



BID GUIDELINES FOR HOSTING THE 2020 SPECIAL OLYMPICS CANADA WINTER GAMES





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SPECIAL OLYMPICS CANADA NATIONAL GAMES OVERVIEW

Welcome to the Special Olympics Canada National Games Program!! **Special Olympics Canada (SOC)** is very excited to present our National Games Bid Guidelines for the 2020 Special Olympics Canada Winter Games. The Games offer participants, volunteers and spectators an opportunity to experience the excitement of the Games, while leaving behind an important legacy of community pride and sport tourism development. Since 1974, the Games have brought some of the best athletes in the country together from each of our 12 Provincial/Territorial Chapters to reach for their dreams and pursue excellence in sport.

Special Olympics Canada, in partnership with the Canadian Sport Tourism Alliance, conducted an economic impact study using the industry recognized STEAM (Sport Tourism Economic Assessment Model). The results from the study demonstrated the significant economic impact the National Games has for the Host Province and Host Municipality. The recent 2016 Special Olympics Canada Winter Games resulted in a \$5.4 million economic impact. That is an incredible return on the financial investment, but the social return on investment is just as rich.

The Special Olympics Canada Summer & Winter Canada Games started in 1974 and are national multi-sport Games for athletes with an intellectual disability. Over 42,500 athletes compete in training and competitions all across Canada supported by over 20,000 volunteers. It is the country's largest multi-sport event for people with intellectual disabilities and provides our athletes with a development and competitive opportunity that prepares and qualifies them for World Games. There are participants competing in 8 sports for our Winter Program. The Summer and Winter Games are held every other year alternating between Summer and Winter (i.e. 2014 Summer, 2016 Winter etc.).

PROPOSED DATES OF THE GAMES – The Games are traditionally held in late February or early March.

OBJECTIVES OF THE NATIONAL GAMES

- Provide the country's athletes with an intellectual disability a competitive opportunity and a venue to pursue excellence and qualify for World Games;
- Provide athletes with a venue to participate in a healthy, active lifestyle through friendly competition;
- Provide an athlete centered environment that promotes competition and fair play;
- Host competitive opportunities that allow citizens to see our country's athletes perform;
- Establish a community legacy for volunteer capacity for future event hosting;
- Establish a community legacy for sport development for people with intellectual disabilities and;
- Provide an opportunity for communities across Canada to showcase Special Olympics athletes as well as their community's infrastructure and hosting abilities.



HOSTING AGREEMENT

The Hosting Agreement is the legal or contractual document signed by Special Olympics Canada and the Games Organizing Committee (GOC).

The agreement defines each party's responsibility in the following areas:

- Operating contributions
- Self-generated revenue targets
- Payment schedules
- Responsibilities of the Games Organizing Committee
- Conflict of interest
- Purchasing and tendering policy
- Insurance requirements
- Distribution of assets
- Use of surplus
- Responsibilities for deficit
- Transportation, meals and accommodation
- Communications
- Official languages
- Use of rights and properties
- Any other areas deemed necessary

While many of the requirements are noted in this document, the details of the Hosting Agreement are negotiated, under the lead of Special Olympics Canada, by representatives of each of the party's so that the agreement is custom designed for the needs of each Games.

Any deviations from the Bid Document that are not specifically addressed in the Hosting Agreement or the Multi-Party Agreement must be approved by Special Olympics Canada.





SPECIAL OLYMPICS CANADA NATIONAL GAMES BID PROCESS

- **Letter of Interest** – Municipalities interested in submitting a bid to host the 2020 Special Olympics Canada Winter Games are required to submit a letter of interest to the VP Sport at **Special Olympics Canada** by the date outlined below under Critical Dates for the National Games Bid Process. The letter of interest will provide an opportunity for SOC to make direct contact with you to provide any necessary assistance in preparation for the bid. **Submitting a letter of interest does not commit a community to submitting a bid, but provides an opportunity to consult with SOC to determine if it is the right opportunity for your community.**
- **Bidders Conference Call** – Depending on the number of letters of interest received we will conduct a bidder’s conference call to address any questions regarding the bid process.
- **Bid Submission** – Municipalities must prepare a Bid Submission that includes ALL items listed under the Bid Requirements section. One (1) hard copy and one (1) electronic copy of the Bid Submission must be received at SOC by the deadline set out under Critical Dates for the National Games Bid Process. One original copy of each Letter of Support is required in the hard copy of the Bid Submission.
- **Bid Review and Site Visits** - SOC will appoint a Site Review Committee (SRC) which will evaluate the Bid Submissions based on the mandatory requirements outlined in these Bid Guidelines. The SRC is comprised of individuals from SOC, the Chapter of the Province/Territory bidding and professionals with experience in hosting multi-sport games and bid evaluation. The SRC will identify a short list of communities for site visits based on the written submission and evaluation. **Your bid MUST include a letter of support from your local Special Olympics Program and Chapter as well as a resolution of council outlining support for the bid including being responsible for any deficit from the Games. It is important to note that all National Games have resulted in a surplus of funds.**
- **Recommendation** - After completion of the bid evaluation and site visit process a recommendation will be put forward to the SOC Board of Directors for approval.
- **Official Announcement of Successful Community** - Following the evaluation of the written submission and site visits, and upon receiving the necessary final approval, the SRC will notify the successful community and make arrangements for a formal announcement.



Critical Dates for the National Games Bid Process

- **Letter of Interest – April 14th, 2017**
- **Bidders Conference Call (If needed) – Week of April 24th – 28th, 2017**
- **Bid Submission – June 16th, 2017**
- **Site Visits – July 3rd – 7th, 2017**
- **Recommendation and Announcement of Host – July 28th, 2017**

SITE VISIT

GENERAL INFORMATION

Special Olympics Canada shall conduct a Site Visit as per the timelines outlined on page 5 of this document under Critical Dates. The Site Visit provides the opportunity for a detailed assessment of the strengths and weaknesses of each bid relative to the basic requirements for hosting the Games and relative to the other bids. The Site Visit brings to life all details described in the Bid Document and gives the community a chance to demonstrate its support of the Games. It also provides the Site Review Committee with an opportunity to question the Bid Committee about details within the bid.

