



**CURLING
ALBERTA**

**PROVINCIAL
CHAMPIONSHIPS BID
PACKAGE
2020-21**

Updated November 30, 2018

CURLING ALBERTA CHAMPIONSHIP SITE SELECTION

CURLING ALBERTA

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Questions or inquires pertaining to the bid application process, the material required to properly evaluate a submitted bid or ideas or concepts not included in the bid application may be directed to the above. Curling Alberta reserves the right to disseminate further information to all candidates throughout the bid process.



The amalgamation/incorporation of Alberta's three former regional associations (SACA, NACA and the PCA) and the former Curling Alberta became official on July 30, 2018.

We are now doing business as "Curling Alberta"

SPECIAL NOTES:

This guide has been the subject of substantial review, and been amended to reflect a significant number of changes in policy and procedures since the previous season.

The Provincial Curling Championships governed by Curling Alberta are:

- Jiffy Lube Alberta Scotties Tournament of Hearts (Women's Championship)
- Alberta Boston Pizza Cup, presented by Best Western (Men's Championship)
- Curling Alberta Mixed Provincial Championship
- Curling Alberta Mixed Doubles Provincial Championship
- Curling Alberta Junior Provincial Championships (Men and Women)
- Curling Alberta Senior Provincial Championships (Men and Women)
- Curling Alberta Masters Provincial Championships (Men and Women)
- Curling Alberta Optimist U18 Provincial Championships (Men and Women)
- Curling Alberta Wheelchair Provincial Championships
- Alberta Curling Club Championships (Men and Women)

Each Provincial Championship will be supported by 3 Provincial Qualifiers, unless otherwise determined by Curling Alberta

Curling Alberta is the policy decision forum for all of the Provincial Qualifiers and the Provincial Championships. All matters that are of concern to a Host Committee should initially be directed to the Curling Alberta Competitions Coordinator.

SPONSORS AND PARTNERS

The sponsors of curling contribute substantially to the sport. There are currently many different sponsors at the national, provincial, regional, local and team levels. In addition, federal, provincial and local governments provide funds and funding opportunities to Curling Canada, Curling Alberta and many curling facilities and associations.

At Curling Alberta, our sponsorship agreements are continually evolving to meet both the needs of the sport and those of the sponsors. Without the contributions of our corporate and government sponsors, the quality of our Provincial Championships would be greatly diminished.

Below is a list of our current national and provincial sponsors:

- Alberta Sport Connection
- Jiffy Lube (*exclusivity*)
- Kruger Products (*exclusivity*)
- Optimist Clubs of Alberta
- SportsNet (*exclusivity*)
- Best Western Hotels (*exclusivity*)
- Boston Pizza (*exclusivity*)
- Jet Ice
- Curlers Corner

BID CRITERIA

Potential sites will be evaluated on the following general criteria:

1. Economic viability
2. Exposure of the event
3. Quality of venue and playing surface
4. Overall level of community support
5. Overall value to the curling community
6. Strength of the organizing committee
7. Reputation for hosting previous high-profile events
8. Media services at the venue
9. Provincial sponsorship fulfillment
10. Willingness to combine or bundle events of varying stature
11. In good standing with Curling Alberta
12. Legacy commitment
13. Green initiatives

REVENUE DISTRIBUTION

New this year, the Curling Alberta Board has approved the removal of the hosting fee. This is to encourage clubs to bid for provincial events. The removal of the hosting fee will allow the hosting clubs to generate a larger return from the operation of the event.

Curling Alberta shall retain all proceeds from Provincial Sponsorship Agreements, unless otherwise stated in the applicable sponsorship agreement.

All profits from the operation of each Championship remain with the host club.

Through the operation of the Championship, possible revenue streams for the host clubs could include:

- Ticket sales
- Municipal Grants
- Provincial Grants
- Curling Alberta Grants
- Local sponsorship (all additional sponsorship must be approved by Curling Alberta).
- Other creative ideas

It is up to the host club to maximize these and other revenue opportunities.

