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# 2024

# ALBERTA SUMMER GAMES

# BID GUIDELINES

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**ALBERTA**  
**GAMES**

*Alberta* 

# 2024 ALBERTA SUMMER GAMES BID GUIDELINES

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**Note: Please use and include Appendix V - Budget Worksheet and Appendix VI - Bid Submission Checklist with your bid submission.**

# CRITERIA FOR SELECTING ALBERTA SUMMER GAMES HOST COMMUNITIES

## POLICY STATEMENT

The "Alberta Summer Games" is a program of the Ministry of Alberta Culture & Status of Women and is intended to provide a competitive opportunity in a multi-sport festival for "developing" athletes eleven (11) to sixteen (16) years of age.

The Government of Alberta believes that all communities within the Province of Alberta, that are capable of appropriately accommodating up to 3,000 participants {athletes, coaches, chaperones & technical officials} and providing adequate sport facilities, should be given the opportunity to bid to host an Alberta Summer Games.

In the selection of a host community, the primary consideration is the potential benefit to the developing athlete.

Other considerations include the benefit to the host community and to sport in the province.

Communities with populations less than 10,000 are encouraged to join together with neighboring communities to submit a joint bid.

Athletes in the Alberta Games will have advanced to the Alberta Games through either a zone playoff or Zone Camp.

## GUIDELINES AND PROCEDURES

### Selection Process

Staff within the Multisport Games unit of Sport, Physical Activity and Recreation (SPAR) will assess and tour bidding communities that qualify under the guidelines.

### Selection Criteria

The following criteria will be considered in the selection of a host community:

#### 1. Physical Facilities

- a) Capability of accommodating a minimum of approximately 3,000 athletes, coaches and officials
- b) Availability of food service facilities for up to a minimum of 1000-1200 at one seating
- c) Capacity to host a full complement of sport events
- d) Availability of medical facilities
- e) Availability of adequate hotel/motel facilities to accommodate Games visitors

## **2. Financial Resources**

- a) Commitment of the municipality
- b) Capability of raising adequate funds, gifts-in-kind, and services, to offset expenses

## **3. Human Resources**

- a) Evidence of community support
- b) Evidence of leadership and organizational ability
- c) Past experience in hosting major events, including previous Alberta Summer, Winter Games
- d) Support by the local media
- e) Capability of providing 1,500 – 2,000 volunteers

# PROCEDURE FOR SELECTING HOST COMMUNITY

## 1. Bid Invitation

An "Invitation to Bid" is sent to Alberta Municipal and Band Councils in January 2022.

Communities with populations under 10,000 are advised to consider regional or joint bids involving neighboring municipalities.

## 2. Letter of Intent to Bid

The bid process requires that a letter outlining your community's interest in bidding to host the 2024 Alberta Summer Games, together with a resolution of support from your Municipal Council(s), must be received by **March 25, 2022**.

Please forward the "Letter of Intent to Bid" to:

**Don S. Wilson**  
**Director, Multisport Games**  
**Sport, Physical Activity and Recreation**  
**Alberta Culture and Status of Women**  
**620, 615 Macleod Trail SE**  
**Calgary, Alberta T2G 4T8**  
**Phone: (403) 297-2729                      E-mail: don.wilson@gov.ab.ca**

## 3. Bid Committee

Municipal Council should appoint interested individuals to serve on a "Bid Committee".

The Bid Committee is responsible for preparing the bid document and presenting it to the Multisport Games unit.

## 4. Bid Preparation and Submission

Bid submissions must be no more than twenty (20) pages in length.

*Refer to Guidelines for Preparing Your Bid Submission, page 7 and Bid Submission Checklist, page 27.*

The Bid submission may include letters of support, etc. in addition to the twenty (20) pages.

Please include the Bid Submission Checklist and Budget Worksheet with your submission.

Assistance in the preparation of bid submissions, or additional information on any facet of the Alberta Summer Games, is available from the Multisport Games unit.

**Bid submissions must be forwarded to the Multisport Games unit by April 29, 2022.** *Refer to address above.*

## 5. Bid Selection

Multisport Games unit staff, will review the submissions, tour selected bid communities and recommend selection of the host community based on the established Selection Criteria.

The bid tour will be conducted in **May 2022** and is an opportunity for an assessment of the strengths and weaknesses of each bid, relative to the basic requirements for hosting the Games and relative to other bids.

Multisport Games unit staff will be available for approximately three (3) hours on the appointed day.

## **6. Bid Award**

The successful host community will be officially announced approximately **June 2022** by the Minister of Culture & Status of Women.

Representatives of the host community will be invited to attend the **2023 Alberta Summer Games**, to be staged by **Okotoks/Black Diamond July 20 - 23, 2023**.

# GUIDELINES FOR PREPARING BID SUBMISSIONS

## BID SUBMISSIONS MUST CONTAIN THE FOLLOWING INFORMATION:

Please also include **Appendix V - Budget Worksheet, page 21, and Appendix VI - Bid Submission Checklist, page 27, with your bid submission.**

### 1. Municipal Support

A statement of support and commitment from the local municipal council and any other co-operating municipalities is required. There should be clarification if the bid is a joint municipal bid or not. The bidding municipality(s) must acknowledge that, the ultimate financial responsibility for the cost of staging the Games rests with the municipality(s).