It is highly recommended that all members of the Bid Committee are present for the Site Visit.

OVERVIEW OF THE SITE VISIT

At the beginning of the Site Visit, key representatives from the Bid Committee will brief the Site Review Committee on the day's itinerary, review a map of the community to highlight the routes to be taken and location of venues to be viewed and identify the key people that will be met during the day.

The following areas will be reviewed:

- a. *Technical*
 - ◆ Sport Venues
 - ◆ Sport Resource Personnel (potential sport chairs, officials, etc.),
Community sport infrastructure, etc.
 - ◆ Information/Computer Services (hardware and software expertise, results plans)
 - ◆ Media and Results Centers
 - ◆ Special Event venues, expertise, theme ideas, strategies
 - ◆ Special Olympics knowledge and expertise
- b. *Care and Comfort*



- ◆ Athlete's Village (sleeping areas, dining hall, polyclinic, mission centre, recreation/service areas)
- ◆ Medical personnel (availability of physicians, therapists, nurses, etc.; sport experience; equipment; local hospital services)
- ◆ Accommodation for Honoured Guests, Officials, Families/Supporters

c. Budgets

- ◆ Operating Budgets (all revenue sources, all expenditures, deficit management plan)
- ◆ Merchandising, special events, marketing and sponsorship plans
- ◆ Marketing resource people (expertise, related experience, etc.) and strategies

SITE REVIEW COMMITTEE

Special Olympics Canada shall select a group of individuals to serve on the Site Review Committee. Representation shall include:

- One (1) Special Olympics Canada – National Office Staff
- One (1) Special Olympics Canada – National Board of Director
- Two (2) Special Olympics Canada – National Games Sub-Committee Members
- One (1) Special Olympics Chapter Representative

Special Olympics Canada shall incur all costs for the Site Review Committee to attend the site visit, including transportation, accommodation and meals.

COMMUNITY SUPPORT

While a display of public support for the Games is essential, it must be sincere and representative of the entire community – community leaders in sport, arts, business, the public sector, etc. The Bid Committee must demonstrate that volunteers will be forthcoming and that local financial support will be available.

Thank you for your interest in hosting the Special Olympics Canada Winter Games. We welcome you to contact SOC for further information.

Blair McIntosh
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Special Olympics Canada
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ELEMENTS OF YOUR BID SUBMISSION

The Bid Submission must provide a clear indication of how your community would successfully host the Games. Each of the following sections summarizes the critical areas of responsibility for a successful Games. At the end of each area of responsibility there is a list of mandatory requirements for your Bid Submission.

1. Introduction

The delivery of the Games is a partnership between the Host Community and SOC. It is an exciting opportunity to showcase your community to the rest of the Country. It is important to provide a rationale for your municipality's decision to bid for the National Games. Each Host Community will be responsible for forming a Games Organizing Committee (GOC) and developing a transition plan between the Bid Committee and a working GOC. The GOC will be comprised of dedicated volunteers who will deliver on the various components of the Games as outlined in the sections to follow.

Mandatory Bid Requirements:

- **Community Overview (including previous event hosting achievements)**
- **Community Support**
- **Resolution from City Council indicating support for the bid with financial guarantee**
- **Proposed Financial Contribution (cash or value in kind) of City/Municipality to ensure mandatory minimum of break even budget**
- **Games Organizing Committee Structure (Appendix A – Sample GOC Structure)**
 - **Organization chart identifying GOC members**
 - **Brief GOC member biographies**
 - **Transition plan between Bid Committee and a working GOC**
- **Identify the proposed date of the Games**

2. Finance

Special Olympics Canada (SOC) provides an operating grant in the amount of \$650,000. In addition, each Host Community will collect the registration fees outlined below for each participant, which provides an additional financial contribution to the Games. SOC also pays for all the external transportation of participants to and from the Games as outlined in the chart below. **The City/Municipality is the deficit guarantor of the event.**

National Winter Games	\$650,000	Hosting grant provided by SOC
External Travel for participants	\$800,000	Paid by SOC directly to Chapters
Registration Fees	\$80,000 approx.	Paid directly to the Host and can be included in Games revenue



Mandatory Bid Requirements:

- **Proposed Budget including all anticipated revenues & expenditures (Appendix B – Sample Winter Games Budget)**
- **National Winter Games must include a staffing plan**
- **Potential sources of revenue generation with letters of commitment and list of corporate support**
- **Legacy Plan – 30% of any financial surplus must be provided to SOC following a financial audit of the Games.**

3. Sport Technical

Participant numbers for each of the Winter Games sports as well as sport technical information (minimum and ideal standards) specific to each sport is outlined later in this document. A Bid Committee is required to identify how their designated facilities meet the technical requirements. It is the intention that a selected community will have the ability to host all sports included in the Games. However, SOC also understands that this is not always possible. It is important to outline which sports your community is able to accommodate and identify possible alternative solutions for those sports that can not be accommodated in your community (i.e. Satellite sites). It is also important to list travel time and distances between each sport competition venue and the accommodation sites.

Equipment: Each GOC is responsible for obtaining (purchase or rental) and transporting all of the equipment required for each sport.

In addition to Opening Ceremonies, athletes must be recognized through medal ceremonies organized by the GOC. Each sport must have a formal set of medal presentations upon completion of their competition.

If required, we encourage you to be creative when determining how to play host to the Games such as partnering with surrounding communities for a Regional Bid. It is beneficial to secure tentative contracts or written agreements with designated venues which will also enhance your bid submission.

DIVISIONING

Divisioning is the process by which athletes and/or teams are grouped by gender, ability and age. Divisioning ensures a competitive structure, which enables athletes and teams of a certain ability to compete against athletes and teams of similar ability levels. SOC in consultation with the GOC shall appoint a Divisioning Team of technical support to the Games.

