



**YOUR LOGO
HERE**

HOSTING BID PACKAGE

**Juvenile Canadian National
Broomball Championships**



PREPARED BY

Your Name
Your organization

PREPARED FOR

The Canadian
Broomball Federation
Board of Directors





Table of Content

Overview

Foreword	01
Event Background	02
Meet the Team	03
Volunteers	04

Event Description

Venue	05
Meeting Rooms	06
Host Hotels	07
Awards Presentation	08

Closing

Closing Remarks	09
Hosting Checklist	10
Appendix A	12

Overview

Foreword

Here you will indicate your proposal to bid for a National Canadian Broomball Championship. You will introduce your province, the hosting organization, the venue and proposed date of your event. You will describe the relationship of your organization with your bid partners, community and government agencies.

Event Title: *Indicate the title of your event*

Event Date: *Indicate the dates chosen*

Event Location: *Indicate the location of your event*

Hosting Organization: *Indicate the hosting organization*





Overview

Event Background

Here you will introduce your organization, vision, goals, etc. Why does your community want to host? Toot your own horn: summarize your track record hosting similar successful events. Showcase the involvement, community profile and key members of your committee. Do you have the support of your community, local government?

Provide a brief description of the event. What are the objectives of your event? What are the benefits to your organization, community, and stakeholders? What makes your community unique? How will that turn into a memorable experience for spectators or athletes?

Meet the Team

Here you will introduce your Bid Organizing Committee, with their role and backgrounds in the sport of Broomball or the organization of other major sporting events.



John Smith

*Committee Event
Chair*



Jane Doe

*Committee Event
Co-Chair*



Shawn Garcia

*Administrator /
Point of Contact*

Overview

VOLUNTEERS

Volunteers are an integral part of the success of a major sporting event. Their contributions, commitment, diverse skillsets and talents are crucial to the overall success and smooth execution of the event. **Please speak to the volunteer base you will be using to ensure every station is adequately staffed.**

Volunteer stations

These include, but are not limited to:

- admission gate
- MVP Selection
- Individual Award Selection Committees
- PA System
- Banquet Ticket Collection
- Representative to meet delegates at the airport or hotels upon arrival
- First Aid Services
- Minor Game Officials (minimum 2)
- Team Registration
- Security Services
- Information Services
- Event Promotion
- Statistics Compilation

Please check off each station and sign below that all stations will be adequately staffed at all times, when necessary. _____ *Committee Member Name* _____ *Signature*



**Please refer to the Hosting Policy for exact details*

Event Description

VENUE

**To be inspected during site visit*

Indicate the name of the venue chosen

Introduction

Explain the reasons why your venue was chosen. Is it new? Newly renovated? The location of past major events? List the aspects/amenities of the facility that are important.

CBF Requirements

Please indicate: does the venue include 2 regulation size ice surfaces with regulation nets and ice markings as per the CBF Rule Book? Are there separate, clean, dressing rooms for each of the competing teams available at least 30 minutes before their scheduled game? Are there adequate food concessions? Is there adequate ice time available? Are the backboards of a sufficient height?

Photos and Videos

Please include if possible photos and/or a video walkthrough of the venue demonstrating the above information.



