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# 2024

# ALBERTA WINTER GAMES

# BID GUIDELINES

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# ALBERTA GAMES

Alberta 

# 2024 ALBERTA WINTER 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 WINTER GAMES HOST COMMUNITIES

The "Alberta Winter 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 all participants and providing adequate sport facilities should be given the opportunity to bid to host an Alberta Winter 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 the athletes, coaches and officials
- b) Availability of food service facilities for all participants
- c) Capacity to host selected 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 and Winter Games
- d) Support by the local media
- e) Capability of providing 1000 - 2000 volunteers

# PROCEDURE FOR SELECTING HOST COMMUNITY

## 1. Bid Invitation

An "Invitation to Bid" is sent to Alberta municipalities 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 Winter 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 30.*

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 Winter 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 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 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 in **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 23** and **Appendix VI - Bid Submission Checklist, page 30**, 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 Winter Games have tentatively been planned ideally for the second week of February 2024.

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

### 4. Games Format

**Games Format (eg. February 8 - 11)**

<b>Day 1</b>	12 pm – 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 Award Presentations
	3 pm	Athletes depart

## 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 21.*

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

*Refer to Appendix V - Budget Worksheet, page 23.*

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 12 - 18 sports are generally included in the Alberta Winter Games.

*Refer to Appendix II – Projected number of Participants, Page 16 and Appendix III –Sports, Tournament Format & Facility Requirements, page 18.*

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

Note: No sport is assured of participation in the Alberta Winter 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 “competition package”.



## 8. Number of Participants

In a traditional model a full complement of sports are being hosted with approximately 2,800 athletes, coaches and officials attending.

Smaller communities may wish to host a modified Games model with a minimum of 1800 athletes, coaches and officials attending.

## 9. Food Services

The Food Centre must be large enough to seat 1,000 participants in a traditional model and 700 in a modified model 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 badminton 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 –Sports, Tournament Format & Facility Requirements, page 18.*

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 athlete and public 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/municipality 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;

- **2,600 athletes and coaches in a traditional format** or
- **1600 in a modified format.**

**Technical officials (approximately 200) are accommodated in beds (college dorms, hotel/motel 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/motels (i.e. number of rooms available) available for technical officials, Mission Staff, special guests and spectators.

## 13. Medical Facilities

Include availability of medical 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 Government of Alberta believes 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 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**

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

The Multisport Games unit establishes the philosophy, standards and guidelines of the Alberta Winter 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 II Projected number of Participants, Page 16 and Appendix III –Sports, Tournament Format & Facility Requirements, page 18.*

### **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 Winter Games.

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

## HOST COMMUNITY RESPONSIBILITIES

### Responsibilities of the Host Community:

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.