ALBERTA CHAMPIONSHIPS SITE SELECTION PROCESS

BID PROCESS

1. Bid application forms and criteria will be forwarded to each member Curling Club prior to December 21st, 2018. Forms can also be downloaded from Curling Alberta webpage at www.albertacurling.ab.ca.
2. To be considered, bids **MUST** be fully completed and provide all information required.
3. Bids must plainly state the year or years that the application covers. Curling Alberta encourages clubs to bundle combined event bids that include a secondary and major event in successive years. Clubs are asked to indicate if they will be willing to host in the following year if unsuccessful in their bid.
4. Applications **MUST** include:
 - Detailed pictures and floor plans of the venue
 - Letters of support from the community
 - Transportation accessibility information
 - The name of the Host Committee Chair
 - Proposed event budget
 - Letter(s) of confirmation for accommodation availability
 - A letter from the host club agreeing that the application and awarded event will follow the current hosing guidelines and sponsor/partner conditions in the year the event takes place
5. Five copies of the bid application and attached material shall be bundled for forwarding to Curling Alberta.
6. Bid packages shall be received by Curling Alberta no later than February 15th, 2019.
7. Championships will be awarded and announced by March 10th, 2019.
8. Curling Alberta reserves the right to award provincial events several years in advance of the event.

IMPORTANT INFORMATION TO ACCOMPANY BID

A. LOCATION AND ACCOMMODATIONS

- Curling population
- Host city/town population
- Area population
- Travel accessibility
- Proximity to major population centre
- Number of rooms at host hotels/motels
- Number of hotel/motel rooms in the host town/city
- Room pricing (including taxes)
- Available room guarantees
- Availability of physiotherapy, massage
- Proximity to hospital

B. PLAYING SURFACE - QUALITY OF ICE AND ROCKS

- Speed
- Amount of curl
- Quality of rocks (based on recent sharpening, inserting)
- Amount of room around playing surface

C. FACILITY

- Type of facility (i.e. arena, curling club, part of recreation complex)
- Age of facility
- Condition of facility
- Lighting
- Type of seating available
- Temporary seating availability
- Condition and type of player locker room(s)
- Proximity of players' locker rooms(s) to ice surface
- Concession facilities
- Concession capacity
- Can sponsored food and beverage be brought in to facility
- Bar facilities
- Bar capacity
- Banquet facilities
- Banquet capacity
- Officials room availability
- Officials room capacity
- Parking capacity
- Proximity of parking to facility

D. HOST COMMITTEE

- Experience
- Size of volunteer pool
- Budget
 - Projected profit
 - Sponsorship plans
 - Admittance charge
- Promotional opportunities
- Access to courtesy vehicles
- Availability of Officials

E. MEDIA COVERAGE

- Local newspaper, radio and TV coverage
- Regional newspaper, radio and TV coverage
- Accessibility of host town/city for regional media
- TV broadcast capabilities (if applicable)

F. SPECIAL EVENTS

- Opening ceremonies
- Banquet
- Closing ceremonies
- Special events (i.e. hospitality rooms, other enhancements, entertainment, etc.)
 - Competitors
 - Sponsors
 - Media
 - Spectators
 - Competitors' guests
 - Officials

G. PROVINCIAL SPONSORSHIP FULFILLMENT

- Proximity to Provincial Sponsors head office, regional office or branch locations
- Access for Provincial Sponsors to participate

H. LETTERS OF RECOMMENDATION

- Local government
- Local volunteers organizations
- Past participants in hosted events
- Business affiliates
- Quality of playing surface

BID CRITERIA – MINIMUM AND PREFERRED REQUIREMENTS

It is understood that different events must meet different sponsor/partner requirements, and as well, meet different standards regarding size of venue, accommodations, etc. The outline below indicates the minimum and preferred requirements for each Provincial Championship. It will also note special requirements of the current event sponsor. The Host Committee understands that if a sponsor or partner changes that some modifications to these requirements may be required. The Host Committee also understands that regarding those events with no provincial sponsor that the title and presenting sponsor positions remain Curling Alberta property and that these sponsors may be added prior to an awarded event.

MEN'S (2020, 2021)

| | Minimum | Preferred |
|--------------------------|--|-----------|
| Number of sheets of ice | 4 in arena or 6 in club | Arena |
| Type of Venue | Curling Rink | Arena |
| Spectator Seating | 1000 | 1200+ |
| Confirmed accommodation | 50 rooms | 60+ |
| Access to air travel | Within 1 hour | Host site |
| Locker room capacity | 32 people | 40+ |
| Officiating availability | 20 Level 1, 4 Level 2 | 30+, 8+ |
| Officials room capacity | 20 people | 30+ |
| TV Broadcast capability | Facility Suitable | |
| Media area capacity | 10 people | 10+ |
| Media viewing | Direct, with electrical and data lines | |

SPECIAL NOTES:

1. Refer to the Curling Alberta Hosting Guide for the Host Committee's responsibilities and organizational aspects to successfully stage the event.
2. Host committee responsible for officials, training if required.
3. Bids with arena as host venue to take priority.
4. Host committee understands that all in-ice logos, ice surface advertising and ice area advertising rights remain with the title sponsor and Curling Alberta.
5. Banquet must take place as directed in Curling Alberta Hosting Guide.
6. Best Western Hotels retains first right of refusal regarding rooms and banquet if they retain a property in your community.
7. Venue must be located north of Airdrie.