### 2. Previous Event Experience

Indicate past experience hosting zone, provincial, national events hosted in recent years.

### 3. Proposed Dates of your Games

The dates for the 2024 Alberta Summer Games have tentatively been planned ideally for the third weekend of July 2024.

Changes to the tentative dates will require the approval of the Multisport Games unit.

### 4. One-Shift or Two-Shift Games Format

Indicate if you are planning a one-shift or two-shift Games, for example:

- A one-shift Games format involves 4 days and 3 overnights
- A two-shift Games format involves 7 days total. The total number of athletes is divided into two equal groups. Each group competes for 3 days with one-day overlapping.

#### One-Shift Games Format

<b>Day 1</b>	Noon – 4 pm	Athletes arrive and register
	7 pm	Opening Ceremonies
<b>Day 2</b>	8 am – 6 pm	Competition
<b>Day 3</b>	8 am – 6 pm	Competition
<b>Day 4</b>	8 am – 11 am	Competition
	2 pm	Closing Awards
	3 pm	Athletes depart

## Two-Shift Games Format

<b>Day 1</b>	Noon – 4 pm	Arrival of Shift 1 athletes
	7 pm	Opening Ceremonies
<b>Day 2</b>	8 am – 6 pm	Competition
<b>Day 3</b>	8 am – 6 pm	Competition
<b>Day 4</b>	8 am – 3 pm	Competition concludes for Shift 1 athletes
	4 pm	Departure of Shift 1 athletes
	10 am – 3 pm	Arrival of Shift 2 athletes
	5 pm	Welcoming supper for Shift 2 athletes
<b>Day 5</b>	8 am – 6 pm	Competition
<b>Day 6</b>	8 am – 6 pm	Competition
<b>Day 7</b>	8 am – 11 am	Competition
	2 pm	<b>Closing Ceremony</b>
	3 pm	Departure of Shift 2 athletes

## 5. Host Organizing Committee

Include a proposed organizational structure.

*Refer to Appendix I - Recommended Organizational Structure, page 15.*

Include the proposed procedure the municipality would undertake to select the Games Chairperson and Board of Directors.

**Note: It is not necessary to identify a Board of Directors for the purpose of bidding since the Games Chairperson, once appointed by the Mayor, is responsible for selecting the Board.**

Provide assurance that your community can form an organization capable of properly hosting the Games.

## 6. Proposed Budget

Bid submissions must outline the proposed cost of operating the Games and construction or renovation of facilities.

*Refer to Appendix IV - Sample Games Budget, page 20.*

**When preparing a budget, please use the attached Budget Worksheet and include this document in your bid submission.**

*Refer to Appendix V - Budget Worksheet, page 21.*

Please substantiate figures wherever possible. (e.g. meals, accommodation, etc.)

*Detailed financial information from previous Alberta Games is available on request to assist you in preparing a budget.*



## 7. Proposed Sports

Approximately 15 - 20 sports are generally included in the Alberta Summer Games.

*Refer to Appendix II – Projected number of Participants, page 16 and Appendix III - Proposed Sports, Tournament Format & Facility Requirements, page 17.*

List those activities that you would be prepared to host and a rationale for selecting them (i.e. local interest, support from local organizations, excellent facilities, etc.).

Provide a tentative sport schedule based on your chosen Games format (i.e. one-shift or two-shift Games).

Note: No sport is assured of participation in the Alberta Summer Games as applications must be submitted by the provincial sport governing bodies and approved by the Multisport Games unit in cooperation with the host community.

The Multisport Games unit must approve the “technical package”.

## 8. Number of Participants

As a general rule a host community will be handling approximately 3,000 athletes, coaches, chaperones and officials per day (based on a one-shift Games format).

**Communities not capable of adequately housing and feeding 3,000 participants in one-shift Games format should plan to stage two-shift Games.**

## 9. Food Services

The Food Centre must be large enough to seat 1,000 - 1200 participants at one time and provide adequate space for 6 to 8 food service lines.

Include a description of the Food Centre including:

- \* Proposed location of Food Centre
- \* Seating capacity
- \* Plans to feed athletes, coaches and technical officials

Include a documented per diem rate for feeding athletes, coaches and technical officials.

## 10. Transportation

Include provisions for movement of participants within the community (i.e. number of buses, frequency of service, general movement of athletes from venue to venue)

Note: At certain points it may be necessary to provide buses to move all participants at once. (e.g. following Opening Ceremonies and the athlete entertainment evening)

## 11. Proposed Facilities

Bid submissions must include a detailed description of the sport facilities that are available for staging each of the proposed sports.

Each sport has minimum facility requirements, e.g. maximum or minimum length of a soccer pitch, width of lines on a tennis court, number of basketball courts, etc. Sport specific “field of play” requirements for each facility are available from the Provincial Sport Organization.

*Refer to Appendix III – Proposed Sports, Tournament Format & Facility Requirements, page 17.*

Regulation size competition areas are expected wherever possible. Some leeway is acceptable, providing the Provincial Sport Organization gives its approval to any modification.

All facilities must meet minimum safety requirements as established by the sport governing body.

It is important to note that the athletes and public’s perception of the quality of the Games is very much shaped by the quality of the facilities provided.