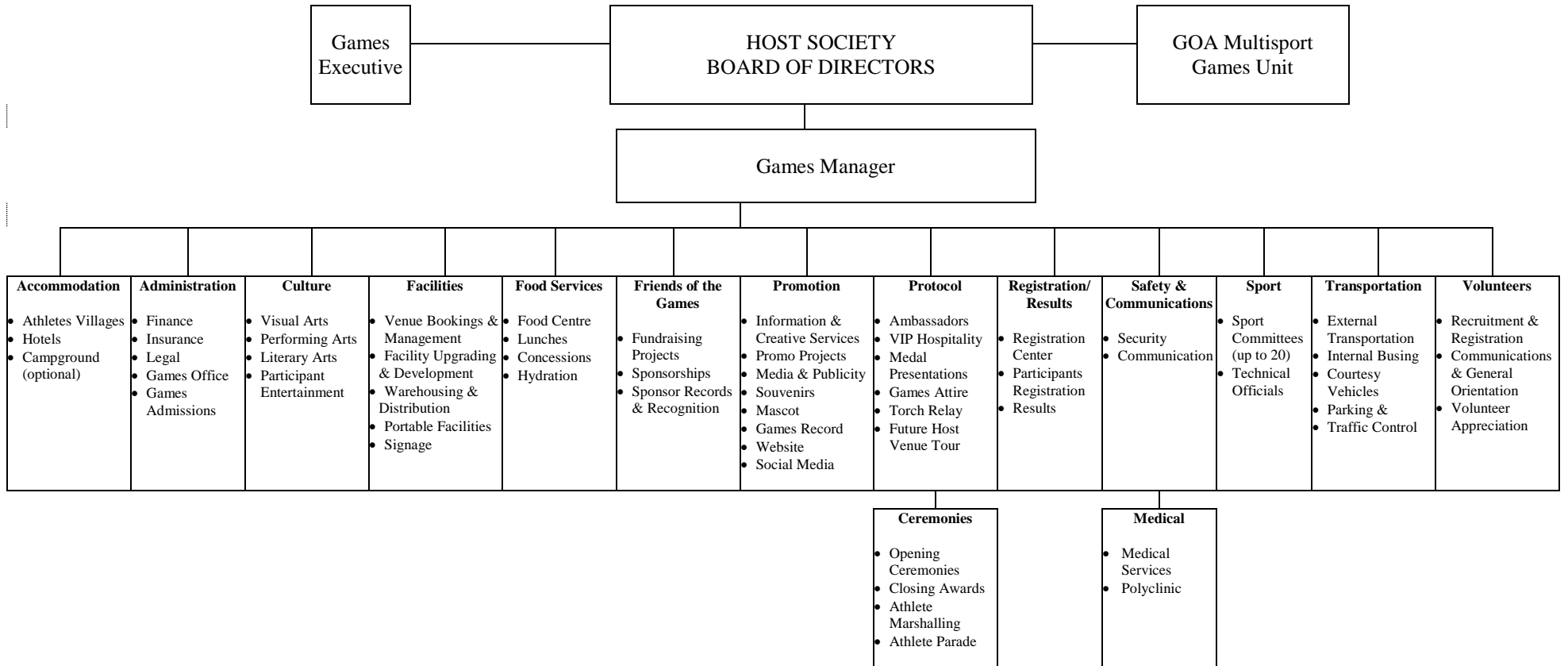
The host community traditionally provides cash and gifts in kind towards the operation and staging of the Games. These commitments should be outlined in the bid submission.

### 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 Winter 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 all 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

### TRADITIONAL MODEL OF ALBERTA GAMES – 18 SPORTS

#### MAXIMUM NUMBER OF PARTICIPANTS PER ZONE

(SUBJECT TO CHANGE)

(Based on 2020 Alberta Winter Games)

Activity	Max. Number per Zone (includes athletes & coaches)	Total (8 zones)	Technical Officials
Alpine Skiing	14	112	30
Archery	10	80	5
Artistic Gymnastics	11	88	10
Artistic Swimming	11	88	20
Badminton	10	80	15
Biathlon	16	128	20
Cross Country Skiing	20	160	20
Curling	10	80	7
Fencing	8	64	11
Figure Skating	12	96	18
Freestyle Skiing	11	88	13
Hockey (Male)	26	208	25
Hockey (Female)	26	208	25
Judo	19	152	12
Ringette	21	168	10
Snowboarding	11	88	11
Speed Skating	16	128	30
Volleyball – Indoor (Male)	14	112	7
Volleyball – Indoor (Female)	14	112	7
Wrestling	24	192	10
<b>Total</b>	<b>304</b>	<b>2432</b>	<b>306</b>
<b>Total Participants [athletes, coaches/chaperones &amp; technical officials ]</b>	<b>2736</b>		

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



## MODIFIED MODEL OF ALBERTA WINTER GAMES – 12 SPORTS

### MAXIMUM NUMBER OF PARTICIPANTS PER ZONE

(SUBJECT TO CHANGE)

(Based on 2020 Alberta Winter Games)

<b>Activity</b>	<b>Max. Number per Zone (includes athletes &amp; coaches)</b>	<b>Total (8 zones)</b>	<b>Technical Officials</b>
Archery	10	80	5
Artistic Gymnastics	11	88	10
Artistic Swimming	11	88	20
Badminton	10	80	15
Curling	10	80	7
Figure Skating	12	96	18
Hockey (Male)	26	208	25
Hockey (Female)	26	208	25
Judo	19	152	12
Ringette	21	168	10
Speed Skating	16	128	30
Volleyball – Indoor (Male)	14	112	7
Volleyball – Indoor (Female)	14	112	7
Wrestling	24	192	10
<b>Total</b>	<b>224</b>	<b>1792</b>	<b>201</b>
<b>Total Participants [athletes, coaches/chaperones &amp; technical officials ]</b>	<b>1993</b>		

