

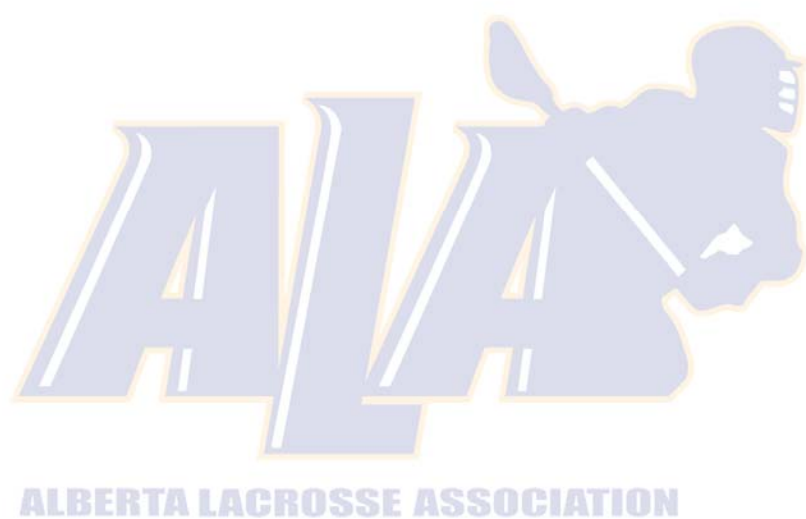
## *2016 Provincial Championships Bid Guidelines*

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## 1.0 INTRODUCTION AND INFORMATION

### GENERAL

The Alberta Lacrosse Provincial Championships are some of the most exciting and high profile events in which Alberta Lacrosse membership takes part each season, bringing together the top teams from across the province in each category.

Attending the Alberta Lacrosse Provincial Championship is often a career highlight for a young player. The thrill of playing in this exciting event makes hosting the Alberta Lacrosse Provincial Championship Competition a unique and special opportunity.

This *Bid Guidelines* document outlines the requirements involved, and the opportunities available, for a Local Governing Body (LGB) or an ALA Member Club interested in submitting a bid to host an Alberta Lacrosse Provincial Championship Competition.

Please review this document thoroughly. A bid application that addresses all details provides you with a better opportunity to be selected if your chosen event has multiple hosting applicants.

### BENEFITS OF HOSTING

There are a number of benefits for any ALA Member who hosts an Alberta Lacrosse Provincial Championship Competition:

- Financial: The opportunity exists to generate income from a number of sources, with the potential for significant profit to the host organization.
- Community Spirit: While the focus of a Provincial Championship is on lacrosse, the event is a great opportunity to involve youth groups, other community organizations and schools in your event, thereby exposing more people to the great sport of lacrosse and making it a true community event. Each Provincial Host has immense pride on where they live and has the opportunity to showcase its uniqueness, hospitality and amenities to teams and families from across the province.
- Publicity/Media relations: Hosts will be able to develop deeper relationships with their local media outlets with advertising and publicity leading up to the event, as well as coverage during the weekend of the championship.
- Sponsor relations: A provincial championship is a great opportunity to enhance existing sponsor relationships, or develop new ones that hopefully will last many years after the event.

If hosting the Provincial Championship Competition is something your ALA Member Club or LGB is interested in and able to undertake, please submit an application to host. The application must address the selection criteria outlined in these Bid Guidelines. The format and layout of the application is up to the individual applicant.

**PROVINCIAL CHAMPIONSHIP DATES**

☐ July 7-10, 2016 - Pee Wee and Bantam A; All B Provincials; Pee Wee and Bantam C; Female – Novice to Bantam

**NOTES**

☐ Alberta Lacrosse sanctions, and is responsible for overseeing, the Provincial Championship Competition. The Host Committee will be required to work with, and provide regular reports to, Alberta Lacrosse Association on the progress of their event. Some aspects of the tournament planning will require the approval/permission of Alberta Lacrosse Association.

☐ The Club/ LGB host of the Provincial Championship Competition will automatically have a team at each applicable level entered in the Competition. Provincial fees apply.

If you have questions, contact Alberta: Lacrosse email [lisa@albertalacrosse.com](mailto:lisa@albertalacrosse.com) or phone 780-464-1861.

Thank you for your interest in hosting and good luck!



## 2.0 BID APPLICATION PROCESS AND SITE SELECTION

These *Bid Guidelines* have been developed to facilitate the selection of the host sites for the Alberta Lacrosse Provincial Championship. Alberta Lacrosse reserves the right to make changes to the bid criteria as may be deemed necessary and to request additional information from the potential host sites concerning any aspect of the application.

