



**YOUR LOGO  
HERE**

# HOSTING BID PACKAGE

**Senior Canadian National  
Broomball Championships**



**PREPARED BY**

*Your Name  
Your organization*

**PREPARED FOR**

The Canadian  
Broomball Federation  
Board of Directors





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## 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**

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*Committee Event  
Chair*



**Jane Doe**

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*Committee Event  
Co-Chair*



**Shawn Garcia**

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*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
- Canadian Centre for Ethics in Sport (CCES) chaperones
- First Aid Services
- Minor Game Officials
- Representative to meet delegates at the airport or hotels upon arrival
- 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 for a Tuesday or Wednesday start, depending on number of games? 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.*



## Event Description

# Meeting Rooms

*\*To be inspected during site visit*

### **Indicate the location of the meeting rooms**

## **Annual CBF Meetings**

*Please indicate the chosen location of the meeting rooms for CBF's annual meetings prior to the senior championships. This should be a quiet location, large enough to accommodate the CBF Board, as well as the PTSO's, equipped with tv/projector.*

## **Athlete, Coaches, Officials, Registration**

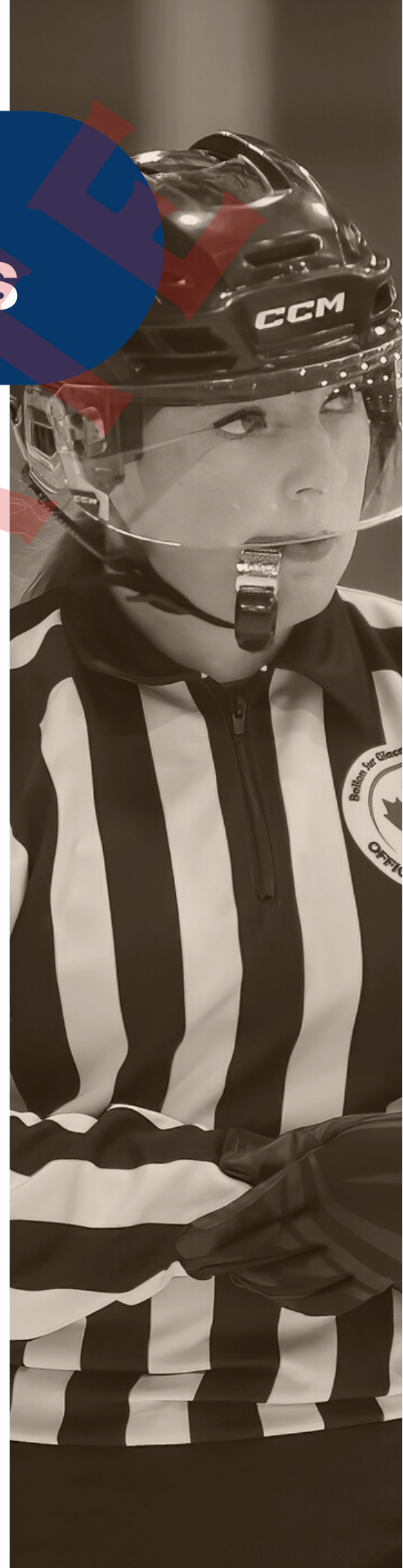
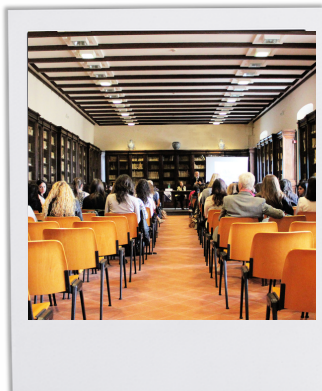
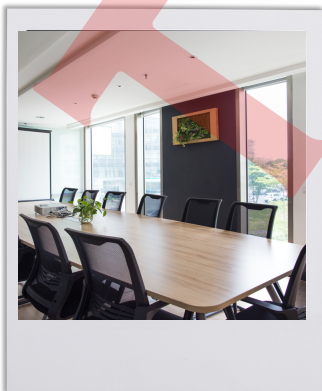
*Please indicate the chosen location of the meeting rooms for the athletes, coaches, and officials meetings. These must be large enough to accommodate each of the three groups. Team Registration is required.*

## **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.*



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



## 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 (24 rooms at Seniors - 8 for CBF and 16 for PTSO's)*

## 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*

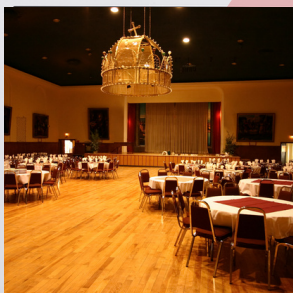
## Indicate the location of the Banquet Facility

### 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? Are there adequate bar services to avoid congestion, if alcoholic beverages are being served?*

### 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



# Checklist

### PRE-EVENT ACTIVITY

- PREPARE AND SUBMIT BID TO CBF, WITH PHOTOS OR VIDEOS OF AMENITIES
- \$1000 HOSTING FEE, RECEIVED AT TIME OF SITE VISIT
- 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 (TUESDAY OR WEDNESDAY START, DEPENDING ON NUMBER OF GAMES)
- ADEQUATE FOOD CONCESSIONS
- AFFORDABLE HOTEL ACCOMODATIONS
- VEHICLE RENTAL FACILITIES
- ADEQUATE FOOD SERVICE INDUSTRIES IN AREA
- LIVESTREAMING AVAILABLE AT ARENA