Special Olympics Canada shall provide the GOC (without charge) a copy of the divisioning software package which the Divisioning Team will use to create the

competitive divisions for the National Games. The software package is to be used for the sole purpose of divisioning athletes for the Games. This software package is the exclusive property in Canada of SOC and may not be modified, reproduced or distributed without SOC's written approval. The GOC may supplement the package only with approval of the SOC National Office.

The process of divisioning, and the final divisions established, are the sole property of Special Olympics Canada.

Mandatory Bid Requirements:

- **A Venue/Sport evaluation form for each sport identifying designated venues (i.e. playing surface dimensions)**
- **A map outlining facility locations including travel distances between accommodations and venues**
- **Identify a plan for timely collection of results from each venue and posting these results on line**
- **Outline how medals will be presented following the completion of each competition**

4. Accommodation and Meals

The quality of an athlete's accommodation is critical to their performance. It is important to provide the appropriate care and comfort for all participants based on the following requirements.

- Athletes, Coaches, Managers will reside within close proximity to one another creating an Athlete's Village atmosphere (i.e. University residences, close hotels, etc.) wherever possible.
- Athletes, Coaches & Managers can be accommodated in a school setting with a maximum of 18 per room (based on 30 sq ft per person). Coaches & Managers can share rooms with athletes of the same gender in a dormitory style setting, in which case two or more adults may be accommodated in a dormitory with minors. The Host must be able to provide foam pads/mattresses/cots – subject to approval of SOC.
- All linens must be provided by the host community
- In a standard room at a hotel, one person per bed with a maximum of three per room. If a larger than standard room is used to accommodate athletes, the maximum number of athletes per room may be negotiated with SOC.
- Due to varied sport schedules no more than one team or sport can be roomed together (i.e. participants must be separated by sport, team, or region where possible)
- Participants must be separated by gender within rooms (Ideal target – gender based floors)
- Accommodations must be made available to participants for the duration of the Games (Traditionally Monday to Sunday – 6 nights)

- Identify an accommodation plan for VIP's and for family and friends of the participants so they can come and enjoy the experience

Athletes' performances are very dependent on the quality and quantity of food they receive. As many sports' competition schedules differ it is important to be flexible to meet the needs of all sports. It is also important that all meals are well balanced and nutritious. Plenty of water must be made available. The GOC must also accommodate any athlete's dietary needs/restrictions.

SOC requires all host communities to provide three meals per day based on the Meal Requirements and Guidelines. Sample menus have been provided below. Feeding a large number of participants can be a challenge with various competition schedules. Be sure to include any partnerships with caterers, restaurants, box lunch plans etc.

SAMPLE MENUS

<u>Day 1:</u>	Breakfast Assorted Chilled Juice Assorted Dry Cereals Pancakes Maple Flavour Syrup Assorted Fruit Low Fat Yogurt Assorted Muffins Bagels Sliced bread Assorted fruit Milk 1% & Skim	Lunch Box Lunch Shaved Roast Beef (3oz) on Whole Wheat 6' roll Vegetable pasta salad with low fat Italian dressing Raisin Oatmeal Cookies Milk 1% & Skin Juice Boxes (Pure) Fruit	Dinner Minestrone Soup with noodles Tossed salad with low fat dressing Herbed Grilled Chicken Breast (4oz cooked weight) Rice Pilaf with Red Pepper Italian Vegetable Medley Dinner Rolls Fruit Salad Juice Milk 1% & Skim
<u>Day 2:</u>	Breakfast Assorted Chilled Juices Hot Oatmeal Scrambled Eggs Hash Brown Potatoes (on grill not fried) Assorted Bagels with Low fat condiments Fresh Fruit Milk 1% & Skim Assorted Yogurt Bread Assorted Dry Cereals	Lunch Box Lunch Shaved Ham (2oz) & low fat cheese on a kaiser Raw Vegetables & Low fat ranch dressing (dip) Triple Berry Squares (no nuts) Milk 1% & Skim Juice Boxes Fruit	Dinner Tomato Rice Soup Tossed Salad with low fat dressing Roast Beef au jus (4oz cooked) Duchess Potatoes Green Beans & Baby Carrots Assorted Dinner Rolls Strawberry shortcake – made with light topping & fresh berries Milk 1% & Skim Juice Fresh fruit



Day 3:	Breakfast	Lunch	Dinner
	Assorted Chilled Juices	Box Lunch	Chicken Noodle Soup
	Assorted Dry Cereals	Shaved Turkey Roast	Caesar Salad with Low Fat dressing
	French Toast	on multi-grain bread	
	Syrup	Chef's salad with grated	Meat Lasagna
	Assorted Low Fat Yogurt	carrots as a garnish	Veggie Lasagna
	Assorted Muffins	Fresh Fruit	Garden Mixed Vegetables
	Bagels & condiments	Milk 1% & Skim	Garlic Bread
	Bread	Juice Boxes	Sherbert / Frozen Yogurt
	Milk 1% & Skim	Chocolate Chip Cookies	Fresh Fruit
	Fresh Fruit		Milk 1% & Skim
			Assorted Juices

NOTE: A vegetarian option must be provided at each meal.

Food restrictions and allergies must also be taken into consideration such as diabetics, celiac, etc.

Mandatory Bid Requirements:

- **Identify proposed location(s) for the Athlete's Village**
- **Identify accommodation location(s) on a venue map**
- **Address all requirements outlined above and how they will be taken into account when selecting accommodations**
- **Identify the number of fully and partially accessible rooms**
- **Provide a meal plan for all registered participants, officials and volunteers**

5. Transportation

External Transportation - Special Olympics Canada will be funding external Provincial/Territorial Team Travel for the 2020 Winter Games.

Internal Transportation – It is the responsibility of the GOC to make all necessary transportation arrangements to and from venues and the Athlete's Village and ceremonies for accredited Games participants. The internal transportation schedule must take into account the competition schedule of the sports and what would provide an optimal competition environment for the athletes.

