
2028

ALBERTA WINTER GAMES

BID GUIDELINES



**ALBERTA
GAMES**

Alberta 

2028 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 Tourism and Sport and is intended to provide a competitive opportunity in a multi-sport festival for "developing" athletes eleven (11) to sixteen (16) years of age of Canada Games Sports.

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 partner with neighbouring 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
- d) Support by the local media
- e) Capability of providing 1400 - 1800 volunteers

PROCEDURE FOR SELECTING HOST COMMUNITY

1. Bid Invitation

An "Invitation to Bid" is sent to Alberta municipalities and Band Councils in March 2025.

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

2. Letter of Intent to Bid

The bid process requires that a letter outlining your community's interest in bidding to host the 2028 Alberta Winter Games, together with a resolution of support from your Municipal Council(s), must be received by **June 30, 2025**.

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

Don S. Wilson
Director, Multisport Games
Sport, Physical Activity and Recreation
Alberta Tourism and Sport
#910, 340 – 12 Ave SW
Calgary, Alberta T2R 1L5

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 31.

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 August 29, 2025.

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 **Sept 2025** 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 **November 2025** by the Minister of Tourism and Sport.

Representatives of the host community will be invited to attend the **2026 Alberta Winter Games**, to be staged in **Lakeland Region February 13-16, 2026**.

GUIDELINES FOR PREPARING BID SUBMISSIONS

BID SUBMISSIONS MUST CONTAIN THE FOLLOWING INFORMATION:

Please also include Appendix V - Budget Worksheet, page 24 and Appendix VI - Bid Submission Checklist, page 31, 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 2028 Alberta Winter Games have tentatively been planned ideally for the second week of February 2028.

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

4. Games Format

Games Format (eg. February 13 - 16)

Day 1	12 pm – 4 pm	Athletes arrive and register
	7 pm	Opening Ceremonies
Day 2	8 am – 6 pm	Competition
Day 3	8 am – 6 pm	Competition
Day 4	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 22.

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

Refer to Appendix V - Budget Worksheet, page 24.

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. Please 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.).

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

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. The selection will take into consideration the host community's bid of sports.

8. Number of Participants

In a traditional model a full complement of sports are being hosted with approximately 2,500 athletes, coaches and officials attending.

Smaller communities may wish to host a modified Games model with a minimum of 2000 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

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 currently 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.

Note: Communities considering hosting are welcome to reach out to the Provincial Sport Organization to gain a better understanding of their facility requirements.

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 the proposed number of athletes and coaches.

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 2028 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 - \$525,000

An Operating Grant of \$525,000 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 Tourism and Sport and the host society.

Other Sources of Funding

Host societies are eligible to apply for provincial casinos and other government grants.

3. Sport Selection

The Multisport Games unit will choose the sports to be included in the Games and facilitate the development of the overall sport "technical package". The selection will take into consideration the host community's bid of sports.

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.