**The following checklist should be addressed for each proposed facility:**

- \* Facility description (size, number of lanes/courts/diamonds etc., floor type)
- \* Does the facility meet the minimum requirements outlined by the Provincial Sport Organization?
- \* Include a facility sketch (where appropriate) indicating the “playing area” for that sport (i.e. court dimensions, ceiling height, wall/spectator clearance, etc.)
- \* What is the seating capacity for spectators? Parking capacity?
- \* What equipment is available within your community, if applicable? (i.e. timing equipment, targets, mats, etc.)?
- \* What is travel time from proposed participant accommodation to sport venues (i.e. out-of-town venues)?
- \* Is the facility wheelchair accessible?
- \* Number of washrooms/change rooms/showers?
- \* Contingency plans

The location of all Games facilities (including Opening Ceremonies and the Food Centre) should be shown on an accompanying map of the community.

Travel time between sport venues and accommodation sites should not exceed one (1) hour.

Major facilities should not be constructed solely for the Alberta Games competition. The Multisport Games unit encourages the use of existing facilities or the upgrading of existing facilities within the community.

The bid submission should include the plan and budget for any facility construction or upgrading.

**Note: The successful host community will be expected to provide all publicly owned facilities at no cost to the Games Society.**

## 12. Accommodation

Athletes and coaches are generally housed in school classrooms (12 - 15 per room), using foam mattresses supplied by the Multisport Games unit. Gymnasiums are not considered adequate housing facilities. **All calculations of school classroom requirements should be based on 3,000 athletes and coaches. Technical officials (approximately 200) are accommodated in beds (college dorms, hotels/motels rooms)**

Include location and description (including number of schools and classrooms) that will house the athletes and coaches. (note: some school classrooms, eg science and computer labs will not be suitable for accommodation use)

Outline shower arrangements. Recommended minimum plumbing fixture requirements are as follows, but should be checked with local health officials:

- \* 1 shower for 30 persons
- \* 1 toilet for 20 persons

Include a description of all available accommodations: hotel/motel facilities (i.e. number of rooms available) and camping facilities available for technical officials, Mission staff, special guests and spectators.

## 13. Medical Staff and Facilities

Include availability of medical staff, treatment and location for a Games Polyclinic.

Include provisions for first aid treatment at competition sites.

## 14. Media

List local television and radio stations, newspapers and other media and provide an indication of support and involvement of local media.

Indicate services to be provided for members of the press and media prior to the Games and during the Games.

## 15. Support Letters

Include an indication of support and commitment from local organizations and agencies.

## 16. Additional Information

Include population of community, visitor accommodation, other items of interest, etc.

## 17. Bid Committee

List names, addresses, and telephone numbers of Bid Committee and include a brief biography of each member.

Indicate name of key contact person on Bid Committee.

# ROLES, RESPONSIBILITIES AND FUNDING

## MULTISPORT GAMES UNIT RESPONSIBILITIES

The Multisport Games unit is mandated with the overall responsibility of administering and facilitating the staging of the Alberta Games.

The Multisport Games unit believe that the Alberta Games is a program belonging to Albertans and that the success of the program is dependent upon the ongoing involvement and cooperation of all its key partners. Therefore a major role of the Multisport Games unit involves working with communities, businesses, sponsors, volunteers, Provincial Sport Organizations and government in all aspects of Games development, administration and operations.

### Multisport Games unit Responsibilities include:

#### 1. Games Standards

The Multisport Games unit selects the host community as the organization responsible for staging the 2024 Alberta Summer Games.

The Multisport Games unit establishes the philosophy, standards and guidelines of the Alberta Summer Games.

In conjunction with its Games Partners, the Multisport Games unit has set high standards for Games operations, including:

- a) Financial and administrative operations
- b) Communications utilized during the Games
- c) Security and safety of athletes while at the Games
- d) Transportation, accommodation and subsistence provided for athletes participating at the Games
- e) Competition format, rules and facilities

The Multisport Games unit will provide an Alberta Games Operations Manual to the host society that provides vital information regarding the staging of the Alberta Games.

#### 2. Financial Support

##### Operating Grant - \$420,000

An Operating Grant of \$420,000 will be provided for operational expenses of the Games, on the basis of a budget agreed upon by the Multisport Games unit and the host society. The Multisport Games unit will advance these funds to the host society as outlined in the “Grant Funding Agreement” signed by a representative of the Minister of Culture & Status of Women and the host society.

##### Other Sources of Funding

Host societies are eligible to apply for provincial casinos and other government grants ie. CIP Community Initiatives Program – Project based

### **3. Sport Selection**

The Multisport Games unit in consultation with the host society and the Provincial Sport Organizations chooses the sports to be included in the Games and facilitates the development of the overall sport "technical package".

*Refer to Appendix III – Proposed Sports, Tournament Format & Facility Requirements, page 17.*

### **4. Insurance Coverage**

All matters relating to the insurance coverage for the Games must meet the requirements of the Multisport Games unit.

### **5. Alberta Games Logo**

The Multisport Games unit will provide the official Alberta Games logo and branding guidelines for the host community/society for promotional purposes.

### **6. External Transportation**

The Multisport Games unit is responsible for all external transportation of participants to and from the host community.

### **7. Registration Fee**

The Multisport Games unit will levy and collect a registration fee from athletes who attend the Alberta Summer Games.

Any additional participant charges must be approved by the Multisport Games unit.

