

2012 INVITATION TO BID



BE A FAN!

2012 NATIONAL WINTER GAMES BID GUIDELINES

TABLE OF CONTENTS

Introduction	Page 3
Criteria for Selecting National Winter Games Host Communities	Page 4
Procedure for Selecting Host Community	Page 6
Checklist for Letter of Intent to Bid	Page 8
Guidelines for Preparing Bid Submission	Page 9
Roles and responsibilities	Page 13
Special Olympics	Page 13
Games Organizing committee	Page 14
Games Funding	Page 16
Appendix	Page 17
Appendix I Sample Organizational Structure	Page 18
Appendix II Sport, Tournament Format, & Facility Requirements	Page 19
Appendix III Projected Number of Participants	Page 21
Appendix IV Insurance Information for National Winter Games	Page 22
Appendix V Games Budget Template Only	Page 23
Appendix VI Budget Worksheet	Page 24
Appendix VII Bid Submission Checklist	Page 28

INTRODUCTION

Alberta has been chosen as the host province for the 2012 Special Olympics Canada Winter Games to be held in February 2012.

The “National Winter Games” is a program of Special Olympics Canada and is intended to provide a multi-sport competitive opportunity for athletes with an intellectual disability. Special Olympics Canada works in partnership with Special Olympics Alberta and the local host community Games Organizing Committee.

Special Olympics believes that the National Winter Games is a program belonging to all 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 Special Olympics involves working with communities, businesses, sponsors, volunteers, provincial sport associations, and government in all aspects of Games development, administration, and operations.

Athletes in the National Games will have advanced through sanctioned Special Olympics Provincial/Territorial Games.

These Games are an opportunity to celebrate a Uniquely Alberta Winter Games Experience. Preference will be given to community bids that offer ancillary activities that showcase Alberta, our pure winter, community spirit, the Rockies, or winter sports. Experience(s) should be accessible to all participants, and the community.

Special Olympics invites all communities within the Province of Alberta, capable of appropriately accommodating 700 athletes, plus 300 coaches and chaperones, including adequate sport facilities, to bid to host the 2012 National Winter Games.

A Letter of Intent to Bid, outlining the key points found on page 8, as well as support from the Bid Chair and a Municipal Officer are the required first steps.

The Letter of Intent to Bid will be reviewed by a sub-committee of the SOA Board of Directors. Following their review, communities will be invited to complete the formal bid process.

CRITERIA FOR SELECTING NATIONAL WINTER GAMES HOST COMMUNITIES

GUIDELINES AND PROCEDURES

Selection Committee

A “selection committee” of Special Olympics 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. Letter of Intent outlining:

- The community’s ability to provide an unique Alberta Experience as outlined in the Introduction
- Prior experience hosting Games or large sporting events
- Municipal government and community support letter
- Explanation as to why the community endeavors to be chosen as the host community for the Games

Special Olympics invites all Alberta communities to submit a Letter of Intent. Smaller communities are encouraged to partner with surrounding areas to make your bid more viable. The Letter of Intent should encourage partnerships between communities, provide a legacy, benefit all athletes regardless of capabilities and experiences, and provide an unique Alberta experience. Other considerations include the benefit to the host community and to sport in the province.

2. Physical Facilities

- Capability of accommodating approximately 1000 athletes, coaches, and officials
- Availability of food service facilities
- Capacity to offer 7 winter sports
- Availability of medical facilities
- Availability of adequate hotel facilities to accommodate athletes, coaches, and guests

3. **Financial Resources**

- Commitment of the municipality
- Capability of raising adequate funds, gifts-in-kind, and services, to offset expenses
- Potential of high media profile

4. **Human Resources**

- Evidence of community support
- Evidence of leadership and organizational ability
- Support from local media
- Capability of providing 400-500 volunteers

Consideration of Previous Host Communities

- Communities that have previously hosted the Alberta or Canada Games are eligible to submit a formal bid and will be given consideration to host the National Winter Games.
- If, in judgment of the Selection Committee, no bids are received that are deemed suitable to host the National Winter Games, formal bids will be solicited.

