - Technical Arrangements**

This role attends to the service of the ringette tournament part of the Event. This includes medical services, officiating services, the preparation of the ice surface area and the dressing rooms areas and therefore would have significant ringette experience. The person in this role is often selected to sit on the Event Protest and Grievance Committee.

### **5.1.3 Director - Hosting and Athlete Services**

This role attends to the transportation, housing and feeding of the athletes, coaches and officials at the Event. This role is broad and usually involves a large portion of the volunteer contingent for the Event. Key areas of this portfolio include hotel liaisons, athlete welcome packages and ground transportation for officials.

### **5.1.4 Director - Volunteer Services**

The Event will require between 175 and 250 volunteers. In this role, the Director will be in charge of recruiting, training and recognizing these irreplaceable volunteers. The person in this role will have to be able to liaise effectively with all other elements of the organization in order to gauge and fill each of their volunteer services needs.

### **5.1.5 Director - Finance**

The Director of Finance will be charged with managing the financial well-being of the Event through the initial stages of the bid through to the completion and the creation of legacy funds. This role requires solid knowledge of bookkeeping/accounting practices as well as the ability to work closely with all of the elements of the host group to determine and resource financial requirements.

### **5.1.6 Director – Fundraising**

The Director of Fundraising plays an essential role in providing the financial support for the Event and engaging the local and surrounding communities, businesses and organizations, as well as governments in providing services (both cash and in-kind) to the Event. Ideally this individual needs to be someone passionate about ringette, with contacts in the business community and an ability to sell the sport of ringette.

### **5.1.8 Director - Event Services**

The Event services element of the event will include the opening and closing ceremonies, game presentation, medal ceremonies and other promotional events leading up to and including the week of the Event.

### **5.1.9 Representatives of Stakeholders**

Depending on the view of the Host Committee it may be prudent to include representatives of key partners on the Host Committee. These partners may include the municipality, the province or a key funding agency. The inclusion of these people on the Committee can include ex officio (non-voting) roles or full membership.

All of these roles will be backed up with co-directors and with sub-committees. This structure will allow the Host Committee to spread out the work, and allow leaders in the community to take on particular areas (transportation for instance) without having to take on the entire “Athlete Services” portfolio.

The Host Committee will have some flexibility in terms of their organizational structure, but should expect to work with a structure similar to that outlined above.

## **5.2 Host Committee Relationship with Ringette Canada**

Ringette Canada has the honour and the challenge of hosting this major Event in our sport. Likewise, we will award a Host Committee with a similar challenge and honour; so we need to work together at every step of the way.

The Executive Director of RC will be an ex officio (non-voting) member of the Host Committee and is available to participate in Host Committee meetings as required (either by the Host Committee or Ringette Canada) and will be provided all Host Committee documents/minutes/budgets.

### **5.2.1 Ringette Canada’s Staff**

The Bid/Host Committee can expect that one or more members of the RC staff (at RC expense) will visit the bid/host community on at least two occasions: (1) after the initial bid submission and in advance of the vote for the bid selection, to conduct an on-site evaluation and provide feedback to the Bid Committee in advance of the final submission; and (2) in the months leading up to the Event to the Host Committee, and will participate in Committee meetings at that time. The RC staff has the experience of running this annual Event as well as the background that comes with being professional in sport administration. It will be important for Host communities to work closely with the RC staff at all times to ensure a positive outcome for the Event.

### **5.2.2 Ringette Canada Board**

The Ringette Canada Board will play a role (as voting delegates) in the very important duty of selecting the successful bidder for this Event. They will also be in attendance at the Event and are in charge of developing budgets and policy that may affect the operation of the Event. Although ultimately responsible for the Event, the Board does not typically get involved in the day-to-day preparations and operations for the Event. From time to time, the Board may request a report from the Host Committee about their progress. The Board will then provide feedback to the Host via the RC staff.

## **5.3 Volunteer Recruitment, Training and Recognition**

The Event simply will not happen if not for the considerable efforts of dedicated volunteers. Volunteers will be involved from the development of a bid package right through to after the Closing Ceremony.