### *Timelines & Process*

#### **Step 1: December 20 – Electronic Circulation of Bid Guidelines**

Alberta Lacrosse will forward the bid guideline packages to all member Local Minor Lacrosse Clubs and Local Governing Bodies for open bid prior to January 15.

#### **Step 2: January 15 – Deadline for LLA's to submit bids**

Deadline for the submission of applications, based on the guidelines outlined below, is January 15. All Bid Applications MUST be submitted to the Alberta Lacrosse office by this deadline. ***Bids must be submitted via email.***

Alberta Lacrosse office: [lisa@albertalacrosse.com](mailto:lisa@albertalacrosse.com) and [pauline@albertalacrosse.com](mailto:pauline@albertalacrosse.com)

#### **Step 3: February 1 – Review of Bids**

The selection committee will undertake its review of all bids. The selection committee may request additional information or request answers to follow up questions at any point in time in order to assist with the review of bids. The selection committee reserves the right to conduct site visits to confirm details laid out in a bid, or to confirm technical requirements as outlined in the bid conform to requirements.

#### **Step 4: February 28– Selection and Notification**

In submitting their applications to host, the bid applicants have acknowledged that the decision to award the hosting of the Provincial Championships rests solely with Alberta Lacrosse Association through the selection committee as approved by the Alberta Lacrosse Association Board of Directors.

The decisions of the Selection Committee are based on the information contained in the bid applications and other bid documents provided to the committee.

#### **Step 5: March 15 – Announcement of Host Site**

Alberta Lacrosse Association will announce the selected Provincial Championship Host Sites to the public.

It is the responsibility of the ALA Member Club/LGB to begin fulfilling the obligations of the bid guidelines as well as the commitments laid out in the winning bid immediately upon being awarded the Provincial Championship.

## 3.0 SITE SELECTION CONSIDERATIONS

The bid presentation should contain certain components in order for the selection committee to make a detailed evaluation of the bid submissions. This section will provide some additional detail in terms of responsibilities and expectations in those areas.

### ***A) Community Overview***

The bid application should contain an overview of the hosting community and region, as well as any other characteristics which may enhance the bid.

- ☐ Rationale supporting the bid by potential host community and region, highlight some of the characteristics of the communities and surrounding areas that will be utilized in the event.
- ☐ Map of the host community indicating locations of key facilities (i.e. arena, hotels, ancillary venues) with detailed listing of distances and travel times.
- ☐ Bid should include an introduction to key personnel on the bid committee and how they will be utilized as potential members of the Host Organizing Committee. This can be laid out in the form of an organization chart.

### ***B) Host Committee***

The Host Committee should be comprised of representatives from the Alberta Lacrosse Association's Member Club/LGBAs part of the bid application, the Host Committee will need to agree to:

- ☐ Appoint the following Committee Volunteers:
  - Chair – ALA Liason
  - Marketing/Media/Merchandise
  - Special Events/Protocol Accreditation
  - Facilities – nets, shot clocks, issues
  - Fundraising, Gaming
- ☐ Promote the Provincial Championship as broadly as possible throughout the host community and surrounding areas. The bid should indicate host plans for community involvement, and special events or social activities to add a “festival-like” atmosphere to the event.

In order for a community to be considered as a potential Provincial Championship host, the following minimum hosting standards must be met:

- ☐ An Alberta Lacrosse Association member in good standing.
- ☐ Have a strong volunteer base within the lacrosse and business communities.
- ☐ Have an arena facilities, suitable for the all the respective division/category of lacrosse, to serve as the site for all games. (5 floors)

The Host Committee's obligations for event expenses should include, but are not limited to the following items:

- ☐ Public Service Announcer and Game Music Coordinator; optional
- ☐ Marketing and promotional expenses (newspaper, television, radio station, etc);
- ☐ Tournament Program production that contains event details, advertising, team info, schedule, and provincial sponsor content provided by Alberta Lacrosse Association;
- ☐ Tickets, security and VIP accreditation (for local VIPs). Alberta Lacrosse Association VIP passes (sponsors and otherwise) will be looked after through the ALA office;
- ☐ Individual awards (player of the game) optional

### ***D) Operational Plan***

#### ***1. Arena / Facilities***

To host an event of this type, certain facility standards must be met, including:

- ☐ The host arena must be available on an exclusive basis to the Host Committee for the duration of the event and floor should be booked in accordance with the schedules
- ☐ Arenas must be located within suitable distance of each other for team travel and accommodation;
- ☐ The main host arena must have adequate seating space;

- ☐ A minimum of four (4) dressing rooms and one (1) officials room are required for each arena;
- ☐ A designated office area for the duration of the tournament to be used for the administrative meetings and all discipline and complaint hearings;
- ☐ Foyer/display area for merchandising, draw boards (schedule), and sponsor requirements as applicable.