Please Note: Initially, only a Letter of Intent to Bid is submitted with all criteria requested as per the Checklist on page 8. Once your community has been chosen to submit a Full Bid, then the rest of the Bid Package needs to be completed.

PROCEDURE FOR SELECTING HOST COMMUNITY

1. Bid Invitation

An “Invitation to Bid” is sent to Provincial municipalities and townships in April, 2009.

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 2012 Special Olympics National Winter Games, together with a resolution of support from your Municipal Council(s), must be received by August, 2009. A Checklist can be found on page 8 in this package outlining the items needed for the Letter of Intent to Bid.

Please forward the “Letter of Intent to Bid” to:

Carmen Wyton
Special Olympics Alberta
11759 Groat Road
Edmonton, AB T5M 3K6
Phone: (780) 415-0719 Fax: (780) 422-2663 Toll Free: 1-800-444-2883
Email: cwyton@specialolympics.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 Special Olympics.

4. Bid Preparation and Submission

Refer to Guidelines for Preparing Your Bid Submission, page 9 and Bid Submission Checklist, page 28

The Selection Committee will advise communities chosen to **complete a formal bid, based on review of Letter of Intent to bid.**

Bid submissions must be typewritten in a document of not more than twenty (20) pages in length. A master copy may include original letters of support, etc. in addition to the twenty (20) pages. **Six (6) copies of the bid, including the master copy, are required**
The Bid Submission Checklist and Budget Worksheet must accompany your submission

Assistance in the preparation of bid submission, or additional information of any facet of the National Winter Games, is available from Special Olympics Alberta.

Bid submissions must be forwarded to Special Olympics Alberta by: October 30, 2009

5. Prequalification

The Selection Committee will review all Letters of Intent to Bid to facilitate invitation to complete a formal bid for the Games. The review will include particulars of the bid and may involve a community visit. - Currently slated for **June/July 2009**.

6. Bid Selection

The Selection Committee, will review the submissions, tour selected bid communities and recommend selection of the host community based on the established Selection Criteria.

Host community tours will be conducted upon submission of formal bid, 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.

7. Bid Award

The successful host community will be officially announced approximately December 2009. Representatives of the host community will be invited to attend the 2010 Special Olympics National Summer Games, to be staged in London, Ontario, July 11 – 17, 2010.

CHECKLIST FOR LETTER OF INTENT TO BID

Community _____

- _____ 1. The community is able to provide a unique Alberta Experience as outlined in the Introduction
- _____ 2. Prior experience hosting Games or large sporting events (1 page maximum, single spaced) (prior games experience not required to bid)
- _____ 3. Municipal government and community support letter (attached to this)
- _____ 4. Explanation as to why the community endeavors to be chosen as the host community for the Games (2 pages maximum, single spaced)
- _____ 5. Facilities (1 page maximum, single spaced)
- _____ 6. Financial Resources (1 page maximum, single spaced)
- _____ 7. Human Resources (1 page maximum, single spaced)

Municipal Authorization Signature

Bid Community Chair Signature

GUIDELINES FOR PREPARING BID SUBMISSION

BID SUBMISSIONS MUST CONTAIN THE FOLLOWING INFORMATION:

Please also include Appendix VI – Budget Worksheet, page 24, and Appendix VII – Bid Submission Checklist, page 28, 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.

2. Previous Event Experience

Indicate past experience hosting zone, provincial, national events hosted in recent years, as well as the history, involvement, and support of the Alberta Sport, Recreation, Parks & Wildlife Foundation, and/or Special Olympics programs at the municipal and zone level.

3. Proposed Dates of Your Games

The dates for the 2012 National Winter Games have tentatively been set for the third or fourth week of February. Changes to the tentative dates will require the approval of Special Olympics.

4. Host Organizing Committee

Include a proposed organizational structure.

Refer to Appendix 1 – Sample Organizational Structure, page 18.

Note: It is not necessary to identify a Board of Directors for the purpose of bidding. The Games Chairperson will be appointed in consultation with Special Olympics and the Bid Committee,

5. Proposed Budget

Bid submissions must outline the proposed cost of operating the Games. Please substantiate figures wherever possible. (i.e. meals, accommodation, etc.)