## **HOST COMMUNITY RESPONSIBILITIES**

### **Responsibilities of the Host Community and the Games Organizing Committee**

The Mayor/Reeve and Council of the host community will select the Games Chairperson.

The Games Chairperson, with input from the municipal council, will choose the Board of Directors.

The host community is responsible to provide competition facilities at no cost to the Games organizing committee.

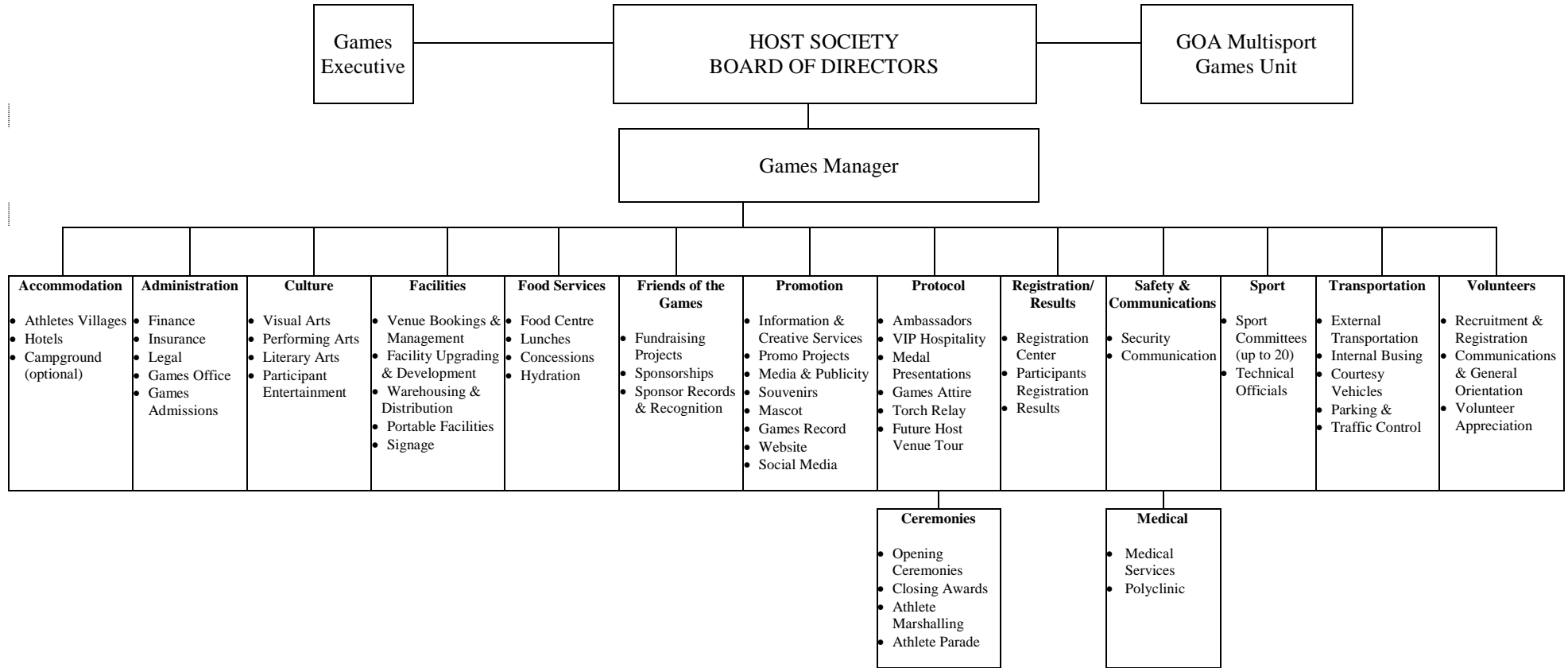
The host community traditionally provides cash and gifts in kind towards the operation and staging of the Games. These commitments should be outlined in the bid submission.

### **Responsibilities of the Games Organizing Committee**

The Games Chairperson and Board of Directors will be responsible for all Games operations in the host community, under the guidelines established by the Multisport Games unit including:

1. Forming a registered society to undertake the staging of the 2024 Alberta Summer Games;
2. Planning and executing the Games and related events within the framework of the Multisport Games unit goals, guidelines, and standards;
3. Developing and controlling the Games budget, all major incomes, expenditures, and cash flow;
4. Raising adequate funds to offset expenses;
5. Providing resources, both volunteer and professional, to successfully stage the Games;
6. Providing the required insurance for the Games;
7. Providing input into the selection of sports for the Games;
8. Providing adequate competition, accommodation and food services for approximately 3,000 participants;
9. Ensuring all aspects of the competitions are planned in consultation with the participating Provincial Sport Organizations including venue preparation, equipment and supplies, schedules, results, protest procedures, and volunteer requirements;
10. Providing adequate medical, security, communications, and internal transportation services;
11. Establishing early communication with local sport clubs and Provincial Sport Organizations where necessary;
12. Liaison and coordinating planning with all Games partners;
13. Providing regular ongoing financial reports and an audited financial statement at the conclusion of the Games;
14. Ensuring that final Games records are submitted to the Multisport Games unit including written reports, pictorial records, and economic impact studies.

## APPENDIX I - RECOMMENDED ORGANIZATIONAL STRUCTURE



Note: - Ceremonies may remain in Protocol or established as a separate portfolio with the Director represented on the Board.

- Medical may remain in Safety & Communication or be established as a separate portfolio with the Director represented on the Board.