Mandatory Bid Requirements:

- **Provide a transportation plan for registered participants from accommodations to sport venues and ceremonies (NOTE: Accessible transportation must be provided if required)**
- **Within the transportation plan identify the closest airport, train and bus station and how participants will be transported to and from each.**

6. Volunteers

No event would be a success without the support of numerous volunteers in the community! In hosting the National Games, the GOC must recruit, train, schedule and recognize the efforts of approximately 600 volunteers.

Mandatory Bid Requirements:

- **A plan to recruit, train, schedule and recognize the volunteers**
- **Outline a meal plan for volunteers (volunteers working over a certain number of hours and/or over a meal time must be fed)**
- **A plan to do police record checks and screen all volunteers who will be working in direct contact with Games participants**
- **Identify local sport groups or clubs that would have volunteers available to provide sport technical support during the Games**

7. Marketing & Communications

An important part of any event is awareness building not only within the community but across the region, province and country. This is accomplished through a comprehensive marketing and communications plan. This can be done through television, radio and/or print ads, website, social media and much more. In addition, the area works with Sport Technical services and results in the development of a plan to appropriately distribute information while the Games are ongoing. In accordance with SOC's French Language Services requirements, it is important to note that all of the materials for the National Games must be provided in both official languages. SOC Communications staff will be an integral part of the communications for the Games and can assist with all forms of media including website and social media.

Mandatory Bid Requirements:

- **Identify a Media and Communications Center location and set up**
- **Include a Media and Communications Plan**
- **Identify a plan to address French Language Services Requirements**

8. Special Events

The GOC is responsible for organizing an Opening and Closing Ceremonies, a Special Event(s) for athletes, a VIP Reception, and an event for families and friends. The Opening Ceremonies is an opportunity for the GOC to be creative and set the tone for the Games. For many athletes the National Games is the highlight of their athletic career and this is an opportunity to recognize them and their achievements. In addition, it is also an opportunity to recognize the support of sponsors, family and the community for everything they have done to make the event possible. The Opening Ceremonies should include a cultural component that captures the flavor of the community and Province/Territory. The Closing Ceremonies is more informal and includes an athlete dance. The maximum time for the Opening Ceremonies inclusive of the Parade of Athletes is 90 minutes.

Mandatory Bid Requirements:

- **Identify suggested programs and a proposed venue for the Opening Ceremonies & Closing Ceremonies**
- **Provide a plan for a VIP Reception during the event**
- **Identify if any other special events are planned (i.e. banquet, BBQ, dances)**

9. Registration & Accreditation

SOC has an existing registration system and website server that must be used by each Host Community. The GOC is responsible for organizing registration for all participants using this system and will work in partnership with SOC. It is our goal to ensure the registration process is a simple and quick process. It is equally important that all participants, volunteers, medical staff, etc are properly identified and accredited in order to participate in the Games. On-site registration is the first impression participants have of the Games; therefore, an effective and efficient plan is necessary to ensure they will have a positive impact.

Mandatory Bid Requirements:

- **Identify plans for Games registration including athletes, volunteers, VIPs and media**
- **Provide a plan for on-site registration and accreditation including venues, etc.**

10. Medical

The need for medical support during any Games is essential. It is important to develop a plan for medical emergencies. SOC has established standardized medical policies and procedures that are to be adopted by the Host. It is beneficial to connect with medical professionals in your community to establish potential partnerships and identify those interested in joining the medical committee for the Games.

Mandatory Bid Requirements:

Provide an overall medical plan for the Games including:

- **Identify medical suppliers in the community that have committed their support to the Games (i.e. physio and athletic therapists, doctors, etc)**
- **Identify local hospitals and medical services available in the community**
- **Identify plans for any other medical support provided (i.e. Physio/Massage clinics at Athlete's Village).**
- **A detailed emergency action plan**

11. Green Games/Sustainability Plan

SOC encourages the Host Community to strive towards making the National Games a Green Games. There are many steps that can be taken to move in this direction. It is important to look at the possible options available to make the Games more environmentally friendly. Our Games have received National Awards such as the Sustainable Event of the Year by Canadian Sport Tourism Alliance for the 2014 Special Olympics Canada Summer Games.

Mandatory Bid Requirements:

- **Identify plans to make the Games a green one for all those participating.**
- **Identify any current environmentally friendly initiatives within your community which could be applied to the Games (no water bottles permitted etc.).**



12. Sponsorship and Fundraising

The GOC shall develop a sponsorship and fundraising program to acquire sponsors and fundraise for the Games. The sponsorship program will outline the levels of Games sponsorship, based on dollar amounts, which can be cash or budget relieving value-in-kind goods and services. The recognition acknowledgements accorded to sponsors at each level are to be established in writing prior to the marketing of any Games sponsorship. In addition to securing sponsors, the GOC is encouraged to coordinate programs of general public donations and fundraising, official suppliers and licensees, and merchandise sales. Cash and value-in-kind goods and services directly related to budget items and generated by this committee will help offset operating expenses.



The national partnership program established by Special Olympics Canada provides certain National Partners with exclusive rights and others with the right of first refusal in their industry category at the National Games. The GOC shall provide recognition to both SOC National Partners and Games Sponsors, as set forth in the sponsorship program established for the National Games. **Following is a chart indicating our current list of National Partners and categories.**

The Law Enforcement Torch Run Program is a grassroots fundraising program which provides financial support to Provincial/Territorial Special Olympics programs. The Law Enforcement Torch Run (LETR) program is not to be involved with any direct fundraising/sponsorship activities to support the operational budget of a National Games, unless prior approval to do so is received from the Host Provincial/Territorial Chapter and Provincial/Territorial Law Enforcement Torch Run officials.