**Please refer to the Hosting Policy for exact details and the Appendix A of this document*

Event Description

Meeting Rooms

**To be inspected during site visit*

Indicate the location of the meeting rooms

COACHES, OFFICIALS MEETINGS Registration

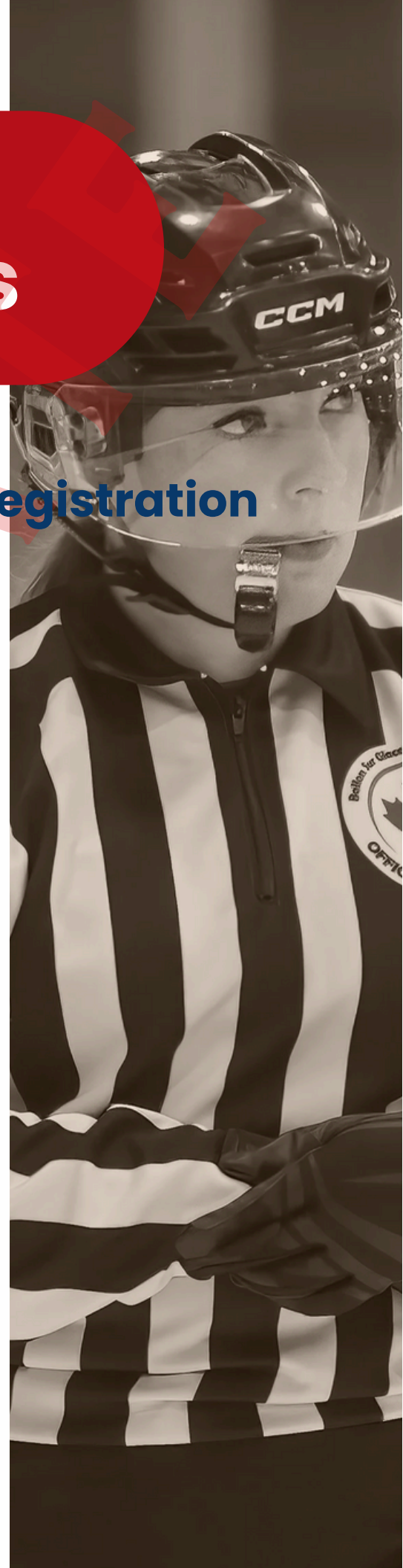
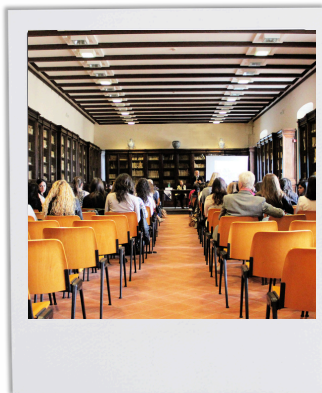
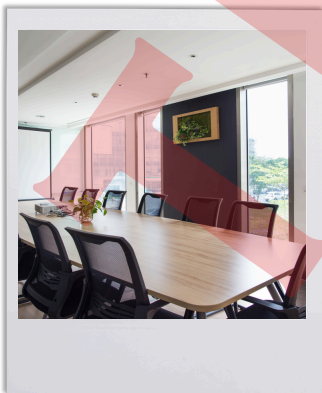
Team Registration for Juvenile Nationals requires a room large enough for all players to register at the same time

Hall of Fame (If required)

Please indicate the chosen location for the Hall of Fame ceremony. This must be large enough to accommodate all interested attendees, well ventilated, adequate seating.

Photos and Videos

Please include if possible photos and/or a video walkthrough of the meeting rooms demonstrating the above information.



Event Description

Host Hotels

**To be inspected during site visit*

Indicate the location of the host hotels

Team Accommodations

Please indicate the chosen location of team hotels. 6 rooms per team (4/room) should be made available within 30 minutes of the arena. A list of car rental agencies should be provided

Officials

Please indicate the chosen location of the hotel for officials, based on double occupancy, for the duration of the Championship (6 rooms with 2 beds)

CBF Delegates

Please indicate the chosen location for hotel for the CBF Board and the Referee in Chief, based on single occupancy, for the duration of the event (10 rooms at Juvenile Nationals - 6 for officials, and 4 for delegates)

Photos and Videos

Please include if possible photos and/or a video walkthrough of the host hotels demonstrating the above information.



**Please refer to the Hosting Policy for exact details, and the Appendix A of this document*



Event Description

Awards Presentation

**To be inspected during site visit*

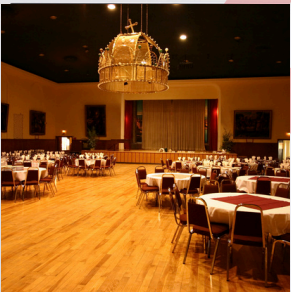
Indicate the location of the Banquet Facility

Facility

Please indicate the chosen location of the facility for the Awards Presentation Function. Can the facility accommodate all participants, CBF Board Members, Government delegates, National sponsors, Community representatives, comfortably? Is it within 30 minutes of the host hotel or arena? Is the sound system adequate to allow all participants to hear the awards presentation?

Photos and Videos

Please include if possible photos and/or a video walkthrough of the host hotels demonstrating the above information.



Closing

Closing Remarks

Please indicate any Closing Remarks you may have. If you have the following information available already, please indicate them.

Please sign that you have read the CBF Hosting Policy and have filled out the Bidding Package with the most up-to-date information available.

Committee Member Name

Signature

Contact Us

 123-456-7890

 hello@reallygreatsite.com

 www.reallygreatsite.com

Office Address

 123 Anywhere St., Any City, ST
12345



Host Responsibilities

Checklist

PRE-EVENT ACTIVITY

- PREPARE AND SUBMIT BID TO CBF, WITH PHOTOS OR VIDEOS OF AMENITIES
- ATTEND ANNUAL MEETING TO PRESENT SUBMISSION
- ARRANGE FOR CBF SITE VISIT
- SIGN CONTRACT WITH CBF
- PROVIDE DETAILS TO ASSOCIATIONS NO LATER THAN 9 MONTHS PRIOR TO EVENT