Note: A minimum of 12 sports should be hosted. Communities can add sports from the traditional list such as; Alpine Skiing, Biathlon, Cross Country Skiing, Fencing, Freestyle Skiing, Snowboarding

Note: Maximum numbers are indicated, however not all sports may 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 Games.

Activity	Minimum Facility Requirements	Estimated Hours (over 3 days)	Typical Format
Alpine Skiing	<ul style="list-style-type: none"> <li>• Capacity to make snow</li> <li>• Functional uphill lift</li> <li>• Electronic timing</li> <li>• Fenced start and finish corral</li> <li>• Hill space for two training courses</li> <li>• Wax room for ski preparation</li> <li>• Set completion - slalom course should take 20 seconds to complete (40+ m vertical drop)</li> <li>• Set completion - giant slalom course should take 20 seconds to complete (60+ m vertical drop)</li> <li>• For more info: <a href="http://www.albertaalpine.ca">www.albertaalpine.ca</a></li> </ul>	18 hours over 3 days of Games	Slalom Giant slalom Dual slalom
Archery	<ul style="list-style-type: none"> <li>• School gymnasium (20m x 30m) with bleacher behind waiting area</li> <li>• Buttress 50cm x 20m long</li> <li>• Shooting area (13m x 25m)</li> <li>• Netting to protect walls</li> <li>• For more info: <a href="http://www.archeryalberta.ca">www.archeryalberta.ca</a></li> </ul>	24 hours	3 days of competition; 1 day of elimination
Artistic Gymnastics	<ul style="list-style-type: none"> <li>• Large gymnasium</li> <li>• 300 spectator seats preferred</li> <li>• Ceiling height minimum 6.5 M</li> <li>• Perimeter 30M x 160M = 1800M<sup>3</sup>; Acceptable 26M x 56M = 1456M<sup>3</sup></li> <li>• For more info: <a href="http://www.abgym.ab.ca">www.abgym.ab.ca</a></li> </ul>	14 hours	Day 1 – Team competition Day 2 – Individual All round
Artistic Swimming	<ul style="list-style-type: none"> <li>• Routine Section - swimming pool (15m x 25m) with 12m x 12m area having depth of 2.5m</li> <li>• Figure Section - 2 areas (10m x 3m each), long ends parallel and close to wall of pool (one area 3m minimum depth; the other area 2.5m minimum)</li> <li>• 400 spectator seats preferred</li> <li>• For more info: <a href="http://www.albertaartisticswimming.ca">www.albertaartisticswimming.ca</a></li> </ul>	6 hours warm up; 10 hours of competition	Figures, Duet, and Team Competition
Badminton	<ul style="list-style-type: none"> <li>• 8 courts</li> <li>• 2 feet between courts and 3 feet between wall and court</li> <li>• Ceiling height 30 feet (free from obstructions)</li> <li>• 100 spectators</li> <li>• For more info: <a href="http://www.badmintonalberta.ca">www.badmintonalberta.ca</a></li> </ul>	29 hours	Team and Individual competition; Series format
Biathlon	<ul style="list-style-type: none"> <li>• Cross Country ski trail loops of 2km, 1.5km, 1km.</li> <li>• Start/Finish stadium</li> <li>• Room for 150m penalty ski loop</li> <li>• 50m Small Bore Shooting range with 16-20 firing points</li> <li>• Groomed trails</li> <li>• Specific biathlon facility information here: <a href="http://www5.biathlonworld.com/media/files/rules_2014/BU_Rules_2014_e_cap3.pdf">www5.biathlonworld.com/media/files/rules_2014/BU_Rules_2014_e_cap3.pdf</a></li> </ul>	16 hours	Individual, Sprint, and Mass Start at various distances

