



**Bidding Guidelines  
World Ringette Championships**

**2019**

## Event Overview

The 2019 World Ringette Championships will be a 5-7 day event held in November of 2019. The event will feature a best of 3 series between Canada and Finland's Senior National Teams, A best of 3 series between Canada and Finland's Junior National Teams and a 3-4 team President's Cup Championship which may include Sweden, USA, the Czech Republic and Slovakia.

### Number of Teams:

President Pool – 3 - 4 Teams with average team size of 22 (players and staff)

Junior Pool – 2 teams with average team size of 28 (players and staff)

Sam Jacks Pool – 2 teams with average team size of 28 (players and staff)

### Schedule\*

Day	Sam Jacks Pool	Junior Pool	President's Pool
Day 1	Practice – Canada Practice - Finland	Practice – Canada Practice - Finland	Practice – 4 teams
Day 2	Exhibition Game	Exhibition Game	2 Round Robin Games
Day 3	Canada vs Finland (Game 1)	Canada vs Finland (Game 1)	2 Round Robin Games
Day 4	Practice – Canada Practice - Finland	Practice – Canada Practice - Finland	2 Round Robin Games
Day 5	Canada vs Finland (Game 2)	Canada vs Finland (Game 2)	2 Semi Finals
Day 6	Canada vs Finland (Game 3)	Canada vs Finland (Game 3)	Bronze Medal Game Gold Medal Game

*\*Subject to change. This is a draft based on most recent IRF hosting guidelines.*

## 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 information to accurately review and compare the bids received.

Please submit your bids (Via Email) or direct your questions to:

WRC Bid Submission

Frances Losier

Director of High Performance and Events

613-748-5655 ext 221

[frances@ringette.ca](mailto:frances@ringette.ca)

## **Bid Timeline for 2019 Event**

August 3rd, 2018	Deadline to submit bids to Ringette Canada
By September 7th, 2018	Technical visit conducted by Ringette Canada (If needed)
By September 21st, 2018	Selection completed and official announcement.

### **Site Visit**

**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.

**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.

### **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.

### **Information and documents to include in your proposal**

- ❖ Information as outlined in Appendix A (please provide details in the same order)
- ❖ 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(s)
- ❖ Overview of past hosting experience
- ❖ Host committee organizational chart
- ❖ Additional information about the host city and tourism attractions
- ❖ Formal Community study

**Appendix A**  
**BID DOCUMENT**

**A. Event Dates**

Please provide requested dates to host the event in your community.

**B. 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), including endorsement of bid from provincial ringette association.

**Event Requirements**

**1. Main Playing Venue - Playing Surface and Spectator Areas**

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

Name of Venue	
Name of Venue Owner	
Address of Venue	
Website Address of Venue	
Dimensions of ice surface	
Spectator seating capacity in arena	
Location and type of additional viewing	
Available broadcast location	
Number of athletes' dressing rooms	
Number 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 Event Operations Centre	
Size of volunteer services area	
Size of Event committee meeting area	

**2. Other Playing Venues - Playing Surface and Spectator Areas**

Table using the same table as Main Playing Venue for each additional proposed playing ice surfaces/venues.

**3. Opening Ceremony or event**

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	
Website of venue	
Seating capacity of venue for activity	
Brief description of event plan	

**4. Closing Ceremony (If applicable)**

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	
Website of venue	
Seating capacity of venue for activity	
Brief description of event plan	

**5. Medal and Awards Presentations**

Brief description outlining plans to ensure proper awards presentation.

**6. Game Presentation**

Brief description outlining plans to ensure proper game presentation.

**7. Accommodations**

Please provide a detailed list of proposed host hotel, friends and family hotel and other properties to be included in this bid. The list should include room types available and proposed rate per night.

The host should provide 30 rooms to Ringette Canada for the use of its National Teams for the duration of the event (or a max of 7 nights if the event is longer). In the event that this is not possible, please indicate the room rate that can be guaranteed to Ringette Canada for its National Teams' rooms.

**8. Air Transportation**

Provide a brief summary of the possible and recommended International flight options into the host city

**9. Ground Transportation**

Brief overview of ground transportation plans for movement of individuals 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.