WOMEN'S (2020, 2021)

| | Minimum | Preferred |
|--------------------------|---------------------------------------|-----------|
| Number of sheets of ice | 4 in arena, 6 in club | Arena |
| Type of venue | Curling Rink | Arena |
| Spectator seating | 250 people | 500+ |
| Confirmed accommodation | 50 rooms | 60+ |
| Access to air travel | Within 1 hour | Host site |
| Locker room capacity | 32 people | 40+ |
| Officiating availability | 20 Level 1, 4 Level 2 | 30+, 8+ |
| Officials room capacity | 20 people | 30+ |
| TV Broadcast capability | Facility suitable | |
| Media area capacity | 10 people | 10+ |
| Media viewing | Direct with electrical and data lines | |

SPECIAL NOTES:

1. Refer to the Curling Alberta Hosting Guide for the Host Committee's responsibilities and organizational aspects to successfully stage the event.
2. Host Committee responsible for officials training if required.
3. Host Committee understands that all in-ice logos, ice surface advertising and ice area advertising rights remain with the Title Sponsor and Curling Alberta.
4. Banquet must take place as directed in Curling Alberta Hosting Guide.
5. Best Western Hotels retains first right of refusal regarding rooms and banquet if they retain a property in your community.

MIXED (2020, 2021)

| | Minimum | Preferred |
|--------------------------|--|----------------|
| Number of sheets of ice | 4 | 6 – 8 |
| Spectator seating | 150 | 250+ |
| Confirmed accommodation | 30 rooms | 40+ |
| Access to air travel | Within 1 hour | Host site |
| Locker room capacity | 2 X 16 people | 20 X 20 people |
| Officiating availability | 20 Level 1, 4 Level 2 | 30+, 8+ |
| Officials room capacity | 20 people | 30+ |
| Media area capacity | 6 people | 10+ |
| Media viewing | Direct, with electrical and data lines | |

SPECIAL NOTES:

1. Refer to the Curling Alberta Hosting Guide for the Host Committee's responsibilities and organizational aspects to successfully stage the event.
2. Host Committee responsible for officials training if required.
3. Host Committee understands that all in-ice logos, ice surface advertising and ice area advertising rights remain with the Title Sponsor and Curling Alberta.

4. Banquet must take place on the Tuesday evening.
5. Best Western Hotels retains first right of refusal regarding rooms and banquet if they retain a property in your community.

JUNIOR MEN'S AND WOMEN'S (2020, 2021) AND SENIOR MEN'S AND WOMEN'S (2020, 2021)

| | Minimum | Preferred |
|--------------------------|--|-----------|
| Number of sheets of ice | 4 | 6+ |
| Spectator seating | 200 people | 300+ |
| Confirmed accommodation | 60 rooms | 80+ |
| Access to air travel | Within 1 hour | Host site |
| Locker room capacity | 2 x 32 people | 2 x 40+ |
| Officiating availability | 30 Level I, 4 Level 2 | 40+, 8+ |
| Officials room capacity | 30 people | 40+ |
| Media area capacity | 6 people | 10+ |
| Media viewing | Direct, with electrical and data lines | |

SPECIAL NOTES:

1. Competition will consist of 2 eight-sheet draws per day, 3 six-sheet draws per day or 4 four-sheet draws per day.
2. Refer to the Curling Alberta Hosting Guide for the Host Committee's responsibilities and organizational aspects to successfully stage the event.
3. Host Committee responsible for officials training, if required.
4. Host Committee understands that all in-ice logos, ice surface advertising and ice area advertising rights remain with the Title Sponsor and Curling Alberta.
5. Banquet must take place on the Tuesday of the competition.
6. Best Western Hotels retains first right of refusal regarding rooms and banquet if they retain a property in your community.
7. Bids from 2 clubs (4 sheets minimum) in close proximity will be considered.