Within the sponsorship/fundraising area, the GOC should consider establishing a “Friends of the Games” program. Such a program involves the collection of donated cash or in-kind goods and services for the GOC. It is emotionally based and focused within the host community. The “Friends of the Games” program should be developed to allow everyone who wishes to contribute an opportunity to do so. A modest list of recognition benefits should be developed for the “Friends of the Games” contributors including a tax receipt and some local public recognition.

The sponsorship and fundraising program identifies potential prospects, including corporations, foundations, individuals and other agencies that can provide support to cover the operating costs of the Games (including cash and in-kind budget-relieving items). The GOC shall create sponsorship categories with fees and associated rights and benefits commensurate/appropriate for the categories. The sponsorship levels should be based on what the market in the community/province can support using other similar events held in the community as a benchmark to set the categories and sponsorship fees. The sponsorship package should be finalized and in market 18 months in advance of the Games. Platinum and Gold Level National Partners of Special Olympics Canada have exclusivity in their categories while Silver and Bronze level partners are provided with a first right of refusal. The full list of National Partners will be shared with the GOC. Special Olympics Canada will work with its National Partners to secure product to support the Games where appropriate and available and will also provide its National Partners with the Games sponsorship package and the opportunity to support the Games should they so desire (in addition to its National support of Special Olympics Canada).

Special Olympics Canada will provide guidance to the GOC as it develops a marketing and sponsorship framework, including the vetting of all prospects prior to approaches to any potential sponsors, and to assist the GOC in generating non-government revenues. This framework will include elements such as the structure of the sponsor/supplier program, advertising benefits, servicing plan, etc. Special Olympics Canada can also provide assistance to the GOC in how to research, identify, and



cultivate prospective sponsors and suppliers of the Games and steward Games Sponsors.

In order to deliver appropriate benefits to major sponsors, suppliers and National Partners, the GOC should make best efforts to provide “clean venues”. Where possible, this would enable both Games and National Partners (that are providing support in the form of cash or product) to avoid and/or minimize any conflict with existing venue sponsors or suppliers that are in place and secured and negotiated separately by the venue (e.g. food and beverage). The GOC will advise SOC of any pre-existing suppliers that have venue contracts and that are in conflict to any Games Sponsors or National Partners.

Each Special Olympics Chapter has a LETR Co-coordinator which works with the Canadian Co-ordinator to ensure that all elements of the LETR are incorporated within the Special Olympics Canada National Games. Specifically, the LETR has a presence at the Opening Ceremonies of the Games.

Mandatory Bid Requirements:

- **Submit plans and objectives for the sponsorship/fundraising program in the Bid Document.**
- **Provide a list of any current sponsorship commitments including municipal, provincial and federal government funding.**
- **Provide a list of potential sponsors and fundraising initiatives**

NATIONAL PARTNERS PARTENAIRES NATIONAUX

Special Olympics
Olympiques spéciaux
Canada



PLATINUM



GOLD



SILVER



BRONZE



FRIENDS



February 22, 2017



SPORTS

1. SPORT VENUE GUIDELINES*

Special Olympics Canada has selected the following sports for the 2020 Special Olympics Canada Winter Games. Any sports clinics or other demonstration sports proposed by the GOC must be approved in advance by the SOC National Office.

2020 Winter Games Sports

Alpine Skiing

Curling

Cross Country Skiing

Figure Skating

Five-pin Bowling

Floor Hockey

Snowshoeing

Speed Skating

***NOTE:** The ensuing sport venue specifications are guidelines only. Bids with less than optimal sport venue specifications will be considered.





ALPINE SKIING

Course Specifications:

Advanced Level

Slalom

Number of Gates: 35 minimum, 60 maximum

Vertical Drop: 60m (195ft) minimum, 180m (600ft) maximum

Slope Gradient: 20% minimum, 45% maximum. Intermediate to Advanced terrain.

Giant Slalom

Number of Gates: 15 minimum, 45 maximum

Vertical Drop: 80m (260ft) minimum, 350m (1,140ft) maximum

Slope Gradient: 20% minimum, 45% maximum. Intermediate to Advanced terrain.

Super G

Number of Gates: 18 minimum, 35 maximum

Vertical Drop: 150 m (487ft) minimum, 300m (975ft) maximum

Requirements: High intermediate to advanced terrain and may be variable gradient.

Downhill

Number of Gates: 10 minimum, 20 maximum

Vertical Drop: 100m (310ft) minimum, 500m (1,620ft) maximum

Slope Gradient: 15% minimum, 28% maximum. Intermediate terrain.

Intermediate Level

Slalom

Number of Gates: 20 minimum, 30 maximum

Vertical Drop: 30m (95ft) minimum, 80m (260ft) maximum

Slope Gradient: 20% minimum, 28% maximum. Intermediate terrain.

Giant Slalom

Number of Gates: 10 minimum, 20 maximum

Vertical Drop: 30m (95ft) minimum, 80m (260ft) maximum

Slope Gradient: 10% minimum, 28% maximum. Intermediate terrain.

Super G

Number of Gates: 12 minimum, 25 maximum

Vertical Drop: 100 m (325ft) minimum, 200m (650ft) maximum

Requirements: Intermediate terrain with a constant gradient.

Downhill

Number of Gates: 8 minimum, 15 maximum

Vertical Drop: 30m (95ft) minimum, 80m (260ft) maximum

Slope Gradient: 15% minimum, 28% maximum. Intermediate terrain.

Novice

Slalom

Number of Gates: 10 minimum, 15 maximum

Vertical Drop: 15m (50ft) minimum, 50m (162ft) maximum

Slope Gradient: 10% minimum, 20% maximum. Beginner to Intermediate terrain.



Giant Slalom

Number of Gate: 7 minimum, 15 maximum

Vertical Drop: 15m (50ft) minimum, 60m (195ft) maximum

Slope Gradient: 10% minimum, 20% maximum. Beginner to Intermediate terrain.

Super G

Number of Gates: 5 minimum, 10 maximum

Vertical Drop: 50 m (162ft) minimum, 100m (325ft) maximum

Requirements: Low intermediate to novice terrain with a constant gradient.