**APPENDIX II –  
PROJECTED NUMBER OF PARTICIPANTS**

**MAXIMUM NUMBER OF PARTICIPANTS PER ZONE  
(SUBJECT TO CHANGE)**

(Based on 2023 Alberta Summer Games – Okotoks/Black Diamond)

<b>Activity</b>	<b>Max. Number per Zone (includes athletes, coaches &amp; chaperones)</b>	<b>Total (8 Zones)</b>	<b>Technical Officials</b>
Athletics	56	448	35
Baseball	19	152	11
Basketball	28	224	22
BMX	19	152	10
Canoeing (Whitewater)	10	80	18
Football	42	336	25
Lacrosse	23	184	14
Mountain Bike	11	88	4
Rugby	30	240	12
Soccer	44	352	22
Softball	18	144	16
Swimming	36	288	50
Triathlon	10	80	7
Volleyball (Beach)	6	48	8
<b>Total (per Zone)</b>	<b>352</b>	<b>2816</b>	<b>254</b>
<b>Total Participants (athletes, coaches, officials)</b>	<b>3070</b>		

Note: Maximum numbers are indicated; however, not all sports are able to attain maximum numbers. Based on previous Games, the attrition rate is approximately 8%.



## APPENDIX III – SPORTS, TOURNAMENT FORMAT AND FACILITY REQUIREMENTS

The following is a list of minimum facility requirements and typical competition format for sports that MAY BE included in the 2024 Alberta Summer Games.

Sport	Minimum Facility Requirements	Estimated Hours (over 2½ days)	Typical Format
Athletics	<ul style="list-style-type: none"> <li>• 8 lane 400m track (ideally Certified Track Synthetic rubber surface)</li> <li><u>Long Jump/Triple Jump</u></li> <li>• 2 Runways &amp; 2 pits – 40m x 1.22m (ideally synthetic surface and double pits)<u>Or</u></li> <li>• 1 Runway with two opposing pits – 60m x 1.22 m <u>Or</u> 1 Runway &amp; 1 pit – 40m x 1.22m</li> <li>• Landing area(pit) – 8m or 9m x 2.75m or larger</li> <li><u>High Jump</u></li> <li>• High jump or D-zone or adjacent pad with minimum dimension 20m x 20m</li> <li>• Landing area – 5m x 3m landing mats</li> <li><u>Throws</u></li> <li>• Shot put circle 2.135 m diameter, landing area 20m</li> <li>• Discus circle 2.5m diameter, landing area 50m</li> <li>• Javelin Runway 20m x 4m, landing area 70m</li> <li>• Hammer throw area with screens</li> </ul>	16 hours	Trials & Finals
Baseball	<ul style="list-style-type: none"> <li>• 2 diamonds (male)</li> <li>• Base paths 90 ft (male)</li> <li>• Pitching Distance 60 ft 6 in (male)</li> <li>• Foul Line 250 feet (male)</li> <li>• Centre Field 300 feet (male)</li> <li>• Back Stops 35 feet</li> </ul>	30 hours 3 hours per game	Eight Team Tournament; Two pools with crossover playoffs
Basketball	<ul style="list-style-type: none"> <li>• Ideally 2 courts (male); 2 courts (female)</li> <li>• Length 28m x 15m</li> <li>• 2-3 m surrounding the court</li> <li>• Ceiling height 7m</li> <li>• Glass backboards</li> <li>• Seating for 400</li> </ul>	69 hours 1hr, 30 min per game	Eight Team Tournament; Two pools with crossover playoffs

<b>Sport</b>	<b>Minimum Facility Requirements</b>	<b>Estimated Hours (over 2½ days)</b>	<b>Typical Format</b>
BMX	<ul style="list-style-type: none"> <li>• 50m x 60m track</li> <li>• UCI track length minimum 300m; maximum 400m</li> </ul>	15 hours	Time Trials BMX race, heats and finals
Canoe/Kayak (Whitewater)	<ul style="list-style-type: none"> <li>• Slalom - 1 x 250 meter – 15-18 gate slalom course over a creek, narrow river channel or flatwater lagoon</li> <li>• Down River - 2 km long river, creek, lake or lagoon suitable for a 10-12 minute long distance race</li> <li>• Canoe Polo – lake/pond, 2 - 50m x 25m pitches complete with docks, nets, lane ropes, scoreboards, spectator stands on a pond, swimming pool or lagoon</li> </ul>	8 hours  3 hours  8 hours	Lake or river timed race events, single competitor / team on course at 1 minute intervals.  Round robin team tournament with playoffs
Field Hockey	<ul style="list-style-type: none"> <li>• 2 modified fields (55m x 42m) for 6x6 play</li> <li>• Grass or artificial turf</li> <li>• Goals &amp; field markings for field hockey</li> <li>• For more info: <a href="http://www.fieldhockey.ab.ca">www.fieldhockey.ab.ca</a></li> </ul>	24 hours	Eight Team Tournament; Two pools with crossover playoffs
Football *	<ul style="list-style-type: none"> <li>• Standard football field lined as per Canadian Amateur Tackle Football Rulebook(150 x 65 yd), 2 preferred</li> <li>• Spotters box at midfield at least 10 yds off sidelines &amp; 25 ft at the base</li> <li>• Dressing rooms/storage for 8 teams</li> <li>• Public address system, score clock &amp; timing mechanism</li> <li>• Seating for 400 spectators</li> <li>• Lights (optional), required with one field</li> </ul>	32 hours	Eight Team Tournament; Two pools with crossover playoffs
Lacrosse (Box)	<ul style="list-style-type: none"> <li>• 1 regulation sized indoor hockey arena with concrete floor &amp; appropriate lacrosse line markings, 2 lacrosse nets, 2 shot clocks &amp; penalty clock</li> <li>• Plexiglass enclosed</li> <li>• Preferred higher ceiling</li> </ul>	30 hours 1.5 hours per game	Eight team tournament; Two pools with crossover playoffs
Mountain Bike	<ul style="list-style-type: none"> <li>• Conducted on an undulating course (hills &amp; bumps are not optional)</li> <li>• Course length approximately 35 -45 minutes of racing time</li> <li>• Generally a course length of 6 – 8 km</li> </ul>	10 – 13 hours	Race event and team relay
Rugby	<ul style="list-style-type: none"> <li>• Ideally 2 fields; (1 male &amp; 1 female) Maximum 100m x 70m</li> <li>• Warm-up field or areas adjacent</li> </ul>	9 hours Approx 20 minutes per game (with warm-up)	Eight team tournament; Pool Games, then top 4 & bottom 4/Semis & Finals
Soccer	<ul style="list-style-type: none"> <li>• 2 fields (males); 2 fields (females)</li> <li>• 120 m x 90 m (minimum 90 m x 45 m)</li> <li>• Grass or artificial turf</li> </ul>	56 hours 30 minutes warm up; 70 minute games/5 min halftime	Eight team tournament; Two pools with crossover playoffs