Cross Country Skiing	<ul style="list-style-type: none"> <li>Trail system of a minimum of 1km to 5km recommended for distance events &amp; 250m to 600m for sprint events</li> <li>Separate warm-up &amp; cool down area from the competitive racing trails</li> <li>Waxing facilities for 8 separate teams</li> <li>Warming facility for athletes &amp; coaches before, during &amp; after the event (up to 200 people)</li> <li>Trails should be adequate for skating/classic racing and need to be wide enough to allow passing (min. 5 m). It would be desirable for the courses to be approximately 1/3 uphill, 1/3 downhill and 1/3 flat terrain (rolling)</li> <li>Stadium area that will allow for adequate spacing and lines of site for timing control. Stadium to accommodate space for up to 8 teams for the relays - start/finish &amp; exchange zones</li> <li>Lodge/Trailer with electricity &amp; heating available for the following: 1) Competition Office equipped with Photocopier, computer, printer, fax, 2) Results &amp; calculation set up.</li> <li>For more info: <a href="http://www.xcountryab.net">www.xcountryab.net</a></li> </ul>	20 hours	Classical individual; Free Technique individual; Relays
Curling	<ul style="list-style-type: none"> <li>8 sheets preferred</li> <li>100 - 200 spectator seats preferred</li> <li>Lockers</li> <li>Officials room</li> <li>Locked equipment room</li> <li>For more info: <a href="http://www.albertacurling.ab.ca">www.albertacurling.ab.ca</a></li> </ul>	~ 20 hours Day 1 & 2: 8-9 hours Day 3: 4 hours	Male & Female teams of four - 16 teams ; 4 pool round robin with playoffs (Top teams in pool advance to medal round, with consolations to determine final standings)
Fencing	<ul style="list-style-type: none"> <li>Large gymnasium 90' x 60'</li> <li>Accommodate 6-7 pistes</li> <li>(1 piste = 17m x 1.5m)</li> <li>Pistes spaced 3m apart</li> <li>300 spectator seats preferred</li> <li>For more info: <a href="http://www.fencing.ab.ca">www.fencing.ab.ca</a></li> </ul>	23 hours Day 1: 8 - 5:30, Day 2: 8 - 5:30, Day 3: 8 - 11:30	Team Event (disciplines of epee, foil & sabre); Round Robin
Figure Skating	<ul style="list-style-type: none"> <li>One ice surface (minimum 85' x 185')</li> <li>150 spectator seats minimum</li> <li>For more info: <a href="http://skateabnwtun.ca">http://skateabnwtun.ca</a></li> </ul>	16 hours	Free skate or combined competition for each event
Freestyle Skiing	<ul style="list-style-type: none"> <li>Mogul: 200 ± 20m length 20 ± 5m width 25° ± 3° steepness</li> <li>Table Top (Aerials): In run Angle 20° ± 2° In run Length 60m</li> <li>15M table, 20M landing</li> <li>For more info: <a href="http://abfreestyle.com">http://abfreestyle.com</a></li> </ul>	16 hours	Mogul - 2 runs; Big Air – 3 runs Slopestyle - ???
Hockey	<ul style="list-style-type: none"> <li>1 ice surface (200' x 85') preferred for female competition</li> <li>2 ice surfaces (200' x 85') preferred for male competition</li> <li>500 spectator seats preferred</li> <li>For more info: <a href="http://www.hockeyalberta.ca">www.hockeyalberta.ca</a></li> </ul>	Male; 2.5hrs/Game Female; 2.5hrs/Game	2 division round robin Male - 3 round robin games, seeding game & a placing games (5 total for all) Female - set up as 2 round robin games, seeding game & medal games (3-4 total games) Top 2 teams in each division advance to crossover semi-final