SITE REQUIREMENTS

- 2 ADEQUATE REGULATION SIZE SURFACES WITH NETS AND ICE MARKINGS AS PER CBF RULE BOOK, WITHIN 30MIN OF THE HOST HOTELS AND CLOSE TO TRANSPORTATION HUB
- SEPERATE DRESSING ROOMS FOR EACH COMPETING TEAM AT LEAST 30 MINUTES BEFORE SCHEDULED GAME TIMES
- ADEQUATE ICE TIME
- ADEQUATE FOOD CONCESSIONS
- AFFORDABLE HOTEL ACCOMODATIONS
- VEHICLE RENTAL FACILITIES
- ADEQUATE FOOD SERVICE INDUSTRIES IN AREA
- LIVESTREAMING AVAILABLE AT ARENA

AWARDS PRESENTATION

- LOCATION CONVENIENT TO HOTELS, COMFORTABLY ACCOMODATES ALL ATTENDEES (MEAL OPTIONAL)
- LOW COST MEAL - PRICE TO BE DISCUSSED WITH CBF
- HEAD TABLE REQUIRED FOR DIGNITARIES, CBF PRESIDENT, SPONSORSAND LOCAL COMMUNITY REPRESENTATIVES
- COMPLIMENTARY TICKETS FOR DIGNITARIES, HOST GUESTS, CBF BOARD PRESENT AND SPONSORS
- COST OF MEAL TO OFFICIALS IN LIEU OF TICKET
- COMMUNICATION SYSTEM FOR SPEECHES

MEETING ROOMS

- ONE AT EACH ARENA FOR DISCIPLINARY COMMITTEES
- ONE AT MAIN ARENA FOR CBF USE (WITH OFFICE EQUIPMENT)
- ONE AT MAIN ARENA FOR CBF VP TECH (WIFI ACCESS)
- STATISTICS ROOM (WITH COMPUTER AND PRINTER)
- EVENT COORDINATION CENTRE (MAIN ARENA)
- REGISTRATION ROOM (ARENA OR HOST HOTEL)

EVENT SUPPLIES

- STATISTICS BOARD
- MINIMUM OF 12 OFFICIAL GAME BALLS AT EACH ARENA (NEW AT START OF EVENT)
- COMPUTER AND STATIONARY FOR STATISTICS ROOM AND BOARD

FINANCIAL RESPONSIBILITIES

- TRANSPORTATION - VEHICLE, FUEL, INSURANCE:
 - 2 CARS FOR CBF BOARD
 - 2 VANS FOR OFFICIALS
 - 1 CAR FOR REFEREE IN CHIEF
- ACCOMODATIONS:
 - FOR CBF OFFICIALS (6 ROOMS)
 - CBF BOARD AND REFEREE IN CHIEF
- PER DIEMS - \$600 FLAT RATE PER OFFICIAL
- TROPHIES AND AWARDS

ADDITIONAL LOGISTICS

- IDENTIFICATION SYSTEM (CARDS/BADGES TO IDENTIFY COACHES, PLAYERS, DELEGATES, OFFICIALS, ETC)
- NOTIFY LOCAL POLICE OF EVENT DATES
- CBF FLAG TO BE RAISED AT START AND CLOSE OF EVENT
- ADVERTISING SPACE IN SOUVENIR PROGRAM FOR CBF SPONSORS
- PREPARE FINANCIAL REPORT WITHIN 60 CALENDAR DAYS OF COMPLETION OF EVENT

Host Responsibilities

Checklist

INFORMATION TO BE PROVIDED TO EACH ASSOCIATION (6 MONTHS PRIOR TO EVENT)

- HOTEL ACCOMODATION AVAILABILITY
- VEHICLE RENTAL AVAILABILITY
- RESTAURANT AVAILABILITY
- LOCATION OF VENUES
- INFORMATION PACKAGE ABOUT REGIONS SENT TO P/T'S
- EVENT POINTS OF CONTACT
- REPRESENTATIVE TO MEET ALL DELEGATES AND TEAMS AT AIRPORT OR HOTELS

PERSONNEL

- ADMISSION GATE
- P.A SYSTEM
- FIRST AID SERVICES
- SECURITY SERVICES
- EVENT PROMOTION
- INFORMATION SERVICES
- MINOR GAME OFFICIALS (BEST PRACTICE 3)
- INDIVIDUAL AWARD SELECTION COMMITTEE
- MVP SELECTION
- STATISTICS COMPILATION