Host Committees will need to have a plan in place to recruit these volunteers, train them for their specific roles and recognize them for their efforts. The bid package should include an overview in reference to the available volunteers (especially if the municipality or province maintains a volunteer skills inventory), plans for recruitment and plans for retention.

## **5.4 Host Committee Relationship with Key Partners**

The Host Committee will need to work closely with many key partners in order to make the Event a reality. Below is a short overview of some of these key partners.

### **5.4.1 Local Ringette Associations**

It will be imperative that the Host Committee have the full support of their local ringette association and of those associations in the area. The Event will require a great deal of volunteer support, a dedicated base of ticket buyers and the coordinated efforts of the entire ringette community. Bid packages should include letters of support from all local associations in the area.

### **5.4.2 Provincial Ringette Association**

As with the local ringette associations, the provincial ringette association will be an irreplaceable part of the bid and the conduct of the Event. All bids require a letter of support from the provincial ringette association. As with RC, the provincial ringette association is a source of experience and information in terms of operating ringette events, and should be consulted throughout the planning and execution of the Event.

### **5.4.3 Competing Teams**

At the bid stage, the bid group will have limited, if any, interaction with the competing Provincial Sport Organizations or teams. As the Event date approaches, the Host Committee will work with these teams on logistical and promotional information on an ongoing basis.

### **5.4.4 Venue Owners**

Host Committees will need to work closely with the owners of all of their venues. This, of course, includes the Playing Venue(s), but also includes hotels, sites for ceremonies and venues set aside for practices.

#### **5.4.5 Governments**

A national championship event requires that the municipal and provincial levels of government become involved. Their involvement can be financial in the form of grants, and can also include promotional and logistical support. The governmental partners can also include local and provincial tourism boards that can provide irreplaceable support to the Host Committee through the bid process and into the operational phase of the event.

### **5.5 Post Event Report**

The Host Committee will be required to complete a post-event final report. This report will include information about the financial operations, logistics as well as lessons learned from the experience of hosting.

## **6.0 General Requirements**

The following outlines some elements of an outstanding Event not captured in one of the headings above.

### **6.1 Relationship with the Federal Government**

Host Committees may be able to find funding sources through the federal government such as Regional development agencies (e.g., Western Economic Diversification, Atlantic Canada Opportunities Agency), Human Resources Development Canada or other departments. Within the government, only Ringette Canada should have contact with Sport Canada or the Department of Canadian Heritage. The Host must keep RC apprised of all contact with the federal government.

### **6.2 Relationship with Event Sponsors**

Host Committees will need to work closely with their event sponsors to ensure that they get the best possible experience from their relationship with the Event. This will include VIP services for these sponsors, outstanding delivery on the deliverables in the sponsorship contract as well as working closely with RC's sponsors to ensure there are no sponsorship conflicts or other challenges. Host Committees will need to work closely with RC on their sponsorship program to ensure that there are no conflicts and that they work together to deliver value to the corporate partners.

### **6.3 Relationship with Broadcast Partners**

RC is the broadcast rights holder for this Event. As such, any broadcast agreement will be signed by RC. Although RC is the owner of the broadcast rights, the local Host Committee can and will be very involved in the broadcast of these events. This may include working with broadcast partners directly, ensuring that the broadcast partners have the facility access they need and having co-chairs and/or spokespeople available for interviews. In the realm of broadcast, it will be important that the Host Committee work closely with RC and that the Committee fully communicate the broadcast requirements to the rest of the Committee as broadcast requirements often touch on multiple elements of the operation.

### **6.4 Official Languages**

All communications in relation to this Event must be provided in both of Canada's Official Languages. This includes websites, promotional material, in-venue announcements and major signage in the venues. RC will be able to periodically help with translation services but Host Committees will need a plan for translations as well as for bilingual announcers/MC's for events.

All official and public correspondence must be released simultaneously in both official languages.