Refer to Appendix V – Sample Games Budget, page 23, and Games Funding, page 16.

Refer to Appendix V – Budget Worksheet, page 24.

6. Proposed Sports

7 sports are included in the National Winter Games:

- Alpine Skiing
- Curling
- Figure Skating
- Floor Hockey
- Nordic Skiing
- Snowshoeing
- Speed Skating

Refer to Appendix II – Proposed Sports, Tournament Format & Facility Requirements, page 19.

Provide a tentative sport schedule.

Special Olympics Canada is responsible for developing the “technical package” for each sport.

7. Number of Participants

As a general rule a host community will be handling approximately 1000 athletes, coaches, chaperones, and officials per day.

Communities must be capable of adequately housing and feeding 1000 participants.

8. Food Services

The Food Centre must be large enough to seat 1000 participants at one time.

Include a description of the Food Centre including:

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

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

Proposed menu should be in accordance with Canada Food Guide Standards.

9. 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. (i.e. following Opening Ceremonies and the athlete dance)

10. Proposed Facilities

Refer to Appendix II – Proposed Sports, Tournament Format & Facility Requirements, page 19.

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, i.e. number of sheets for curling, number and size of playing surfaces for floor hockey, etc. Sport specific “field of play” requirements for each facility are available from the Provincial Sport Association.

Regulation size competition areas are required.

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 sheets/courts.etc., floor type)
- Does the facility meet the minimum requirements outlined by the Provincial/National Sport Association?
- Include a facility sketch (where appropriate) indicating the “playing area” for that sport (i.e. ice surface dimensions, length/dimensions of course, 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, 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, Closing Awards Presentations, and the Food Centre) should be shown on an accompanying map of the community.

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

11. Accommodation

Athletes and coaches are generally housed in hotels, student residences, barracks, and school classrooms. Gymnasiums are not considered adequate housing facilities. Accommodation requirements should be based on 1000 athletes and coaches. Technical officials (approximately 25) are accommodated in hotels or motels.

Include location and description of accommodation that will house the athletes and coaches.

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

All accommodations under consideration must be wheelchair accessible.

12. Alberta Experience

Outline activities or events that will provide a uniquely Alberta experience to athletes coaches, volunteers and friends of the Games. Engagement with the community is encouraged.

13. Medical Facilities

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

Include provisions for first aid treatment at competition sites.

All medical treatment and locations should be in accordance with the Health Canada guidelines.

All medical facilities locations under consideration must be wheelchair accessible.

14. Media

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

Indicate location for Media Centre and 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.

Please include support letters only in the master copy of your bid.

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 AND RESPONSIBILITIES

SPECIAL OLYMPICS RESPONSIBILITIES INCLUDE:

1. Games Standards

Special Olympics selects the host community as the organization responsible for staging the 2012 Special Olympics Canada Winter Games.

Special Olympics establishes the philosophy, policy, standards, and guidelines of the 2012 Special Olympics Canada Winter Games.

In Conjunction with its Games Partners, Special Olympics 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

Special Olympics will provide support, leadership and information to support planning of the National Winter Games.

2. Financial Support

Special Olympics Canada will provide a certain percentage of funding (specific amount to be determined) based on the approved budget for the Games. This contribution represents support from Special Olympics Canada, Special Olympics National Sponsors and the Federal Government.

3. Official Sports

The 2012 Special Olympics Canada Winter Games will include the following official winter sports:

- Alpine Skiing
- Curling
- Figure Skating
- Floor Hockey
- Nordic Skiing
- Snowshoeing
- Speed Skating

Refer to Appendix II – Proposed Sports, Tournament Format & Facility Requirements, page 19.

- Inclusion of Youth Games will be determined in consultation with Special Olympics and the host community.
4. Law Enforcement Torch Run (LETR) into National games is a long standing tradition. Games Organizing Committee will work with LETR members and local law enforcement agencies to incorporate torch lighting ceremony at Opening Ceremonies.

5. Insurance Coverage

All matters relating to the insurance coverage for the Games must meet the requirements of Special Olympics Canada. The Local Games Organizing Committee must purchase insurance coverage for the Local Games Organizing Committee Board of Directors.