Softball	<ul style="list-style-type: none"> <li>• 2 diamonds (female)</li> <li>• Outfield fence (female) min. 180ft &amp; max. 210ft</li> <li>• Basepath 60ft</li> <li>• Pitching Distance 42ft (male); 40ft (female)</li> <li>• Backstop minimum 25 ft from home plate (maximum 30 ft)  <a href="http://www.softball.ca/english/about/regulations/playing-field.html">http://www.softball.ca/english/about/regulations/playing-field.html</a> (Click on Fast Pitch for diagrams)</li> </ul>	72 hours; 2 hour game slots	Eight team tournament; Two pools with crossover playoffs
Swimming	<ul style="list-style-type: none"> <li>• Minimum 6 lane 25m pool</li> <li>• Depth minimum 1.35m (diving end)</li> <li>• Depth minimum 1.0m (non-diving end)</li> <li>• Seating for minimum 300</li> <li>• Appropriate starting blocks &amp; timing system</li> </ul>	18 hours	Timed Finals
Triathlon	<ul style="list-style-type: none"> <li>• Swim up to 300m; Bike one lane dedicated minimum 5km - 10km (all right turns preferred); &amp; Run (sidewalk or flat grass) minimum .5km – 1.5km with 50m straightaway to finish chute</li> <li>• 25 m pool or swimmable open water</li> <li>• Cycle &amp; run course closed to traffic</li> <li>• Secured 150m x 150m transition area</li> </ul>	6 – 8 hours over 2 days	Individual Race Event & Zone team relay event
Volleyball (Beach)	<ul style="list-style-type: none"> <li>• 4 regulation –sized outdoor (beach) courts</li> <li>• 3m of free space around entire court</li> <li>• 3m of space between courts</li> <li>• 1 grass court for warm-up</li> <li>• 50 seating</li> </ul>	30 hours	Eight team tournament; Two pools with crossover playoffs

## APPENDIX IV - SAMPLE GAMES BUDGET

### STATEMENT OF REVENUE AND EXPENDITURES

#### I. REVENUE

Multisport Games		
- Operating Grant	\$	420,000
Donations - Cash/Sponsorships		300,000
- Gifts-in-kind		230,000
Fundraising Projects		250,000
Interest Revenue		10,000
Souvenirs		40,000
Admissions		150,000
Municipal Support/Other Revenue		300,000
	<b>TOTAL</b>	<b><u>\$ 1,700,000</u></b>

#### II. EXPENDITURES

Administration	\$	350,000
Sport		90,000
Facilities		240,000
Culture		50,000
Food		400,000
Accommodation		40,000
Registration & Results		40,000
Protocol		130,000
Safety & Communications		50,000
Transportation		75,000
Promotion		120,000
Volunteers		60,000
Friends of the Games		55,000
	<b>TOTAL</b>	<b><u>\$ 1,700,000</u></b>

**NOTE: THE SAMPLE BUDGET IS AN ESTIMATE OF THE TOTAL GAMES COSTS AND REVENUES. EACH COMMUNITY'S NEEDS MAY VARY, AND COSTS AND REVENUES IN ANY PARTICULAR AREA OF THE GAMES OR OVERALL MAY VARY FROM THE ABOVE AMOUNTS.**

**HOST COMMUNITIES ARE ENCOURAGED TO REFER TO PAST ALBERTA GAMES AUDITED FINANCIAL STATEMENTS.**

## APPENDIX V – SAMPLE GAMES BUDGET

### I. REVENUE

#### REVENUE

GOA Operating Grant	\$ 420,000	
Municipal Grants	_____	
Other Grants	_____	
Interest Revenue	_____	
Souvenir Sales	_____	
Games & Ceremonies Admissions	_____	
Culture event admissions	_____	
Friends of the Games fundraising projects	_____	
Cash donations/sponsorships	_____	
Gifts in kind	_____	
Expenses Recovered	_____	
Other (please specify)	_____	
<b>TOTAL REVENUE</b>	<b>\$ _____</b>	<b>\$ _____</b>