## **7.0 Bid Submission, Site Visit & Selection Process**

### **7.1 General**

The A Bid selection committee (as outlined in Ringette Canada Policy) will be faced with a difficult decision to select from among several well-prepared bidding groups, all of whom would be more than capable of hosting an unforgettable event.

Bidding groups will submit their bids in accordance with the time frame and in the format outlined within this Section 3 of this document and in accordance with the procedures contained in the Ringette Canada Procedures Manual. After receiving the draft bid, RC will conduct an on-site evaluation, and a report will be shared with the bid selection committee.

### **7.2 Site Visit**

#### **7.2.1 Travel and Accommodations**

Bidding groups will need to fund the travel and accommodation for one member of the Selection Committee to conduct a site visit as outlined in the timeline in section 3.

#### **7.2.2 Venues and Presentation**

The site visit will take place over the course of one day. Along with a member (or members) of the bid group, the Selection Committee delegate shall visit all competition venues, special events locations and the proposed host hotel.

At the discretion of the bid group, a formal presentation of the bid package may take place. The presentation must not exceed 30 minutes in length.

### **7.3 Selection Procedures**

The selection of the successful host Bid Committee will be conducted by the Selection committee.

The selection committee shall consist of one member of the Ringette Canada Board of Directors, one member from a past Event Host committee and the Director of High Performance and Events.

This group will review the bids and provide a recommendation to the Ringette Canada Board of Directors of approval in accordance with the timeline outlined in Section 3.

## **8.0 Agreement with Ringette Canada**

At least one year from the commencement of the Event, the Host Committee will enter into an agreement with Ringette Canada regarding the technical arrangements, financial arrangements, operating arrangements and other activities contained in the successful bid document, along with other roles and responsibilities outlined in the of Ringette Canada.

**Please submit your bids or direct your questions to:**

CRC Bid Submission  
Ringette Canada  
201-5510 Canotek Road.

Ottawa, ON K1J 9J4

ringette@ringette.ca

Confirmation of receipt for bid submissions will be issued within two working days.

**APPENDIX**  
**BID DOCUMENT FORMAT**  
**PART I**

**I.1 Community Information**

Brief outline of community proposed to be the host for the Event. Information in this section should include the following:

- Name of host ringette association or co-hosting associations
- Name of host community or co-hosting communities
- Main airport to be used by Event and type of airport (local, regional, national, international)
- Overview of community events hosting history
- Community support (letters of support to be provided in Part 2), including endorsement of bid from provincial ringette association

**I.2 Playing Venues**

Table using the following format for each proposed playing ice surfaces/venues:

|  |  |
|--|--|
| Name of Venue  | e.g. Main Arena, Site X                    |
| Name of Venue Owner  |  |
| Address of Venue   |  |
| Website Address of Venue   |  |
| Name of Ice Surface (if different than venue name)                                 | e.g. Main Ice A, Ice Pad I                 |
| Dimensions of ice surface  | e.g. 85' x 200', 85' x 196'*               |
| Existence of ringette lines, including corresponding lines on boards               | Yes/No                                     |
| Existence of ringette dots   | Yes/No                                     |
| Spectator seating capacity in arena  |  |
| Location of spectator seating in arena   | e.g. bowl, one-side only, balcony, corners |
| Type of spectator seating in arena   | e.g. stadium, bench                        |
| Location and type of additional viewing  | e.g. lounge, standing behind glass         |
| Available broadcast location   | Yes/No                                     |
| Number of athletes' dressing rooms   |  |
| Size of athletes' dressing rooms   |  |
| Number of officials' dressing rooms  |  |
| Size of officials' dressing rooms  |  |
| Size of athlete warm-up area   |  |
| Size of medical services room  |  |
| Size of media room   |  |
| Size of merchandise sales area   |  |
| Size of Ringette Canada Operations Centre or Ringette Canada office as appropriate |  |
| Size of volunteer services area  |  |
| Size of Event committee meeting area   |  |

\*Requires footnote

Schematic diagrams of all proposed playing venues and full descriptions (including photographs where applicable) of the facilities located in each of the venues with spaces identified for each of the distinct activities to occur in that venue (e.g. dressing rooms, warm-up, media, medical services, RC operations, merchandise sales, volunteer services,

food services, event services, broadcast location). If any other activities are to occur at a playing venue, e.g. Opening Ceremony, this should be indicated on the schematic.