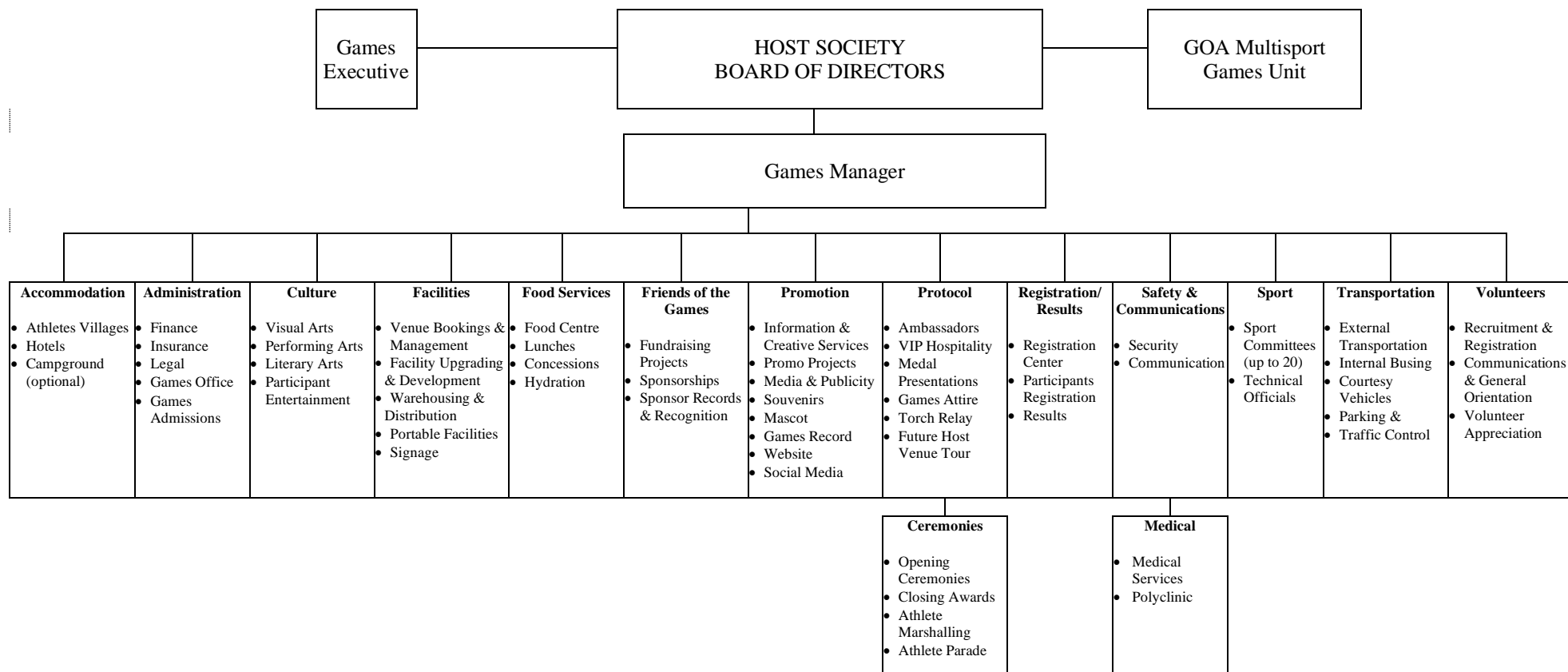
The host community traditionally provides cash and gifts in kind towards the operation and staging of the Games. These commitments should be outlined in the bid submission.

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 2028 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

(SUBJECT TO CHANGE)

Activity	Athletes & Coaches	Technical Officials
Alpine Skiing	112	15
Archery	80	6
Artistic Gymnastics	88	10
Artistic Swimming	96	20
Badminton	96	16
Biathlon	128	14
Cross Country Skiing	160	10
Curling	96	5
Fencing	64	11
Figure Skating	96	19
Freestyle Skiing	96	12
Hockey (Male)	208	25
Hockey (Female)	208	25
Judo	152	13
Ringette	184	11
Speed Skating (long track or short track)	128	15
Volleyball – Indoor (Male)	112	7
Volleyball – Indoor (Female)	112	7
Wrestling	192	9
Total	2408	250

Note: Bids may include expressions of interest for other sports to be included in the 2031 Canada Winter Games. All sports for inclusion will be subject to meeting the minimum requirements for sport as per the Multisport Games Unit.

MODIFIED MODEL OF ALBERTA WINTER GAMES – 12 SPORTS
MAXIMUM NUMBER OF PARTICIPANTS
(SAMPLE)

Activity	Athletes & Coaches	Technical Officials
Archery	80	8
Artistic Gymnastics	88	10
Artistic Swimming	96	20
Badminton	96	16
Curling	96	5
Figure Skating	96	19
Hockey (Male)	208	25
Hockey (Female)	208	25
Judo	152	13
Ringette	184	11
Speed Skating (long track or short track)	128	15
Volleyball – Indoor (Male)	112	7
Volleyball – Indoor (Female)	112	7
Wrestling	192	9
Total	1848	190

Note: **A minimum of 12 sports should be hosted.** Bids may include expressions of interest for other sports to be included in the 2031 Canada Winter Games.
All sports for inclusion will be subject to meeting the minimum requirements for sport as per the Multisport Games Unit.