### II. EXPENDITURES

Administration	\$ _____	
Friends of the Games	_____	
Promotions	_____	
Volunteers	_____	
Sport	_____	
Culture	_____	
Protocol	_____	
Safety & Communication	_____	
Facilities	_____	
Food	_____	
Accommodation	_____	
Transportation	_____	
Registration & Results	_____	
<b>TOTAL EXPENDITURES</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>TOTAL</b>		<b>\$ _____</b>

**III. DETAILED EXPENDITURES BUDGET**

**ADMINISTRATION**

Finance (accounting services, bank charges, audit costs)	\$ _____	
Legal Services (Incorporation of Society, etc.)	_____	
Insurance	_____	
Games Admissions	_____	
Games Office Operations:		
Office rent	_____	
Leasehold improvements	_____	
Furniture and equipment	_____	
Office supplies & stationary	_____	
Printing	_____	
Computer software & services	_____	
Equipment servicing and repairs	_____	
Postage, courier and freight	_____	
Utilities	_____	
Snacks and refreshments	_____	
Cleaning and janitorial	_____	
Personnel (salaries & benefits)	_____	
Staff travel & expenses	_____	
Economic Impact Study	_____	
Board Expenses (Board retreat, travel/meeting expenses)	_____	
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

**FRIENDS OF THE GAMES**

Committee expenses	\$ _____	
Expenses for fundraising projects	_____	
Other Expenses (printing, postage, etc.)	_____	
Donor Recognition (certificates, reception, etc.)	_____	
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

**VOLUNTEERS**

Committee Expenses	\$ _____	
Recruitment and Registration	_____	
Communication/Orientation (newsletters, etc.)	_____	
Appreciation (certificates, party, etc.)	_____	
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

**PROMOTIONS**

Committee expenses	\$ _____	
Promotional Projects	_____	
Publicity & Media (Media Centre, kits, etc.)	_____	
Mascot	_____	
Souvenirs	_____	
Information and Creative Services (event schedules, etc.)	_____	
Games Records (photographs, etc.)	_____	
Website	_____	
<b>TOTAL</b>	\$ _____	\$ _____

**SPORTS** (Refer to list of 2023 Alberta Summer Games sports included in *Appendix II, Projected Numbers of Participants*, page16.)

Committee Expenses	\$ _____
Clinics/Workshops	_____
Sports:	
Athletics	
equipment and equipment rental	_____
operating expense	_____
Baseball	
equipment and equipment rental	_____
operating expense	_____
Basketball	
equipment and equipment rental	_____
operating expense	_____
BMX	
equipment and equipment rental	_____
operating expense	_____
Canoeing (Whitewater)	
equipment and equipment rental	_____
operating expense	_____
Football	
equipment and equipment rental	_____
operating expense	_____
Mountain Biking	
equipment and equipment rental	_____
operating expense	_____
Lacrosse	
equipment and equipment rental	_____
operating expense	_____

Rugby		
equipment and equipment rental		_____
operating expense		_____
Soccer		
equipment and equipment rental		_____
operating expense		_____
Softball		
equipment and equipment rental		_____
operating expense		_____
Swimming		
equipment and equipment rental		_____
operating expense		_____
Volleyball - Beach		
equipment and equipment rental		_____
operating expense		_____
Triathlon		
equipment and equipment rental		_____
operating expense		_____

**CULTURE** (Each culture event should be budgeted separately.)

Visual Arts (total)		\$ _____	
Event # 1	_____		
Event # 2	_____		
Performing Arts (total)		_____	
Event # 1	_____		
Event # 2	_____		
Literary Arts (total)		_____	
Event # 1	_____		
Event # 2	_____		
Historic & Ethno Cultural (total)		_____	
Event # 1	_____		
Event # 2	_____		
Participant Entertainment		_____	
Cultural Promotion		_____	
<b>TOTAL</b>		\$ _____	\$ _____



**PROTOCOL**

Directors' Uniforms	\$ _____	
Games Ambassadors Uniforms	_____	
VIP Hospitality	_____	
Medal Presentations	_____	
Opening Ceremonies	_____	
Closing Awards	_____	
Torch Relay	_____	
Future Host	_____	
Games Attire	_____	
<b>TOTAL</b>	\$ <u>_____</u>	\$ _____

**SAFETY AND COMMUNICATIONS**

Medical Services	\$ _____	
Security	_____	
Communications	_____	
<b>TOTAL</b>	\$ <u>_____</u>	\$ _____

**FACILITIES** (Outline separate budget for each facility)

Total Facility Rental (if any)	\$ _____	
Facility # 1	_____	
Facility # 2 (etc.)	_____	
Total Facility Upgrading	_____	
Facility # 1	_____	
Facility # 2 (etc.)	_____	
Facility Development and Construction (if any)	_____	
Portable Facilities (tents, bleachers, stages, etc.)	_____	
Facility Clean-up	_____	
Warehousing	_____	
Equipment Delivery	_____	
Signage	_____	
<b>TOTAL</b>	\$ <u>_____</u>	\$ _____