Four vehicles should be provided to Ringette Canada by the host for the duration of the event, preferably mini-vans. This is to be used by Canada's National Staff attending the event.

**10. Medical and Athlete Services**

Please provide plans for medical services for the event.

**11. Media and Television and/or Webcast Requirements**

Include event broadcast plans and list previously broadcast events from the competition sites, either television or website.

**12. VIP Services**

Provide an overview of any VIP services you intend to offer.

**13. IRF Board Meeting Support**

Location of meeting room for IRF Board Meeting including details of the room capacity, room setup and catering availability should be provided here. A preferred rate should also be secured and confirmed in this bid.

**14. Merchandise and Souvenirs**

Please provide any non-clothing related merchandise plans for this event as outlined in the Appendix B.

**15. Official Event Photographer**

Name and website of proposed Event photographer, if known.

**16. Media Relations and Communications - Including Websites**

Highlight any specific plans you may have for the event as it relates to Media Relations and Communications.

**17. Event Promotions and Ticket Sales**

Provide the ticket package pricing as well as distribution plan.

**18. Financial Requirements - Budget**

Include detailed budget, projected profit and legacy plan.

**19. Hosting**

Provide the structure of the Host Committee, names of co-chairs (if known) and your volunteer recruitment, training and recognition plans.

**20. 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 in the community during the Event. Past events have seen success in pairing this event with a youth tournament as a way to drive more fans to the World Championships and more people into the host city.

## Appendix B

### HOSTING REQUIREMENTS WORLD RINGETTE CHAMPIONSHIPS

#### Event Requirements

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 World Championship.

#### 1. Main Playing Venue - Playing Surface and Spectator Areas

The Main Playing Arena must meet the following requirements:

- Standard size ice (85' x 200'). The ice surface must include all ringette markings and the event logos.
- Minimum of one dressing room per team registered for the event must be available for the duration of the event.
  - If more than ten teams participate in the event, arrangements can be made, given that not all venues can offer dressing room space.
    - Drying rooms with proper ventilation would be required to store equipment at the main facility should this be the case.
- 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 2000 spectators.
- A space for broadcast setup
- Dedicated Internet access for broadcast purposes
- Access to Laundry for teams
- Access to an ice machine

#### 2. Other Playing Venues - Playing Surface and Spectator Areas

The other playing arenas must meet the following requirements:

- Standard size ice (85' x 200'). 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

#### 3. Opening Ceremony or event

The details of this activity will be at the discretion of the Host Committee, The intent of this ceremony is to raise enthusiasm and excitement for the beginning of the Event. It does not require any planned meal or food preparation for participants.

In lieu of a traditional opening ceremony, the host may opt to host a fundraiser style dinner where local associations, teams or ringette fans can purchase a table for the event and have the chance to sit with a National Team Athlete for the evening. This event would be hosted in collaboration with Ringette Canada and support from the Sport Development Coordinator would be provided.

#### 4. Closing Ceremony

A closing banquet is not required and details of this activity will be at the discretion of the Host Committee.

## 5. Medal and Awards Presentations

Medal presentations will take place following the gold medal games. The format of this presentation will be developed by the Host Committee in consultation with RC. This ceremony will include medal presentations and a trophy presentation to the winning teams. Individual achievement awards for the event will also be provided at this time.

The host is responsible to supply the medals and the individual achievement awards for this event. The design of the awards and medals must be approved by Ringette Canada (and the IRF).

## 6. Game Presentation

Game presentation will be a vital element in making this Event a success. All games must have an announcer (both official languages 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.

## 7. Accommodations

### Host Hotel

Accommodations, as outlined below for the Teams, Officials and IRF Board and National staff members, attending the Event

- Teams – 20-30 people per group. Mostly double occupancy (two beds) with a few single rooms. Suites (kitchenettes) should be available at the request of teams.
- Officials – 8-10 people. Mostly double occupancy.
- National staff from competing nations – up to 5 single occupancy.
- IRF Board – up to 3 single occupancy rooms.
- Meeting rooms:
  - 1 room for 10 people for IRF meeting
  - Meeting rooms for up to 40 people should be made available to teams at their request. (Team meetings, video sessions, etc)

A preferred rate for staying at each host hotel should be negotiated by the Host Committee.