Downhill

Number of Gates: 5 minimum, 10 maximum

Vertical Drop: 15m (50ft) minimum, 60m (195ft) maximum

Slope Gradient: 10% minimum, 20% maximum. Beginner to Intermediate terrain.

Official Events:

1. Downhill
2. Giant Slalom
3. Slalom
4. Super-G

Please refer to the Special Olympics Canada Rule Book for specific information on race course specifications.

Competitive Schedule:

Competition shall take place over a three-day period. Special Olympics Canada shall approve all competitive schedules.

Special Requirements:

- Starting platforms
- Public address system
- Courses must be fenced
- Grooming Machinery
- Athlete marshalling area
- Electronic timing
- Snowmaking Equipment
- Results Posting Area
- Certified Officials
- Athlete/Coach only area

Support Facilities:

- Restroom Facilities
- Lift access for each courser
- Security
- Awards podium
- Eating Facilities
- Family Services
- Equipment Storage
- Media Area
- Warming Huts
- Locker/Change Rooms
- Medical/1st Aid Room
- Results Room
- Honoured Guest services
- Officials Room
- Computer & Photocopier

Recommended Spectator Area: 100 people





CURLING

Playing Area:

It is preferred to host the competition in 6-rink facility. All rink surfaces shall comply with standards for competition as determined by Curling Canada.

Competitive Schedule:

Competition shall take place over a four-day period. Divisioning shall take place on Day 1. Tournament play shall be schedule on Day 2 and Day 3. All finals shall be scheduled on Day 4. Special Olympics Canada shall approve all competitive schedules.

Special Requirements:

- Scoreboard
- Public address system
- Marshalling area
- Off-Ice coaches' area
- Athlete/coach only area

Support Facilities:

- | | |
|-----------------------|------------------------------------|
| - Practice area | - Restroom Facilities |
| - Locker/Change Rooms | - Photocopier |
| - Security | - Medical/1 st Aid Room |
| - Awards Podium | - Results Room |
| - Eating Facilities | - Honoured Guest Services |
| - Family Services | - Officials Room |
| - Equipment Storage | - Scoring/timing area |
| - Media Centre | |

Recommended Spectator Seating: 200 people



CROSS COUNTRY SKIING

Course Specifications:

100m straight course – flat terrain, eight lanes, minimum of two meters between lanes

500m, 1km (Classic & Free Technique), 3x1k (Classic & Free Technique) double tracked looped course – flat terrain

2.5k, 5k, 7.5k, 10k, – double tracked course, loop configuration with 1/3 uphill, 1/3 downhill, 1/3 flat sections plus section with turns. Start and Finish area in close proximity. Any downhills will allow the skier to glide in the tracks with no need to check his/her speed, (i.e. straight run-out area) and the uphill should be easily negotiated.

Special Requirements:

- Electronic timing
- Certified officials
- Fenced stadium area
- Public Address System
- Waxing Facilities - It is recommended there be a waxing area designated for each team. The waxing area shall be protected from the elements and should have a minimum of two electrical outlets available for each team.
- Wax Testing Area - There shall be a ski warm-up area set aside in close proximity to both the waxing area and the start area which shall be groomed in a way identical to the courses which shall allow for wax testing on variable terrain. Sufficient amount of track shall be available to allow access to all competitors and coaches without interfering with the conduct of the competition.
- Ski Marking and Access Control - There shall be a designated skier entrance to the course on race days which shall allow for ski marking and inspection. Likewise, there shall be a skier inspection area at the finish area with a clearly defined exit route for competitors. The exit route will not conflict with the entrance route/start area.
- Proper Grooming Machinery - Sufficient experienced staff and machinery for the course preparations have to be guaranteed
- Track setting equipment
- To reduce congestion in the area, spectators will be separated from the start/finish area and from the entrance/exit routes.
- Marshalling area



CROSS COUNTRY SKIING (continued)

Support Facilities:

- Restroom Facilities
- Locker/Change Rooms
- Security
- Awards Podium
- Eating Facilities
- Family Services
- Equipment Storage
- Warming /Huts
- Athlete/Coach only area
- Medical/1st Aid Room
- Results Room
- Honoured Guest services
- Officials Room
- Photocopier

Official Events:

- 100 Metre
- 500 Metre (Classic & Free Technique)
- 1.0 Kilometre (Classic & Free Technique)
- 2.5 Kilometres (Classic & Free Technique)
- 5.0 Kilometres (Classic & Free Technique)
- 7.5 Kilometres (Classic & Free Technique)
- 10.0 Kilometres (Classic & Free Technique)
- 3 x 1 Kilometre relay

Competitive Schedule:

Competition shall take place over a four-day period. Divisioning shall take place the Day 1 and Day 2, and finals shall be scheduled on Day 3 and Day 4. Special Olympics Canada shall approve all competitive schedules.

Recommended Spectator Seating: 300 people





FIGURE SKATING

Competition Area:

Standard size Ice Rink (Based on Skate Canada standards).

Recommended Surface: Ice must be hard and 3/4" - 1" thick to allow for suitable competition.

Competitive Schedule:

Competition shall take place over a two to three-day period. Special Olympics Canada shall approve all competitive schedules.

Special Requirements:

- Music system
- Public address system, scoreboard
- Ice surfacing machine
- Judges stand

Support Facilities:

- Second practice rink recommended
- Medical 1st Aid Room
- Warm-up area (dryland stretching)
- Media Services
- Restroom Facilities
- Security
- Family Services
- Dressing Rooms (women and men)
- Photocopier with access to electrical outlets
- Locker/change Rooms
- Results Room
- Coaches' Box
- Officials Room
- Awards Podium
- Eating facilities
- Music Room
- Accounting Room
- Barrier boards surrounding surface

Official Events:

- Single Competition (Male and Female, Level 1 to 6)
- Pair Skating (Levels 1 to 3)
- Ice Dancing (Levels 1 to 6)

Recommended Spectator Seating: 200 – 300 people





FIVE-PIN BOWLING

Area Required

Bowling Centre (minimum 24 lanes) should be available throughout the duration of the Games from 7:00 a.m. to 6:00 p.m. with wheelchair access. The alley should meet the Canadian 5-Pin Bowlers' Association specifications.