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"> Capacity to make snow Functional uphill lift Electronic timing Fenced start and finish corral Safety systems (Bnet, air fence, etc.) that meet current standards Hill space for two training courses Wax room for ski preparation Set completion - slalom course should take 20 seconds to complete (40+ m vertical drop) Set completion - giant slalom course should take 20 seconds to complete (60+ m vertical drop) For more info: www.albertaalpine.ca 	18 hours over 3 days of Games	Slalom Giant slalom Dual slalom
Archery	<ul style="list-style-type: none"> School gymnasium (20m x 30m) with bleacher behind waiting area Buttress 50cm x 20m long Shooting area (13m x 25m) Netting to protect walls For more info: www.archeryalberta.ca 	24 hours	3 days of competition; 1 day of elimination
Artistic Gymnastics	<ul style="list-style-type: none"> Large gymnasium (at least 2 basketball courts in size) 300 spectator seats preferred Ceiling height minimum 6.5 M Perimeter Acceptable 85 ft x 200 ft = 17000 sq. ft. For more info: www.abgym.ab.ca 	14 hours	Day 1 – Team competition Day 2 – Individual All round
Artistic Swimming	<ul style="list-style-type: none"> Routine Section - swimming pool (15m x 25m) with 12m x 12m area having depth of 2.5m 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) 400 spectator seats preferred For more info: www.albertaartisticsswimming.ca 	6 hours warm up; 10 hours of competition	Figures, Duet, and Team Competition
Badminton	<ul style="list-style-type: none"> 8 courts (6 minimum if all at same venue) 4 feet between courts and 6 feet between wall and court Ideally each court will have its own net posts to all room for officials between the courts, additional spacing will allow for umpire chairs to be safely place between the courts Ceiling height 30 feet (free from obstructions) 100 spectators For more info: www.badmintonalberta.ca 	29 hours	Team and Individual competition; Series format

Biathlon	<ul style="list-style-type: none"> Groomed, Cross Country ski trail loops of 2km, 1.5km, 1km. Start/Finish stadium Room for 100m penalty ski loop 50m Small Bore Shooting range with 16-20 firing points Warming facility for athletes and coaches before, during and after the events Electricity and internet access for timing equipment Specific biathlon facility information here: www5.biathlonworld.com/media/files/rules_2014/IBU_Rules_2014_e_cap3.pdf 	16 hours	Sprint, Pursuit and Mass Start at various distances
Cross Country Skiing	<ul style="list-style-type: none"> Trail system of a minimum of 1km to 5km recommended for distance events & 250m to 600m for sprint events Separate warm-up & cool down area from the competitive racing trails Waxing facilities for 8 separate teams Warming facility for athletes & coaches before, during & after the event (up to 200 people) 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) 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 & exchange zones Lodge/Trailer with electricity & heating available for the following: 1) Competition Office equipped with Photocopier, computer, printer, fax, 2) Results & calculation set up. For more info: www.xcountryab.net 	20 hours	Classical individual; Free Technique individual; Relays
Curling	<ul style="list-style-type: none"> 8 sheets preferred 100 - 200 spectator seats preferred Lockers Officials room Locked equipment room For more info: www.albertacurling.ab.ca 	~ 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"> Large gymnasium 90' x 60' Accommodate 6-7 pistes (1 piste = 17m x 1.5m) Pistes spaced 3m apart 300 spectator seats preferred For more info: www.fencing.ab.ca 	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"> One ice surface (minimum 85' x 185') 150 spectator seats minimum Dryland warmup space Dressing room space for 80 athletes 1 room for officials 1 room for data specialists Internet requirements: Open ports with no firewalls for outbound traffic using UDP / RTMP traffic with ideally a minimum of 20mbps per rink but ideally 100mbps (the more bandwidth the better). D/S Room (1 port) 	16 hours	Free skate or combined competition for each event