Information in this section will also relate to venue access: map showing location, distance from Host Hotel, parking, public transportation and other relevant information associated to each venue.

### I.3 Ancillary Events/Venues

#### I.3.1 Opening Ceremony

Table presenting the following details for the Opening Ceremony activity, along with a schematic of the venue:

|   |   |
|---|---|
| Date and time of Opening Ceremony       |   |
| Name of venue                           |   |
| Physical address of venue               |   |
| Owner of venue                          |   |
| Website of venue                        |   |
| Type of venue                           | (e.g. arena, auditorium, gymnasium, hotel ballroom, convention centre, theatre) |
| Seating capacity of venue for activity  |   |
| Type of seating for ceremony            | (e.g. arena, chairs, benches, theatre)  |
| VIP reception and holding area at venue |   |
| Distance from Host Hotel (km and time)  |   |

#### I.3.2 Closing Ceremony

Table presenting the following details for the Closing Ceremony activity along with a schematic of the venue:

|   |   |
|---|---|
| Date and time of Closing Ceremony       |   |
| Name of venue                           |   |
| Physical address of venue               |   |
| Owner of venue                          |   |
| Website of venue                        |   |
| Type of venue                           | e.g. arena, auditorium, gymnasium, hotel ballroom, convention centre, theatre |
| Seating capacity of venue for activity  |   |
| Type of seating for ceremony            | e.g. arena, chairs, benches, tables, theatre                                  |
| VIP reception and holding area at venue |   |
| Distance from Host Hotel (km and time)  |   |

#### I.3.3 Accommodations

Table presenting the following details for all available accommodations, commencing with recommended Host Hotel:

| Name of Hotel | # Rooms | # Meeting Rooms | Rate Range | Distance to Main Venue | Distance to Opening | Distance to Closing |
|---------------|---------|-----------------|------------|------------------------|---------------------|---------------------|
|               |         |                 |            | e.g. 10 km/15 min      |                     |                     |

Letters of support from the appropriate hotels or local hotel association.

### I.4 Other Event Information

### 1.4.1 Air Transportation

Table presenting the following information relating to main and/or alternate airport access to the host community and each airline providing service to the airport:

|                        |   |                |              |                                       |
|------------------------|---|----------------|--------------|---------------------------------------|
| Name of Airport        |   |                |              |                                       |
| Distance to Host Hotel |   |                |              |                                       |
| <b>Name of Airline</b> |   | <b>Airport</b> | <b>#/Day</b> | <b>Aircraft Capacity</b> <sup>◇</sup> |
|                        | Pt. of Origin <sup>†</sup>                            |                |              |                                       |
|                        | Pt. of Destination <sup>‡</sup>                       |                |              |                                       |
|                        | Cost of Return economy seating<br>Between airport and |                |              |                                       |
|                        | Halifax   |                |              |                                       |
|                        | Montreal  |                |              |                                       |
|                        | Ottawa  |                |              |                                       |
|                        | Toronto   |                |              |                                       |
|                        | Regina  |                |              |                                       |
|                        | Calgary   |                |              |                                       |
|                        | Vancouver   |                |              |                                       |

◇ - Capacity of aircraft servicing airport via airline

† - Last stop of flight prior to arrival at airport or point of origin if single flight

‡ - First stop of flight departing from airport, or point of destination if single flight

The table will not take into account whether or not several plane-changes are required to reach the destination, hence the rationale for the last/first point before arrival/departure.

Information contained in this section will be current as at the time of bid submission.