Warm-Up Area Required

The lanes should be available for pre-competition warm-up.

Venue Markings

Foul lights, overhead scoreboard for each lane (computer score system required)

Competition Format

The events are scheduled over four days. The exact events and time schedules shall be developed by Special Olympics Canada and the Meet Director. The tournament will be match play. Medals are awarded to the 1st to 3rd place finishers within each division.

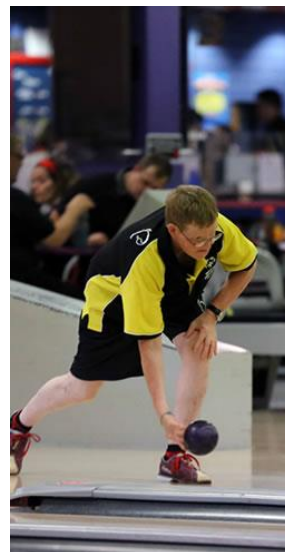
Special Requirements and Equipment

- Public address system
- Bowling shoes (rental)
- Bowling balls
- Technician on-site
- Athlete/coach only area
- Ability to restrict access to the field of play

Support Facilities

- One coaches meeting room
- One room for officials/administration
- Concession booth is recommended
- Washroom Facilities
- Security
- Lockers

Recommended Spectator Seating: 300 people

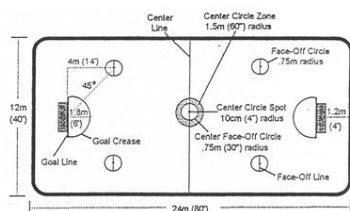




FLOOR HOCKEY

Competition Area:

The playing surface shall be a maximum of 15m x 28m (49' x 92') and a minimum of 12m x 24m (40' x 80') on a level surface.



A minimum of two (2) playing (3 preferably) surfaces are required, plus a warm-up area.

Competitive Schedule:

Competition shall take place over a four-day period. Divisioning shall take place on the first day of competition. Tournament play shall be schedule on Day 2 and Day 3. All finals shall take place on Day 4. The Special Olympics Canada National Games Sub-Committee shall approve all competitive schedules.

Special Requirements:

- | | |
|-------------------------|--------------------|
| - Certified Officials | - Rink Boards |
| - Public Address System | - Scoreboards |
| - Timing System | - Proper Lightning |
| - Players' Benches | - Goalie Nets |

Support Facilities:

- | | |
|--------------------------------|------------------------------------|
| - Practice area | - Media Centre |
| - Lift access for each courser | - Locker/Change Rooms |
| - Security | - Medical/1 st Aid Room |
| - Awards Podium | - Results Room |
| - Eating Facilities | - Honoured Guest services |
| - Family Services | - Officials Room |
| - Equipment Storage | - Scoring/timing area |
| - Photocopier | - Athlete/coach only area |

Recommended Spectator Seating: 300 people





SNOWSHOEING

Course Specifications:

The minimum size of the-course must be continuous loop 400 metres in length with a course width of at least one metre for each competitor in a race. The track course shall be prepared so that all parts of the track are similar.

100 Metre Race: Run on a straight course with designated lanes.

200 Metre Race: Run counterclockwise over a portion of the 400M looped course

400 Metre Race: Run counterclockwise one lap of the 400M looped course

800 Metre Race: Run counterclockwise two laps on the 400M looped course

1600 Metres Race: May be over varied terrain (dependent on venue) and may use the 400M course as a start/finish.

5 Kilometre Race: May be over varied terrain (dependent on venue) and may use the 400M course as a start/finish.

10 Kilometre Race: May be over varied terrain (dependent on venue) and may use the 400M course as a start/finish.

4 x 100 Metre Relay: Run over the 400M course with each of the four competitors running 100M

4 x 400 Metre Relay: Run over the 400M course with each of the four competitors running one 400M lap

Competitive Schedule:

Competition shall take place over a four-day period. Divisioning shall take place the Day 1 and Day 2, and finals shall be scheduled on Day 3 and Day 4. Special Olympics Canada shall approve all competitive schedules.

Special Requirements:

- Electronic timing
- Fenced stadium area
- Public Address System
- Marshalling area

Support Facilities:

- | | |
|-----------------------|------------------------------------|
| - Restroom Facilities | - Warming Huts |
| - Locker/Change Rooms | - Officials Room |
| - Security | - Medical/1 st Aid Room |
| - Awards Podium | - Results Room |
| - Eating Facilities | - Honoured Guest Services |
| - Telephone | - Media Services |



SNOWSHOEING (continued)

Official Events:

- 100 Metre
- 200 metres
- 400 Metres
- 800 Metres
- 1600 Metres
- 5 Kilometres
- 10 Kilometres
- 4 x 100 Metre Relay
- 4 x 400Metre Relay

Recommended Spectator Seating: 200 people





SPEED SKATING

Race Area:

Standard size Ice rink - oval layout based on Speed Skating Canada standards.

Recommended Surface: Ice 3/4" to 1" thick. Brine temperature set at 10 degrees below zero.

Competitive Schedule:

Competition shall take place over a two and one half day period. Divisioning shall take place for all races. Special Olympics Canada and the meet director shall develop the competitive schedule.