APPENDIX A

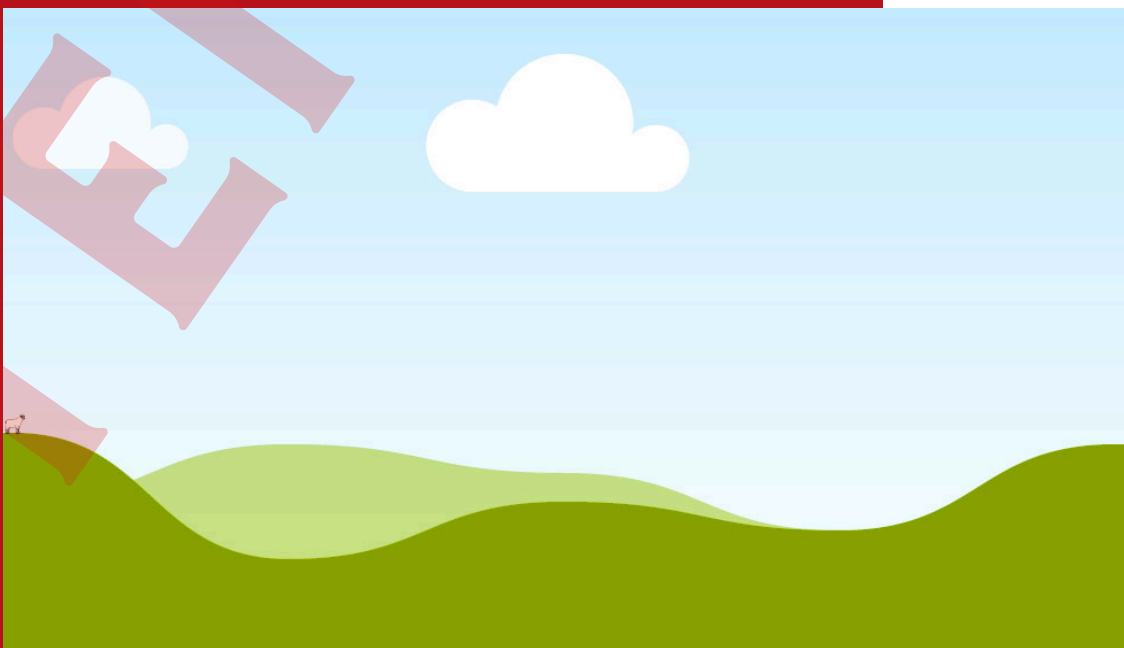
Photo and Video Submissions

1



Insert photo or video above and describe the content

2



Insert photo or video above and describe the content

APPENDIX A

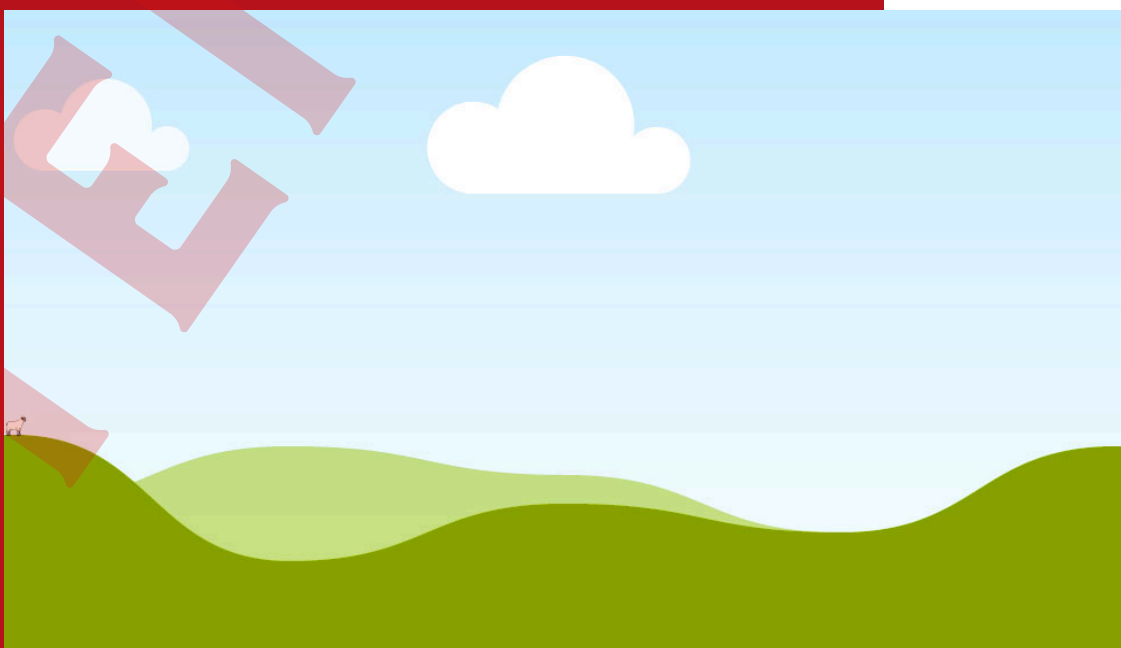
Photo and Video Submissions

3



Insert photo or video above and describe the content

4



Insert photo or video above and describe the content