### 1.4.2 Ground Transportation Plans

Brief overview of ground transportation plans, if any, for movement of individuals (officials, RC Staff and Board members, spectators) and/or teams from hotels to activity venues and between venues throughout the Event. These details will identify the form in which the Host Committee will fulfill its obligations to provide access to ground transportation, i.e. provide and drive vehicles, provide rental vehicles, etc. In the event of providing driver-operated vehicles, this section will provide information of experience with ground transportation at previous or similar events of this nature.

### 1.4.3 Broadcasting

List of previously broadcast events from the competition sites, either television or website.

### 1.4.4 Game Presentation

Brief description outlining plans to ensure proper game presentation.

### 1.4.5 Event Photographer

Name and website of proposed Event photographer, if known.

### 1.4.6 Ticket Distribution Plan

The Host Committee will determine, in conjunction with a third party ticket provider if one is being used, the ticket prices and packages for all activities (spectator entry into games, ceremonies, other activities). This information is not

required for inclusion within this section; however the basic projections will form part of the financial information to be included.

The decision to utilize a third party ticket provider is at the discretion of the Host Committee. In the event the determination is not to use a third party ticket provider, this section will provide the details of how the Host Committee will conduct ticket sales and distribute the tickets accordingly.

#### **I.4.7 Ringette Canada Board Meeting Support**

Location of meeting room for RC Board Meeting including details of the room capacity, room setup and catering availability will be contained in this section.

#### **I.4.8 Coaches' Meeting/Athletes' Forum**

Location of meeting room for coach/team registration and coaches' meeting with concurrent athletes' forum, including details of the room capacity, room setup and amenities available for this activity, e.g. audio/visual aids, power, etc.

### **I.5 Organization Chart**

An organization chart containing the positions of the Host Committee and potential names and resumés.

### **I.6 Event Budget**

#### **I.6.1 Projected Revenue and Expense Statement**

An itemized revenue and expense statement with projected dollar amounts. It is anticipated that not all categories of revenues and expenses will be incurred by all bidders, and some items not listed below may be incurred (and should be included); however the statement should appear using the indentified items (where applicable) in the format below. Note that in-kind contributions should appear both as revenue and offsetting expenses.

| <b>REVENUE</b>                   |                           |                     |              |
|----------------------------------|---------------------------|---------------------|--------------|
|                                  | <b>Estimated Quantity</b> | <b>Revenue/Unit</b> | <b>Total</b> |
| <b>Grants</b>                    |                           |                     |              |
| Municipal Government             |                           |                     | \$0          |
| Provincial Government            |                           |                     | \$0          |
| Federal Government               |                           |                     | \$0          |
| Foundations/Service Clubs        |                           |                     | \$0          |
| Per Team Hosting Grant           |                           |                     | \$0          |
| Other (list on separate lines)   |                           |                     | \$0          |
| <b>Event Revenue</b>             |                           |                     |              |
| Event Passes                     |                           |                     | \$0          |
| Single Day Passes                |                           |                     | \$0          |
| Opening Ceremony Tickets         |                           |                     | \$0          |
| Closing Ceremony Tickets         |                           |                     | \$0          |
| Souvenir Program Sales           |                           |                     | \$0          |
| Merchandising/Sales Commission   |                           |                     | \$0          |
| Hotel Commissions                |                           |                     | \$0          |
| Official Photographer Commission |                           |                     | \$0          |
| <b>Sponsorship</b>               |                           |                     |              |
| Local                            |                           |                     | \$0          |
| Regional                         |                           |                     | \$0          |
| Provincial                       |                           |                     | \$0          |
| National                         |                           |                     | \$0          |
| Title                            |                           |                     | \$0          |
| Other (list, if known)           |                           |                     | \$0          |