Special Requirements:

- Certified Speed Skating Canada Officials
- Padding for boards (based on Speed Skating Canada standards)
- Bell
- Public address system
- Blocks to mark tracks
- Electric timing device
- Side boards surrounding rink
- Skate sharpener speed skates
- Lap counter
- Marshalling area
- Athlete/Coach only area

Support Facilities:

- Second practice rink recommended
- Locker/Change Rooms
- Warm-up area (dryland stretching)
- Honoured Guest Services
- Recorders' Box
- Officials' Boxes at ice surface (timers, place judges, lap counters)
- Security
- Telephone
- Equipment Storage
- Medical/1st Aid Room
- Results Room
- Coaches' Box
- Officials Room
- Restroom Facilities
- Awards Podium
- Eating Facilities
- Family Services
- Photocopier

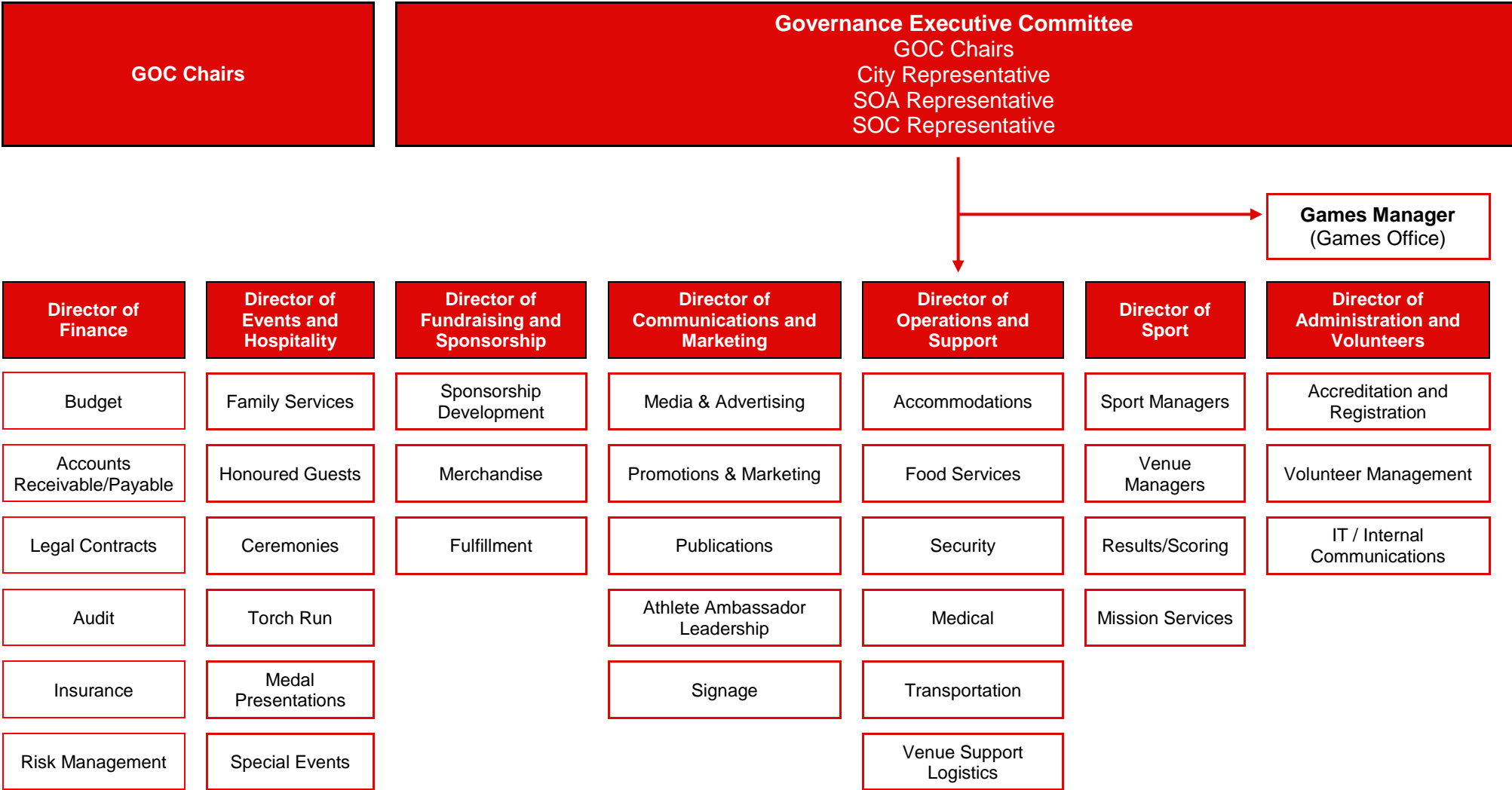
Official Events:

- 111 metre
- 222 metres
- 333 metres
- 777 metres
- 1000 metres
- 1500 metres
- 3000 metres
- 4 x 888m relay

Recommended Spectator Seating: 250 people



APPENDIX A – SAMPLE GOC STRUCTURE





APPENDIX B – SAMPLE GAMES BUDGET

SPECIAL OLYMPICS 2012 ST. ALBERT GAMES OPERATING BUDGET

		In-Kind	Cash	Total
REVENUE				
Government				
	Provincial		300,000	300,000
	Municipal		300,000	300,000
	Tourism Alberta			-
Total Government		-	600,000	600,000
Other				
	Sponsorship	15,000	400,000	415,000
	Family reception		2,500	2,500
	Special Olympics Canada		500,000	500,000
	Casino		150,000	150,000
	Registration		71,475	71,475
	GST Rebate (50%)		34,024	34,024
Total Other		15,000	1,157,999	1,172,999
TOTAL REVENUE		15,000	1,757,999	1,772,999
EXPENDITURES (see "Expenditures" tab for details)				
Finance		-	13,000	13,000
Events and Hospitality		-	117,172	117,172
Fundraising and Sponsorship		-	12,000	12,000
Communications and Marketing		14,000	73,500	87,500
Operations and Support		10,000	825,008	835,008
Sport		-	148,285	148,285
Administration and Volunteers		500	264,400	264,900
Jasper Site		-	86,493	86,493
Other				-
TOTAL EXPENDITURES		24,500	1,539,858	1,564,358
NET SURPLUS (DEFICIT)		(9,500)	218,141	208,641