Judo	<ul style="list-style-type: none"> <li>• Room for warm up area, head table, bleachers, scoreboards</li> <li>• School gymnasium</li> <li>• 14m x 14m mat area</li> <li>• 200 spectator seats preferred</li> <li>• 8 x 8M Warm up area</li> <li>• Ceiling Height 15 ft.</li> <li>• For more info: <a href="http://www.judoalberta.com">www.judoalberta.com</a></li> </ul>	20 hours	Double Knockout
Ringette	<ul style="list-style-type: none"> <li>• One arena ice surface; 60.96m (200 ft.) long &amp; 25.91m (85 ft.) wide. Corners shall be rounded in the arc of a circle with a radius of 8.53m (28 ft.) (2<sup>nd</sup> available ice surface for consolation games)</li> <li>• For ringette crease and free play lines visit: <a href="http://ringette.ca/Portals/295/RC%20Line%20Markings%20eng.pdf">http://ringette.ca/Portals/295/RC%20Line%20Markings%20eng.pdf</a> For line markings</li> <li>• <a href="http://www.officiatingringette.ca/pdfs/image205_0_english.pdf">http://www.officiatingringette.ca/pdfs/image205_0_english.pdf</a></li> <li>• 50 - 100 spectator seats preferred</li> <li>• For more info: <a href="http://www.ringettealberta.com">www.ringettealberta.com</a></li> </ul>	24 hours; 1.25 hours per game	2 division round robin; Top 2 teams in each division advance to semi-final crossover
Snowboarding	<ul style="list-style-type: none"> <li>• Slopestyle- intermediate features</li> <li>• course 250m in length and 30-50m wide</li> <li>• 3-6 rail/boxes combination with 3 jump line</li> <li>• For more info: <a href="http://www.albertasnowboarding.com">www.albertasnowboarding.com</a></li> </ul>	18 hours	Slopestyle and snowboarder cross
Speed Skating	<ul style="list-style-type: none"> <li>• One regulation ice surface (56m x 25m)</li> <li>• 111m double radius track</li> <li>• 100 spectator seats preferred</li> <li>• For more info: <a href="http://www.albertaspeedskating.ca">www.albertaspeedskating.ca</a></li> </ul>	16 hours per day	Time Trials and then Finals
Volleyball (Indoor)	<ul style="list-style-type: none"> <li>• 4 regulation indoor courts</li> <li>• 2m of free space around entire court</li> <li>• Minimum 8m ceiling height</li> <li>• 500 seats preferred</li> <li>• For more info: <a href="http://www.albertavolleyball.com">www.albertavolleyball.com</a></li> </ul>	30 hours	Two pool round robin
Wrestling	<ul style="list-style-type: none"> <li>• Gymnasium (120' x 90')</li> <li>• 3 (40' x 40') mats</li> <li>• Classroom for officials, volunteers and medical staff</li> <li>• Weigh-in area</li> <li>• 300 spectator seats preferred</li> <li>• For more info: <a href="http://www.albertaamateurwrestling.ca">www.albertaamateurwrestling.ca</a></li> </ul>	16 hours	Round Robin Team Event

## APPENDIX IV - SAMPLE GAMES BUDGET

### TRADITIONAL MODEL OF ALBERTA GAMES – 18 SPORTS

#### STATEMENT OF REVENUE AND EXPENDITURES

#### I. REVENUE

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

#### II. EXPENDITURES

Administration	\$	350,000
Sport		90,000
Facilities & Warehousing		240,000
Culture		50,000
Food		400,000
Accommodation		40,000
Registration & Results		40,000
Protocol		130,000
Safety & Telecommunications		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 SOCIETIES ARE ENCOURAGED TO REFER TO PAST ALBERTA GAMES AUDITED FINANCIAL STATEMENTS.**

**MODIFIED MODEL OF ALBERTA GAMES – 12 SPORTS**

**STATEMENT OF REVENUE AND EXPENDITURES**

**I. REVENUE**

Alberta Government	
- Operating Grant	\$ 420,000
Donations - Cash/Sponsorships/Grants	150,000
- Gifts-in-kind	100,000
Fundraising Projects (including Casinos)	140,000
Interest Revenue	10,000
Souvenirs	20,000
Admissions	60,000
Municipal Support	<u>300,000</u>
<b>TOTAL</b>	<b><u>\$ 1,200,000</u></b>