6. Use of Special Olympics Logos

Special Olympics must approve all use of their organization logos.

RESPONSIBILITIES OF THE GAMES ORGANIZING COMMITTEE:

The Games Organizing Committee is responsible for all Games Operations in the host community, in accordance with guidelines established by Special Olympics including:

- I. Planning and executing the Games and related events within the framework of the Special Olympics bylaws, goals, guidelines, and standards.
- II. Developing the Games budget, all major incomes, expenditures, and cash flow.
- III. Raising adequate funds to offset expenses.
- IV. Providing resources, both volunteer and professional, to successfully stage the Games.
- V. Providing the required insurance, according to Special Olympics requirements, for the Games.

- VI. Providing adequate competition, accommodation, and food services for approximately 1000 participants.
- VII. Ensuring all aspects of the competitions are planned in consultation with Special Olympics including venue preparation, equipment and supplies, schedules, results, protest procedures, and volunteer requirements.
- VIII. Providing adequate medical, security, telecommunications, and internal transportation services.
- IX. Establishing early communication with local sport clubs and Provincial/National Sport Associations where necessary.
- X. Liaison and coordinating planning with all Games partners.
- XI. Providing regular ongoing financial reports
- XII. Ensuring that final Games records are submitted to Special Olympics including written reports, pictorial records, and economic impact studies.

GAMES FUNDING

The financial operation of the Games will be the responsibility of the host community Games Organizing Committee based on budget approval and monitoring by Special Olympics.

The following is the financial support available for the 2012 Special Olympics Canada Winter Games:

Special Olympics Canada	%	of approved budget (see page 13)
Games Registrations	\$ 75,000	(estimate based on \$75 x 1,000 registrants)

Sources of Funding

Special Olympics will secure national and provincial based funding partners, including sponsors and government.

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

It is anticipated that in addition to grant funding, the host community will solicit cash and/or gifts in kind from the private sector and raise the necessary cash and gifts to offset Games expenses.

Financial Statements

The host community will provide Special Olympics with the following:

- A financial statement on the operations of the Games at least every two (2) months.
- Final financial statements within six (6) months after completion of the Games.

APPENDIX

APPENDIX II – SPORT, TOURNAMENT FORMAT, AND FACILITY REQUIREMENTS

ACTIVITY	MINIMUM FACILITY REQUIREMENTS	ESTIMATED HOURS (OVER 4 DAYS)	TYPICAL FORMAT
- Alpine Skiing	<ul style="list-style-type: none"> - Capacity to make snow, functional uphill lift, electronic timing, fenced start and finish coral, hill space for two training courses, wax room for ski prep - Vertical drop limits, and slope gradient (novice, intermediate & advanced) - Downhill (Novice 15m-60m, Int 30m-80m, Adv 100m-500m)(10% to 28% gradient) - GS (Novice 15m-60m, Int 30m-80m, Adv 80m-350m)(10% to 45% gradient) - Slalom (Nov 15m-50m, Int 30m-80m, Adv 60m-180m)(10% to 45% gradient) - Super-G (Nov 50m-100m, Int 100m-200m, Adv 150m-200m) 	28 hours	Two (2) run downhill, slalom, GS & Super-G
Cross Country Skiing	<ul style="list-style-type: none"> - Separate warm-up and cool down area from the competitive racing trails - Waxing facilities for 11 separate teams - Facilities where athletes and coaches can stay warm before, during, and after the event (up to 200 people) - Trails should be adequate for skating/classic racing and need to be wide enough to allow passing (minimum 5 m) - It would be desirable for the courses to be approximately 1/3 uphill, 1/3 downhill, and 1/3 flat 	28 Hours	Classical individual; Freestyle individual; Relay