|                              |                           |                  |              |
|------------------------------|---------------------------|------------------|--------------|
| <b>Donations</b>             |                           |                  |              |
| Local (list if known)        |                           |                  | \$0          |
| <b>Total Revenue</b>         |                           |                  |              |
| <b>EXPENSES</b>              |                           |                  |              |
|                              | <b>Estimated Quantity</b> | <b>Cost/Unit</b> | <b>Total</b> |
| <b>Ticketing</b>             |                           |                  |              |
| Tickets Printing             |                           |                  | \$0          |
| Tickets Distribution Fees    |                           |                  | \$0          |
| Lanyards                     |                           |                  | \$0          |
| Souvenir Program Printing    |                           |                  | \$0          |
| Other                        |                           |                  | \$0          |
| <b>Event Operations</b>      |                           |                  |              |
| Venue Rental – Ice costs     |                           |                  | \$0          |
| Venue Rental – Preparation   |                           |                  | \$0          |
| Venue Rental – Other         |                           |                  | \$0          |
| Security                     |                           |                  | \$0          |
| Parking Attendants           |                           |                  | \$0          |
| Medical Supplies             |                           |                  | \$0          |
| Medical Services             |                           |                  | \$0          |
| Photographic Services        |                           |                  | \$0          |
| <b>Ceremonies</b>            |                           |                  |              |
| Opening Ceremony             |                           |                  | \$0          |
| Closing Ceremony             |                           |                  | \$0          |
| VIP Reception                |                           |                  | \$0          |
| Music Clearance Fees         |                           |                  | \$0          |
| Other                        |                           |                  | \$0          |
| <b>Transportation</b>        |                           |                  |              |
| Committee Transportation     |                           |                  | \$0          |
| Team Transportation          |                           |                  | \$0          |
| Officials Transportation     |                           |                  | \$0          |
| <b>Officials</b>             |                           |                  |              |
| Major Officials Per Diem     |                           |                  | \$0          |
| Minor Officials Training     |                           |                  | \$0          |
| Minor Officials Game Fees    |                           |                  | \$0          |
| <b>Volunteers</b>            |                           |                  |              |
| Volunteer Recruitment        |                           |                  | \$0          |
| Volunteer Recognition        |                           |                  | \$0          |
| Volunteer Clothing           |                           |                  | \$0          |
| <b>Marketing</b>             |                           |                  |              |
| Signage                      |                           |                  | \$0          |
| Promotion/Advertising        |                           |                  | \$0          |
| <b>Other</b>                 |                           |                  |              |
| Gifts for Participants/VIPs  |                           |                  | \$0          |
| Administration/Bank Charges  |                           |                  | \$0          |
| Other (list)                 |                           |                  | \$0          |
| <b>Contingency</b>           |                           |                  |              |
| <b>Total Expenses</b>        |                           |                  | \$0          |
| <b>NET REVENUE(EXPENSES)</b> |                           |                  | \$0          |

### **I.6.2 Legacy Fund**

Brief overview of plans for surplus funds, representing a legacy fund.

### **I.7 Special Plans**

Brief outline of special plans to be incorporated into the Event. Examples would be coaching seminars, special tours of significant areas within the community, concerts, theme nights and ongoing events ongoing in the community during the Event.

## **PART 2**

Any additional information the Bid Committee wishes to include that is not already provided elsewhere in the Bid Document Appendix such as the following community information and other significant local information/events:

- Registration numbers of host ringette association and co-hosting associations
- Levels of play of host ringette association and co-hosting associations
- Population of host community and co-hosting communities
- Population of region of hosting community
- Airlines utilizing main airport and names and descriptions of alternate airports that may be used
- Descriptions of tourist attractions, local events and other promotional material
- Listing of non-sporting event hosting history over past 12-15 years
- Listing of sporting events hosting history (non-ringette) over past 12-15 years
- Listing of ringette events hosting history over past 12-15 years
- Community support letters from the following:
  - Host city mayor and/or council
  - Venue owners if not municipal owned venues
  - Provincial ringette association
  - Local ringette association
- Other optional community support letters:
  - Local tourism authority
  - Regional authority
  - Provincial government
  - Local chamber of commerce or business association
  - Regional health authority
  - Airport authority
  - Host hotel
  - Local media outlet(s)
  - Regional ringette association
  - Ceremonies venues
  - Other groups as desired