**II. EXPENDITURES**

Administration	\$ 280,000
Sport	50,000
Facilities & Warehousing	150,000
Culture	30,000
Food	300,000
Accommodation	40,000
Registration & Results	30,000
Protocol	100,000
Safety & Telecommunications	20,000
Transportation	60,000
Promotion	60,000
Volunteers	40,000
Friends of the Games	<u>40,000</u>
<b>TOTAL</b>	<b><u>\$ 1,200,000</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 SOCIETIES ARE ENCOURAGED TO REFER TO PAST ALBERTA GAMES AUDITED FINANCIAL STATEMENTS**

## APPENDIX V - BUDGET WORKSHEET

### 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 & Warehousing	_____	
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>	\$ <u>_____</u>	\$ _____

**FRIENDS OF THE GAMES**

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

**VOLUNTEERS**

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



**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>	\$ <u>_____</u>	\$ _____

**SPORTS** (Refer to list of 2020 Alberta Winter Games sports included in Appendix III, Projected Numbers of Participants, page 16.)

Committee Expenses	\$ _____
Clinics/Workshops	_____
Sports:	
Alpine Skiing	
equipment and equipment rental	_____
operating expense	_____
Archery	
equipment and equipment rental	_____
operating expense	_____
Artistic Gymnastics	
equipment and equipment rental	_____
operating expense	_____
Artistic Swimming	
equipment and equipment rental	_____
operating expense	_____
Badminton	
equipment and equipment rental	_____
operating expense	_____
Biathlon	
equipment and equipment rental	_____
operating expense	_____
Cross Country Skiing	
equipment and equipment rental	_____
operating expense	_____
Curling	
equipment and equipment rental	_____
operating expense	_____

**Sports, continued**

Fencing			
equipment and equipment rental		_____	
operating expense		_____	
Figure Skating			
equipment and equipment rental		_____	
operating expense		_____	
Freestyle Skiing			
equipment and equipment rental		_____	
operating expense		_____	
Hockey (Male and Female)			
equipment and equipment rental		_____	
operating expense		_____	
Judo			
equipment and equipment rental		_____	
operating expense		_____	
Ringette			
equipment and equipment rental		_____	
operating expense		_____	
Snowboarding			
equipment and equipment rental		_____	
operating expense		_____	
Speed Skating			
equipment and equipment rental		_____	
operating expense		_____	
Volleyball – Indoor (Male and Female)			
equipment and equipment rental		_____	
operating expense		_____	
Wrestling			
equipment and equipment rental		_____	
operating expense		_____	
<b>TOTAL</b>		\$ _____	\$ _____

**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>		\$ _____	\$ _____

**SAFETY AND COMMUNICATIONS**

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

**FACILITIES AND WAREHOUSE** (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	_____	
Concessions	_____	
Other Food Requirements	_____	
<b>TOTAL</b>	\$ <u>_____</u>	\$ _____

**ACCOMMODATION**

Athlete Village	\$ _____	
Hotels/Motels (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>	\$ _____

<b>TOTAL EXPENDITURES BUDGET</b>		\$ <u>_____</u>
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## 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 SUBMISSION</u> (please ✓)	<u>LOCATION IN</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>	<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 all 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**  
**SUBMISSION**  
(please ✓)

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

- \_\_\_\_\_ **9. Accommodation:**
- 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 \_\_\_\_\_
- \_\_\_\_\_ **10. Medical Facilities:**
- Description of medical facilities Page \_\_\_\_\_
  - Plans for first aid treatment at competition sites Page \_\_\_\_\_
- \_\_\_\_\_ **11. Media:**
- 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 \_\_\_\_\_
- \_\_\_\_\_ **12. Proposed Budget:**
- Outline of the proposed costs of operating the Games, including meals, accommodation, cost of construction and renovation of facilities, etc. Page \_\_\_\_\_  
*(Please complete Appendix V and incorporate into bid submission)*
- \_\_\_\_\_ **13. Support Letters:**
- Indication of the support and commitment from community organizations and agencies Page \_\_\_\_\_
- \_\_\_\_\_ **14. Additional Information:**
- General information on your community, e.g. population, areas of interest, etc. Page \_\_\_\_\_
- \_\_\_\_\_ **15. Bid Committee:**
- 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**