## ***2. Hotel Accommodations***

The Host Committee will be responsible to show that the following hotel requirements are available within close proximity to the host site:

- ☐ Ensure **written confirmation from the hotel(s)**, that a minimum of (250) hotel rooms with double occupancy are available Thursday through to Sunday to house the participating teams within a one (1) hour drive from the host arena. **(Accommodations must meet a quality standard, which will be reviewed by the bid committee.)**
- ☐ Teams are not required to stay in the hotel(s) that are suggested by the Host Committee as Teams will be responsible for booking and paying for their own accommodation and meal expenses;
- ☐ Ensure a plan is in place to accommodate the Alberta Lacrosse Association Representative, Officials Representative and any potential out of town officials that may be required for the duration of the tournament.

## ***3. Transportation***

The cost associated with all travel related to the tournament, meals and accommodations at the event are the sole responsibility of each participating team. The Host Committee is not responsible for any transportation costs of any type for the participating teams.

## ***4. Marketing / Sponsorship / Grants***

Marketing, Sponsorship, fundraising, and grants are the responsibility of the host organization.

## ***5. Media Services***

The Host Committee will be directly responsible for the servicing of all local media, during the event.

- ☐ Host Committee will be responsible for establishing a media contact person within the committee structure and ensure media personnel are assisted and serviced throughout the event (tournament program, results, etc.);

## ***6. Community / Special Events***

The Host Committee will be responsible to coordinate all protocol arrangements for the event ensuring activities such as opening and closing ceremonies, special receptions and hospitality arrangements are conducted with the Alberta Lacrosse Association.

The Host Committee is encouraged to expand the event into the community with the staging of both on and off-floor special events in order to create a unique atmosphere for your community, athletes and fans. The plan for special events should be outlined in general terms during the bid presentation. Some event ideas include:

- ☐ Shootout between periods/ Intermission shows;
- ☐ Special draws for those in attendance or program purchasers;
- ☐ Festival or Carnival – with face painting, games, mini stick lacrosse etc.
- ☐ Watermelon Challenge.

- ☐ "Farmer's Market" – including a bake and craft sale etc.

### **7. Food Services**

The Host Committee is responsible communication food service options to all participating teams

### **8. Team Services**

The Host Organizing Committee is required to provide participating teams with the following team service elements:

- ☐ Information about potential laundry service for teams to have their team laundry done, at their own cost, after games. This will include jerseys, socks, and player undergarments;
- ☐ Information about Equipment Repair services that are on call for all teams in the case of an emergency;
- ☐ Industrial fans, dehumidifiers, and heaters where necessary to assist in drying of team equipment between games;
- ☐ Access to drinkable water in venue;
- ☐ Ambulance service on call for all games.
- ☐ A list of other qualified medical professionals that can be made available on call for the teams during the tournament. Dentist, Chiropractor, Physio, Massage, etc.

### **9. Medical / Emergency Services**

The Host Organizing Committee is required to provide a Risk Management / Safety plan to deal with issues/emergencies as they arise (mandatory) and provide Medically responsible personnel available or on site for every game (i.e. St. John Ambulance).

### **10. Volunteer Services**

To stage an event of this magnitude, the Host Organizing Committee will be required to recruit, train, support and direct the efforts of numerous community volunteers. In consideration of this critical group, the bid documents must include:

- ☐ Volunteer program and plan for training, coordination, screening, recruitment and recognition.
- ☐ All volunteers and committee members should undergo a criminal record/background check.

### **11. Insurance**

Alberta Lacrosse Association will supply the liability insurance for the duration of the event.

### **12. Souvenirs / Merchandise / Awards**

The Host Committee will be responsible the procuring and distribution of any souvenirs, merchandise, and/or photographs to be provided to participants via the ALA approved Provincial Championship Competition supplier. The host committee will be provided with electronic files of the official Provincial Championship logo. If a Host Committee desires to adapt the official Provincial Championship logo to include local information such as Town, Division, and/or Date, a copy of the proposed logo must be submitted for approval to the Alberta Lacrosse Association.

Alberta Lacrosse Association will provide the following:

- ☐ Championship Banner
- ☐ Championship Trophy
- ☐ Gold & Silver & Bronze Medals

This checklist has been designed to be a helpful tool as you prepare your Alberta Lacrosse



***Mandatory:***

- ☐ Hosting application form
- ☐ Committee organization chart
- ☐ Arena plan
- ☐ Hotel plan

***Optional:***

- ☐ Special events plan (*see 3.0, section D.8*)
- ☐ Communication/verification from sponsors, local government, volunteers, etc.