U18 (2020, 2021)

| | Minimum | Preferred |
|--------------------------|---------------|------------|
| Number of sheets of ice | 4 | 6+ |
| Spectator seating | 150 people | 250+ |
| Confirmed accommodation | 30 rooms | 40+ |
| Access to air travel | Within 1 hour | Host site |
| Locker room capacity | 2 x 16 people | 2 x 20+ |
| Officiating availability | 1 x Level I | 1 Level 2+ |
| Media area capacity | 2 | 3+ |
| Media viewing | Direct | |

SPECIAL NOTES:

1. Banquet to be held Thursday evening.
2. Refer to the Curling Alberta Hosting Guide for the Host Committee’s responsibilities and organizational aspects to successfully stage the event.
3. Host Committee understands that all in-ice logos, ice surface advertising and ice area advertising rights remain with the Title Sponsor and Curling Alberta.
4. Best Western Hotels retains first right of refusal regarding rooms and banquet if they retain a property in your community.

MASTERS (2020, 2021)

| | Minimum | Preferred |
|--------------------------|---------------|---------------|
| Number of sheets | 6 | 6+ |
| Spectator capacity | 150 people | 200+ |
| Confirmed accommodation | 35 rooms | 40+ |
| Access to air travel | Within 1 hour | Host site |
| Locker room capacity | 2 x 20 people | 2 x 24+ |
| Officiating availability | 1 x Level I | 1 x Level II+ |
| Media area capacity | 2 people | 3+ |
| Media viewing | Direct | |

SPECIAL NOTES:

1. Refer to the Curling Alberta Hosting Guide for the Host Committee’s responsibilities and organizational aspects to successfully stage the event.
2. Host Committee understands that all in-ice logos, ice surface advertising and ice area advertising rights remain with the Title Sponsor and Curling Alberta.
3. Best Western Hotels retains first right of refusal regarding rooms and banquet if they retain a property in your community.
4. Banquet to be held Tuesday evening.

APPLICATION TO HOST PROVINCIAL CHAMPIONSHIP

CHAMPIONSHIP REQUESTED

| | |
|----------------|---------------|
| Event(s) _____ | Year(s) _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

APPLICATION INFORMATION * Required Field

(If this is a joint application by two or more clubs, please attach the following information for each club)

*Host Club _____

*Mailing Address _____

*Shipping Address _____

*City _____ *Postal Code _____

*Phone _____ *Fax _____

*E-mail _____ Website _____

*Club Contact _____ *Position _____

Address _____

City _____ Postal Code _____

*Phone (Bus.) _____ Phone (Res.) _____

*E-Mail _____ *Fax _____

*Bid Contact _____ *Position _____

Address _____

City _____ Postal Code _____

*Phone (Bus.) _____ Phone (Res.) _____

*E-Mail _____ *Fax _____

Number of Club Members _____ Number of Regular Participants _____

*Management System _____

(Volunteer Board of Directors and Mgmt., Volunteer Board of Directors and Professional Mgmt., etc.)

*Insurance Provided by _____

GENERAL

Briefly describe why your club wishes to host a Provincial Championship.

Is this Championship(s) part of a larger community event or celebration? If so, please describe.

Is there another large event or celebration going on in your community during this Championship?

CLUB AND COMMUNITY EXPERIENCE

| Provincial Championships | Yes/No | Year(s) | Other Curling Events | Yes/No | Year(s) |
|---------------------------------|--------|---------|-----------------------------|--------|---------|
| Women | | | | | |
| Men | | | | | |
| Junior Women/Men | | | | | |
| Senior Women/Men | | | | | |
| Mixed | | | | | |
| Master Men/Women | | | | | |
| Intermediate Youth | | | | | |

| District Championships | Yes/No | Year(s) | | | |
|-------------------------------|--------|---------|--|--|--|
| Women | | | | | |
| Men | | | | | |
| Junior Women | | | | | |
| Junior Men | | | | | |
| Senior Women | | | | | |
| Senior Men | | | | | |
| Mixed | | | | | |
| Master Women | | | | | |
| Master Men | | | | | |
| Intermediate Youth | | | | | |

List previous non-curling events hosted by your community and the years in which they were hosted.

List future curling events planned for your club.

List future non-curling events planned for your community.