### 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

### 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)
- COACHES, ATHLETE AND OFFICIALS' MEETING ROOMS

### 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

### DOPING TESTING

- ONE ROOM FOR CCES DOPING CONTROL CENTRE
- 2 WASHROOMS TO CONDUCT SAMPLING
- BEVERAGE BOTTLES (3 PER PLAYER)
- 10 VOLUNTEERS FOR CHAPERONES (MAY NOT LEAVE THEIR POST UNTIL ATHLETE TESTING COMPLETE - THIS COULD TAKE SEVERAL HOURS)

### 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



## 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

### 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 (IF PROVIDED)
- PREPARE FINANCIAL REPORT WITHIN 60 CALENDAR DAYS OF COMPLETION OF EVENT

### 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

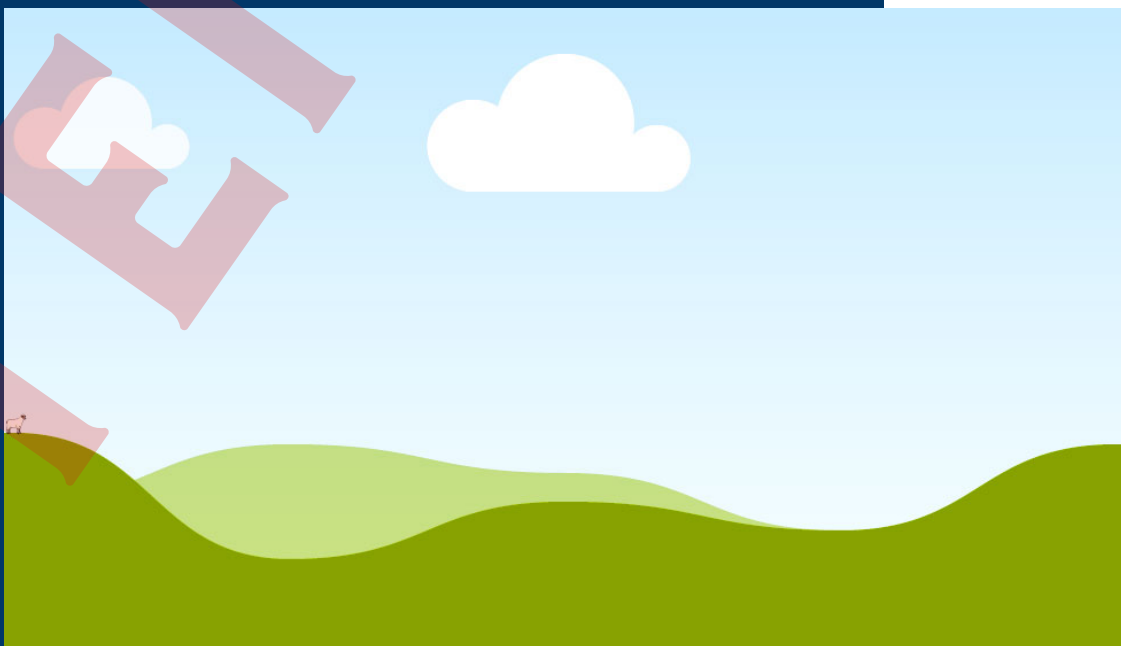
# Photo and Video Submissions

1



*Insert photo or video above and describe the content*

2



*Insert photo or video above and describe the content*



**APPENDIX A**

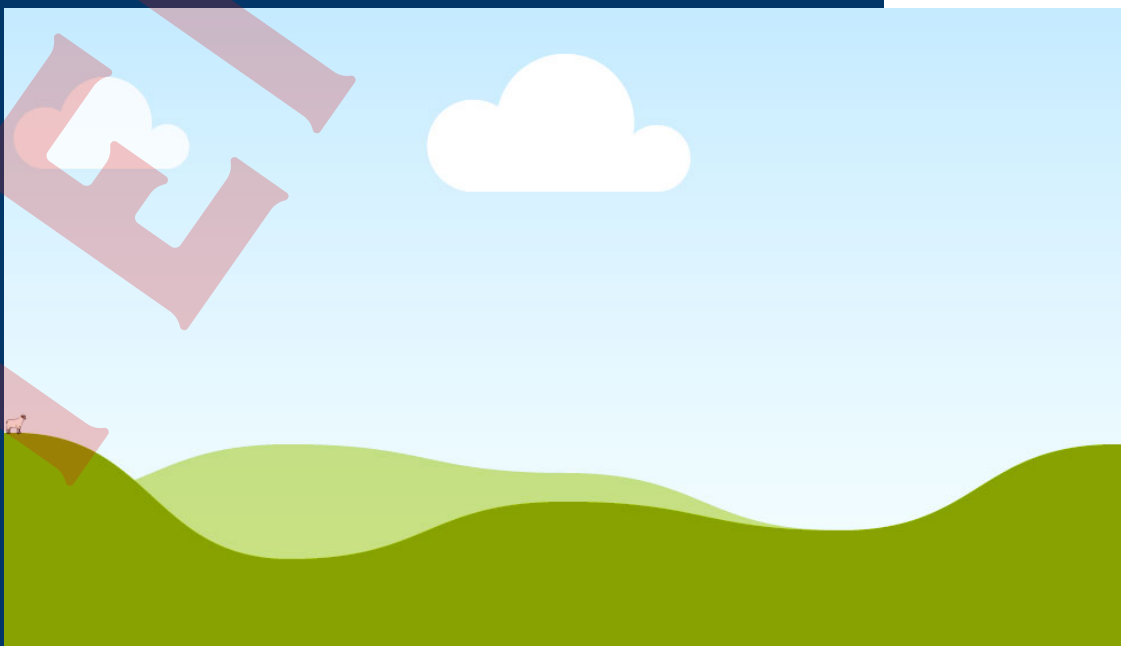
# Photo and Video Submissions

3



*Insert photo or video above and describe the content*

4



*Insert photo or video above and describe the content*