	<p>Judges Stand</p> <ul style="list-style-type: none"> o one port for judge computers o one port for music/announcer (tbc) o optional 1 port for video camera if we want to livestream. <ul style="list-style-type: none"> • Power: power outlets required near the judges stand, music/announcer area, and D/S room • Officials Stand Set-Up Requirements <ul style="list-style-type: none"> o Approximately 40' long o Preferable Table Depth is 18" o The view of the entire ice surface must not be impeded (Centre Ice) <p>Stand should place the Judges and Technical Panel at the edge of the ice surface and sufficiently high enough that any plexiglass panels around the boards will not affect vision.</p> <ul style="list-style-type: none"> • For more info: http://skateabnwtun.ca 		
Freestyle Skiing	<ul style="list-style-type: none"> • Mogul: 200 ± 20m length 20 ± 5m width 25° ± 3° steepness • Table Top (Aerials): In run Angle 20° ± 2° In run Length 60m • 15M table, 20M landing • For more info: http://abffreestyle.com 	16 hours	Mogul - 2 runs; Big Air – 3 runs Slopestyle - ???
Hockey	<ul style="list-style-type: none"> • 2 ice surfaces (200' x 85') preferred for female competition • 2 ice surfaces (200' x 85') preferred for male competition • 500 spectator seats preferred • For more info: www.hockeyalberta.ca 	Male; 2.5hrs/Game Female; 2.5hrs/Game	2 division round robin Male & Female - 3 round robin games, top 2 teams in each division advance to crossover semi-final and then medal games. Bottom 2 teams play seeding games with no crossover
Judo	<ul style="list-style-type: none"> • Room for warm up area, head table, bleachers, scoreboards • School gymnasium • 14m x 14m mat area • 200 spectator seats preferred • 8 x 8M Warm up area • Ceiling Height 15 ft. • For more info: www.judoalberta.com 	20 hours	Double Knockout
Ringette	<ul style="list-style-type: none"> • 2 ice surfaces (200' x 85') preferred • 500 spectator seats preferred • For all line markings see: https://www.ringette.ca/wp-content/uploads/2015/03/RC-Line-Markings-eng.pdf • For more info: www.ringettealberta.com 	24 hours; 1.25 hours per game	2 pool round robin; Top 2 teams in each pool advance to semi-final crossovers and medal games. 3rd and 4th place play consolation finals. 4 games guaranteed per team.
Speed Skating	<ul style="list-style-type: none"> • Short Track: • One regulation ice surface (61m x 26 m) • 111m and 100 m tracks with multiple tracks for each one (so the track can be changed during a racing set) • 100 spectator seats preferred • Long track is an option as well. Contact the PSO for specifications • For more info: www.albertaspeedskating.ca 	8 hours per day	Heats, semis, finals, superfinals and relays

Volleyball (Indoor)	<ul style="list-style-type: none"> • 4 regulation indoor courts • 2m of free space around entire court • Minimum 8m ceiling height • 500 seats preferred • For more info: www.albertavolleyball.com 	30 hours	Two pool round robin with Playoffs
Wrestling	<ul style="list-style-type: none"> • Gymnasium (120' x 90') minimum • 3 (40' x 40') mats • Classroom for officials, volunteers and medical staff • Weigh-in area • 300 spectator seats preferred • For more info: www.albertaamateurwrestling.ca 	20 hours	Two Pool Round Robin Team Event Top 4 Individual Event

APPENDIX IV - SAMPLE GAMES BUDGET

TRADITIONAL MODEL OF ALBERTA GAMES – 18 SPORTS

STATEMENT OF REVENUE AND EXPENDITURES

I. REVENUE

Alberta Government	
- Operating Grant	\$ 525,000
Donations - Cash/Sponsorships	250,000
- Gifts-in-kind	230,000
Fundraising Projects (including Casinos)	195,000
Interest Revenue	10,000
Souvenirs	40,000
Admissions	150,000
Municipal Support	525,000
TOTAL	<u>\$ 1,925,000</u>

II. EXPENDITURES

Administration	\$ 455,000
Sport	90,000
Facilities & Warehousing	240,000
Culture	50,000
Food	520,000
Accommodation	40,000
Registration & Results	40,000
Protocol	70,000
Ceremonies	60,000
Safety & Telecommunications	30,000
Medical	20,000
Transportation	75,000
Promotion	120,000
Volunteers	60,000
Friends of the Games	55,000
TOTAL	<u>\$ 1,925,000</u>

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	\$ 525,000
Donations - Cash/Sponsorships/Grants	95,000
- Gifts-in-kind	100,000
Fundraising Projects (including Casinos)	90,000
Interest Revenue	10,000
Souvenirs	20,000
Admissions	60,000
Municipal Support	525,000
TOTAL	<u>\$ 1,425,000</u>

II. EXPENDITURES

Administration	\$ 385,000
Sport	50,000
Facilities & Warehousing	150,000
Culture	30,000
Food	420,000
Accommodation	40,000
Registration & Results	30,000
Protocol	50,000
Ceremonies	50,000
Security & Communications	10,000
Medical	10,000
Transportation	60,000
Promotion	60,000
Volunteers	40,000
Friends of the Games	40,000
TOTAL	<u>\$ 1,425,000</u>

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	\$ 525,000	
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)	_____	
TOTAL REVENUE	\$ _____	\$ _____