The host should provide 30 rooms to Ringette Canada for the use of its National Teams for the duration of the event (or a max of 7 nights if the event is longer). In the event that this is not possible, please indicate the room rate that can be guaranteed to Ringette Canada for its National Teams' rooms.

### Friends and Family Hotel(s)

Accommodations identified for family and friends attending the event.

Number of rooms may vary based on event location. An average of 20 rooms per Canadian team and 5 per International teams.

A preferred rate for staying at each host hotel should be negotiated by the Host Committee.

## 8. 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.

## 9. Ground Transportation



The host shall provide transportation to/from playing/event venues and to/from the designated airport for the teams, IRF Board and Major Officials.

Four vehicles should be provided to Ringette Canada by the host for the duration of the event, preferably mini-vans. This is to be used by National Staff attending the event.

#### **10. 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.

#### **11. Media and Television and/or Webcast Requirements**

The Main Playing Arena must be suitable for hosting a broadcast or webcast and requires a broadcasting location. At least one Other Playing Arena 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.

#### **12. 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:

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

#### **13. IRF Board Meeting Support**

The IRF board will meet for up to three days during or after the event. The Host Committee should help in securing meeting space as well as transportation to and from these meetings and the competition venues.

#### **14. Merchandise and Souvenirs**

Ringette Canada has a contract with an official merchandiser for clothing for this event. The Host Committee will receive a stipend from the successful merchandiser as a result of this arrangement.

During the Event, the Host may arrange for branded merchandise sales (other than clothing) by other vendors. This must be approved by Ringette Canada and the design of any items sold during the event using the logo or mention of the event must be approved by Ringette Canada. Profit sharing for the sales of these items must be approved by Ringette Canada and reflected in the overall event final financial statements.

#### **15. Official Event Photographer**

An official event photographer is required and should be identified by the Host. The photographer must 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.

#### **16. 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 will 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).

#### **17. 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.

#### **18. Financial Requirements - Budget**

##### **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
- 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

##### **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.

### Surplus Sharing

As this Event is owned by IRF there is a formula for sharing the surplus, following the submission of audited statements.

(a) The Host will retain 40% from the first \$10,000 in profits, Ringette Canada will retain 10% and the IRF will retain 50%.

(b) The remaining profits between \$10,001 and \$50,000 will be shared at 65% to the host, 10% to Ringette Canada and 25% to the IRF.

(c) The remaining profits between \$50,001 and \$100,000 will be shared at 80% to the host and 20% to the IRF.

(d) The remaining profits greater than \$100,001 shall be entirely retained by the host.

Net Surplus	Host	Ringette Canada	IRF
\$0 - \$10,000	40%	10%	50%
\$10,001 - \$50,000	65%	10%	25%
\$50,001 - \$100,000	80%	0%	20%
\$100,001+	100%	0%	0%

### 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.

## 19. Hosting

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.

### 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.

### **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.

### **Committee structure**

The following is a suggestion of possible committee members to include:

- Director - Hosting and Athlete Services
- Director - Volunteer Services
- Director – Finance
- Director – Fundraising
- Director - Event Services

### **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 the conclusion of the event.

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.

#### **Major Officials**

The IRF will be responsible for identifying, selecting and scheduling the supervisors, on-ice officials and shot clock operators 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 the IRF and the participating NSOs.

#### **Minor Officials**

The Host Committee will be responsible for the training, assignment and oversight of minor officials throughout the event. This will include scorekeepers, timekeepers, game stats, penalty box attendant, announcer and music. For the Event the typical requirement will be a pool of no less than 25 trained individuals. Each game will require no less than 8 minor officials.

## **20. Host Committee Relationship with Ringette Canada**

The Director of High Performance 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.

### **Ringette Canada's Staff**

The Bid/Host Committee can expect that one or more members of the RC staff will visit the bid/host community on at least two occasions: (1) to conduct an on-site evaluation and provide feedback to the Bid Selection Committee; and (2) in the months leading up to the Event and will participate in Committee meetings at that time. The RC staff has the experience of running this 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.