## 2.0 Hosting Application Form – Division/ Category Preference

Please complete the following form in full and legible

### Minor Lacrosse Association Information

Association Name: President:

Host Committee Chair: Email:

Mailing Address:

PC:

Phone:

Alternate Phone:

Fax:



### 3.0 Arena Safety Checklist

Please use the following scale when asked for a rating. The other sections are either YES/NO or written response. **1** - POOR **2** - GOOD **3** - EXCELLENT **N/A** - (Not Applicable)

#### A. EXTERIOR/GROUNDS/BUILDING ENTRANCES RATING

1. Exterior lighting \_\_\_\_\_
2. Parking - handicapped parking available \_\_\_\_\_
3. Building address identified \_\_\_\_\_
4. Grounds free of unusual hazards \_\_\_\_\_
5. Fences are structurally sound (if applicable) \_\_\_\_\_
6. Sidewalks, entrances are clear of snow/debris \_\_\_\_\_
7. All doors are in working order \_\_\_\_\_
8. Fire hydrants are accessible \_\_\_\_\_
9. Downspouts do not discharge on sidewalks \_\_\_\_\_

#### B. INTERIOR/LOBBY/CONCESSION YES/ NO / N/A

1. Concession; is one available \_\_\_\_\_
2. Concession; area seating available \_\_\_\_\_
3. Office area \_\_\_\_\_
4. Meeting room \_\_\_\_\_
5. Inside viewing to floor area \_\_\_\_\_
6. All stairways equipped with adequate handrails \_\_\_\_\_
7. All areas are handicapped accessible \_\_\_\_\_
8. Fire suppression system checked every six (6) months \_\_\_\_\_

#### C. FIRE SAFETY YES/ NO / N/A

1. Stairways/exits clearly marked \_\_\_\_\_
2. Washrooms clearly identified \_\_\_\_\_
3. Emergency exits clearly marked, operational not obstructed and/or locked shut \_\_\_\_\_
4. Employees trained in fire extinguisher operation \_\_\_\_\_
5. Fire extinguishers serviced annually \_\_\_\_\_
6. Adequate fire extinguishers are present and operable \_\_\_\_\_
7. Automatic extinguishing systems over cooking equipment are serviced every six (6) months \_\_\_\_\_
8. Fire alarms/smoke detectors checked regularly \_\_\_\_\_
9. Fire doors are not propped open \_\_\_\_\_
10. Sprinkler system is in good working condition \_\_\_\_\_
11. Emergency lighting is provided, tested and maintained \_\_\_\_\_
12. Furnace rooms/electrical rooms free of combustibles \_\_\_\_\_
13. Evacuation procedure posted \_\_\_\_\_
14. Exhaust ducts are cleaned by a professional every six (6) months \_\_\_\_\_
15. Adequate garbage containers are present and waste is removed on a regular basis \_\_\_\_\_

#### D. FLOOR AREA/SURFACE YES/ NO/ N/A

1. Boards in good repair \_\_\_\_\_
2. Goals are available \_\_\_\_\_
3. Adequate lighting (candlepower) \_\_\_\_\_
4. Adequate players/penalty/officials boxes with operational gates \_\_\_\_\_
5. Size of floor area \_\_\_\_\_
6. Floor maintained on a weekly basis in order to maintain appropriate floor surface \_\_\_\_\_
7. Plexiglas protection is present/adequate \_\_\_\_\_
9. Adequate ventilation is present (air quality) \_\_\_\_\_
10. Adequate spectator seating \_\_\_\_\_
11. Free of excess humidity \_\_\_\_\_
- 12 Time clock available \_\_\_\_\_

13. Adequate sound system \_\_\_\_\_  
14. Shot Clock Available \_\_\_\_\_  
15. Seats/benches are in good repair \_\_\_\_\_  
16. All rows are easily accessible without climbing or unusually large steps present \_\_\_\_\_

**G. FIRST AID YES/ NO / N/A**

1. First aid room available \_\_\_\_\_  
2. First aid available and easily accessible at work site \_\_\_\_\_  
3. First aid supplies are checked and replaced as required \_\_\_\_\_  
4. Defibrillator on site and accessible \_\_\_\_\_  
5. Access to all emergency equipment such as fire extinguishers, defibrillators, emergency eye wash and showers are kept clear of obstacles \_\_\_\_\_  
6. A public phone is available for emergency use \_\_\_\_\_

**H. SUPERVISION YES/ NO / N/A**

1. Facility is supervised at all times during use. If no, please explain;

**I. OTHER COMMENTS**





**ALBERTA LACROSSE ASSOCIATION**



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