**FOOD**

Food Centre Meals (Breakfast & Supper)	\$ _____	
Box Lunches (incl. post ceremonies light meal and Day 4 Travel home meal)	_____	
Concessions	_____	
Other Food Requirements	_____	
<b>TOTAL</b>	\$ <u>_____</u>	\$ _____

**ACCOMMODATION**

Athlete Village	\$ _____	
Hotels (Officials Accommodation)	_____	
<b>TOTAL</b>	\$ <u>_____</u>	\$ _____

**TRANSPORTATION**

Internal Busing	_____	
Courtesy Vehicles	_____	
Parking and Traffic Control	_____	
<b>TOTAL</b>	\$ <u>_____</u>	\$ _____

**REGISTRATION & RESULTS**

Identification Tags and Supplies	\$ _____	
Registration Kits (bags/folders)	_____	
Registration Centre	_____	
Results Centre	_____	
<b>TOTAL</b>	\$ <u>_____</u>	\$ _____

**TOTAL EXPENDITURES BUDGET** \$ \_\_\_\_\_

## APPENDIX VI - BID SUBMISSION CHECKLIST

Please ensure the following information is incorporated into your bid submission.

Note: This checklist should be part of your bid submission

<u>ITEM INCLUDED</u> (please ✓)	<u>LOCATION IN SUBMISSION</u> (page # and/or section)
<p>_____ <b>1. Municipal Support</b></p> <ul style="list-style-type: none"> <li>- Statements of support and commitment from the Municipal Council and any other co-operating municipalities</li> </ul>	<p>Page _____</p>
<p>_____ <b>2. Proposed dates for the Games</b></p> <ul style="list-style-type: none"> <li>- One or two shift Games format</li> </ul>	<p>Page _____</p>
<p>_____ <b>3. Previous Event Experience</b></p> <ul style="list-style-type: none"> <li>- List of zone, provincial or national events hosted in recent years</li> </ul>	<p>Page _____</p>
<p>_____ <b>4. Host Organizing Committee</b></p> <ul style="list-style-type: none"> <li>- Assurance the community can form an organization capable of hosting the Games</li> <li>- Proposed organizational structure</li> <li>- Proposed method to select Games Chairperson &amp; Board of Directors</li> </ul>	<p>Page _____</p> <p>Page _____</p> <p>Page _____</p>
<p>_____ <b>5. Listing of sports you are prepared to host</b></p>	<p>Page _____</p>
<p>_____ <b>6. Facilities</b></p> <ul style="list-style-type: none"> <li>- Description of the facilities for the proposed sports</li> <li>- Contingency plans (where applicable to accommodate proposed sports)</li> <li>- Map of community indicating the location of the facilities</li> <li>- Plan for construction or upgrading of facilities</li> </ul>	<p>Page _____</p> <p>Page _____</p> <p>Page _____</p> <p>Page _____</p>
<p>_____ <b>7. Food Services</b></p> <ul style="list-style-type: none"> <li>- Guaranteed per diem rate for feeding 3,000 participants</li> <li>- Method of feeding athletes, coaches and officials</li> <li>- Description of food centre (location, seating capacity, etc.)</li> </ul>	<p>Page _____</p> <p>Page _____</p> <p>Page _____</p>
<p>_____ <b>8. Transportation:</b></p> <ul style="list-style-type: none"> <li>- Description of plans to move the athletes from venue to venue within the community</li> </ul>	<p>Page _____</p>

**ITEM INCLUDED**  
(please ✓)

**LOCATION IN SUBMISSION**  
(page # and/or section)

_____	<b>9. Accommodation:</b>	
_____	- Description (including number of classrooms) and location of accommodation facilities for athletes and coaches	Page _____
_____	- Description of hotel/motel facilities for officials, special guests and spectators	Page _____
_____	<b>10. Medical Facilities:</b>	
	- Description of medical facilities	Page _____
	- Plans for first aid treatment at competition sites	Page _____
_____	<b>11. Media:</b>	
_____	- Description of local media	Page _____
_____	- Indicate location of Media Centre	Page _____
_____	- Services to be provided to members of the media	Page _____
_____	- Indication of support and involvement from local media during the Games	Page _____
_____	<b>12. Proposed Budget:</b>	
	- Outline of the proposed costs of operating the Games, including meals, accommodation, cost of construction and renovation of facilities, etc. <i>(Please complete Appendix V and incorporate into bid submission)</i>	Page _____
_____	<b>13. Support Letters:</b>	
	- Indication of the support and commitment from community organizations and agencies	Page _____
_____	<b>14. Additional Information:</b>	
	- General information on your community, e.g. population, areas of interest, etc.	Page _____
_____	<b>15. Bid Committee:</b>	
_____	- Listing of Bid Committee members including, name, address, telephone numbers and brief biography	Page _____
_____	- Indicate name of key contact person on Bid Committee	

**BID SUBMISSION**

Completed bids must be received by **March 30, 2022.**

Please email bid submission to:

**Don S. Wilson**  
**Director, Multisport Games**  
**Sport, Physical Activity & Recreation**  
**#620, 615 Macleod Trail SE**  
**Calgary, Alberta T2G 4T8**  
**Phone: (403) 297-2729**  
**E-mail: don.wilson@gov.ab.ca**