GEOGRAPHIC LOCATION AND DEMOGRAPHICS

Population: City/Town _____

- Distance from major population centers:

City: _____ Distance: _____ km

_____ Distance: _____ km

_____ Distance: _____ km

_____ Distance: _____ km

- Major Highway Accessibility:

North # _____ South # _____

East # _____ West # _____

- Other travel accessibility:

Air Yes _____ No _____

Number of daily scheduled flights _____

Distance from airport to host hotel _____ km

Which airline(s) service nearest airport _____

Bus Yes _____ No _____

Number of daily scheduled buses _____

Distance from bus depot to host hotel _____ km

Which bus companies service nearest airport _____

Distance from nearest sponsor's location (if applicable) _____ km

SERVICES

Does your community have a Best Western Hotel? Yes _____ No _____

- Host Accommodation(s):

1. Name _____

Hotel _____ Motel _____ Suites _____

Rate (incl. taxes) _____ Number of Rooms _____

Irrevocable confirmation attached? Yes _____ No _____

2. Name _____

Hotel _____ Motel _____ Suites _____

Rate (incl. taxes) _____ Number of Rooms _____

Irrevocable confirmation attached? Yes _____ No _____

3. Name _____

Hotel _____ Motel _____ Suites _____

Rate (incl. taxes) _____ Number of Rooms _____

Irrevocable confirmation attached? Yes _____ No _____

- General Accommodation(s):

Number of Local Hotels _____ Number of Rooms _____

Number of Local Motels _____ Number of Rooms _____

- Transportation:

Courtesy Vans _____ Team Drivers _____

- Local Media services:

Daily Newspaper Yes _____ No _____

Weekly Newspaper Yes _____ No _____

Radio Yes _____ No _____

Television Yes _____ No _____

FACILITY

(please supply floor plans and color pictures)

- Playing Area:

Curling Rink _____ Arena _____

Number of sheets of ice _____

Type of granite in curling stones _____

Inserted stones? Yes _____ No _____

Date inserted or last sharpened _____

Average speed _____ second hog to hog

Average amount of curl _____ feet

Locker rooms size _____ sq. ft. Distance from playing area _____ ft.

Viewing capacity (ice area only) Permanent _____

Temporary _____

Type of lighting: Incandescent _____ Fluorescent _____

Mercury Vapor _____ Metal Halide _____

Brightness in lumen/metres (if available) _____

- Interior Viewing Area:

Capacity: Upper _____ Lower _____

Concession capacity: Upper _____ Lower _____ N/A _____

Describe concession services offered: _____

Licensed lounge capacity: Upper _____ Lower _____ N/A _____

On site banquet capacity: Upper _____ Lower _____ N/A _____

Media area capacity: Upper _____ Lower _____

Number of communication lines in media area: Upper _____ Lower _____

- Facility Exterior:

Number of parking spaces available _____

Distance from host hotel/motel _____

- Off-site banquet facilities: (if applicable)

Location _____

Distance from playing facility _____

Distance from host hotel/facility _____

Seating capacity: _____ Licensed: Yes _____ No _____

Other comments/descriptions: _____

- Off-site Hospitality Area: (if applicable)

Location _____

Distance from playing facility _____

Distance from host hotel/facility _____

Seating capacity: _____ Licensed: Yes _____ No _____

Other comments/descriptions: _____

PERSONNEL

- Officiating

Number of certified officials in your area: Level 1 _____
Level 2 _____
Level 3+ _____

Do you plan to offer officials training courses? Yes _____ No _____

Officials room capacity _____ Distance from playing area _____ ft.

- Organizing Committee: (provide more details information if you wish) [*Required field](#)

*Chair _____

Address _____

City _____ Prov. _____ Postal Code _____

*Phone (Bus) _____ Phone (Res) _____

*E-mail _____ Fax _____

Occupation _____

Relevant experience or qualifications _____

*Vice Chair _____ *Contact phone # _____

*Contact email _____

Relevant experience or qualifications _____

COMMUNITY SUPPORT

List all letters of support attached to this application:

Other:

The undersigned hereby apply on behalf of the _____
Curling Club for the Provincial Championship(s) indicated on the first page of this
document. The information provided on this form is correct to the best of our knowledge.

Should a bid be withdrawn by the club without acceptable reasons, the opportunities to
host future events may be affected.

In addition, we understand that all Provincial Championships awarded are to be operated
under the terms of the Curling Alberta Hosting Guide that is applicable as of the date of
the applicable Provincial Championship. If successful, we agree to honor the terms of all
sponsorship agreements in place with the Curling Alberta as they pertain to sponsorship
exclusivity and fulfillment.

Finally, we pledge to operate any Provincial Championship awarded to the _____
_____ Curling Club to the best of our abilities and
to make a reasonable effort to accommodate requests and recommendations made by
Curling Alberta and appropriate Provincial Sponsors, regarding items not covered in the
Curling Alberta Hosting Guide.

Host Club President _____

Per: _____

Bid Committee Chairman _____

Per: _____

Dated: _____