II. EXPENDITURES

Administration	\$ _____	
Friends of the Games	_____	
Promotions	_____	
Volunteers	_____	
Sport	_____	
Culture	_____	
Protocol	_____	
Ceremonies	_____	
Security & Communication	_____	
Medical	_____	
Facilities & Warehousing	_____	
Food	_____	
Accommodation	_____	
Transportation	_____	
Registration & Results	_____	
TOTAL EXPENDITURES	\$ _____	\$ _____
TOTAL		\$ _____

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)	_____	
TOTAL	\$ _____	\$ _____

FRIENDS OF THE GAMES

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

VOLUNTEERS

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

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	_____	
TOTAL	\$ _____	\$ _____

SPORTS

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		_____	
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		_____	
TOTAL		\$ _____	\$ _____

CULTURE (Each culture event should be budgeted separately.)

Visual Arts (total)		\$ _____
Event # 1	_____	
Performing Arts (total)		_____
Event # 1	_____	

Literary Arts (total)	_____		
Event # 1	_____		
Historic & Ethno Cultural (total)	_____		
Event # 1	_____		
Participant Entertainment	_____		
Cultural Promotion	_____		
TOTAL	\$ _____	\$ _____	
PROTOCOL			
Directors' Uniforms	\$ _____		
Games Ambassadors Uniforms	_____		
VIP Hospitality	_____		
Medal Presentations	_____		
Torch Relay	_____		
Future Host	_____		
Games Attire	_____		
TOTAL	\$ _____	\$ _____	
CEREMONIES			
Opening Ceremonies	\$ _____		
Closing Awards	_____		
TOTAL	\$ _____	\$ _____	
SECURITY AND COMMUNICATIONS			
Security Services	\$ _____		
Communications	_____		
TOTAL	\$ _____	\$ _____	
MEDICAL			
Polyclinic	\$ _____		
First Aid stations	_____		
TOTAL	\$ _____	\$ _____	

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 _____		
TOTAL	\$ _____	\$ _____

FOOD

Food Centre Meals (Breakfast & Supper)	\$ _____	
Box Lunches _____		
Concessions _____		
Other Food Requirements _____		
TOTAL	\$ _____	\$ _____

ACCOMMODATION

Athlete Village	\$ _____	
Hotels/Motels (Officials Accommodation) _____		
TOTAL	\$ _____	\$ _____

TRANSPORTATION

Internal Busing	_____	
Courtesy Vehicles	_____	
Parking and Traffic Control	_____	
TOTAL	\$ _____	\$ _____

REGISTRATION & RESULTS

Identification Tags and Supplies	\$ _____	
Registration gift (backpack)	_____	
Registration Centre	_____	
Results Centre	_____	
TOTAL	\$ _____	\$ _____

TOTAL EXPENDITURES BUDGET		\$ _____
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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

ITEM INCLUDED
SUBMISSION
(please ✓)

LOCATION IN
(page # and/or section)

- | | | |
|-------|--|--|
| _____ | 1. Municipal Support
- Statements of support and commitment from the Municipal Council and any other co-operating municipalities | Page _____ |
| _____ | 2. Proposed dates for the Games | Page _____ |
| _____ | 3. Previous Event Experience
- List of zone, provincial or national events hosted in recent years | Page _____ |
| _____ | 4. Host Organizing Committee
- Assurance the community can form an organization capable of hosting the Games
- Proposed organizational structure
- Proposed method to select Games Chairperson & Board of Directors | Page _____
Page _____
Page _____ |
| _____ | 5. Listing of sports you are prepared to host | Page _____ |
| _____ | 6. Facilities
- Description of the facilities for the proposed sports
- Contingency plans (where applicable to accommodate proposed sports)
- Map of community indicating the location of the facilities
- Plan for construction or upgrading of facilities | Page _____
Page _____
Page _____
Page _____ |
| _____ | 7. Food Services
- Guaranteed per diem rate for feeding all participants
- Method of feeding athletes, coaches and officials
- Description of food centre (location, seating capacity, etc.) | Page _____
Page _____
Page _____ |
| _____ | 8. Transportation:
- Description of plans to move the athletes from venue to venue within the community | Page _____ |

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 **August 29, 2025**.

Please email bid submission to:

Don S. Wilson
Director, Multisport Games
Sport, Physical Activity & Recreation
Alberta Tourism and Sport
#910, 340 – 12 Ave. SW
Calgary, Alberta, T2R 1L5
Phone: (403) 297-2729
E-mail: don.wilson@gov.ab.ca