	<p>(rolling)</p> <ul style="list-style-type: none"> - 100m flat course is required with a minimum of 4 lanes. - Stadium/Spectator area that will allow for adequate spacing and lines of site for timing control - Stadium/Spectator area will also have to accommodate space for up to 11 teams for the relays, start/finish and exchange zones - Lodge, tent or trailer with electricity and heating available for the following: <ul style="list-style-type: none"> • Competition office equipped with photocopier, computer, printer, and fax • Results and calculation set up 		
Curling	<ul style="list-style-type: none"> - 6 sheets - 500 spectator seats preferred - Officials room - 8-end games 	28 Hours	Divisioning round, round robin and medal round for 3 to 5 divisions
Figure Skating	<ul style="list-style-type: none"> - One (1) ice surface (minimum 85' x 185') - 200+ spectator seats minimum 		Elements and Free skate competition for each event (singles, pairs & ice dance), levels 1 to 6, male & female groups
Floor Hockey	<ul style="list-style-type: none"> - Four (4) indoor playing surfaces (minimum size for each surface: 24 meters x 12 meters) 	Male: 60 to 75 minute games	Approximately 17 teams in 4 divisions
Speed Skating	<ul style="list-style-type: none"> - One (1) regulation ice surface (56 meters x 25 meters) - 111 m double radius track - 100+ spectator seats preferred 	20 Hours	Time trials and then finals in multiple divisions for male and female
Snowshoeing	<ul style="list-style-type: none"> - 100 metres (running technique) - 200 metres (running technique) - 400 metres (running technique) - 800 metres (running technique) - 1500 metres (running technique) - 4 x 100 metres relay - 	28 Hours	Athletes shall enter a minimum of two (2) official events and a maximum of four (4) official events, plus the relay.

	- The minimum size of the-course must be continuous loop 400 metres in length and seven (7) metres in width.		Multiple divisions for each event.
--	--	--	------------------------------------

APPENDIX III – PROJECTED NUMBER OF PARTICIPANTS
MAXIMUM NUMBER OF PARTICIPANTS PER ZONE
 (Based on previous National Winter Games)

ACTIVITY	ATHLETES	COACHES	MAX> #OUT OF PROVINCETECHNICAL OFFICIALS
Alpine Skiing	40	16	2
Curling	89	36	0
Figure Skating	60	25	2
Floor Hockey	256	51	6
Nordic Skiing	81	30	0
Snowshoeing	107	38	2
Speed Skating	43	16	2
Total	676	212	14
Total Participants (coaches, athletes, mission staff and out of province officials)	962 + officials		

APPENDIX V – GAMES BUDGET TEMPLATE ONLY

I. REVENUE

Federal Government and Special Olympics Canada	\$ % of approved budget	
Provincial Government	\$ _____	
Registrations (948 @ \$75.00)	\$ 71,100	
Interest Revenue	\$ _____	
Souvenir Sales	\$ _____	
Games & Ceremonies Admissions	\$ _____	
Friends of the Games fundraising projects	\$ _____	
Cash donations/sponsorships	\$ _____	
Gifts in Kind	\$ _____	
Expenses recovered	\$ _____	
Casinos	\$ _____	
Employment Grants	\$ _____	
Other (please specify)	\$ _____	
TOTAL REVENUE	\$ _____	\$ _____

II. EXPENDITURES

Accommodation	\$ _____	
Administration	\$ _____	
Computer Services	\$ _____	
Facilities	\$ _____	
Food Services	\$ _____	
Friends of the Games	\$ _____	
Promotion	\$ _____	
Protocol	\$ _____	
Safety & Communications	\$ _____	
Sport	\$ _____	
Transportation	\$ _____	
Volunteers	\$ _____	
TOTAL EXPENDITURES	\$ _____	\$ _____

TOTAL \$ _____

APPENDIX V – BUDGET WORKSHEET

DETAILED EXPENDITURES BUDGET

Accommodation

Hotels/motels (Officials accommodations) \$ _____

TOTAL \$ \$ _____

Administration

Finance (accounting services, bank charges, audit costs) \$ _____

Insurance \$ _____

Games admissions \$ _____

Games office operations:

Office rent \$ _____

Leasehold improvements \$ _____

Furniture and Equipment \$ _____

Office supplies and stationary \$ _____

Printing \$ _____

Computer software and services \$ _____

Equipment servicing and repairs \$ _____

Postage, courier, and freight \$ _____

Utilities \$ _____

Snacks and refreshments \$ _____

Personnel (salaries & benefits) \$ _____

Staff travel and expenses \$ _____

Economic Impact Study \$ _____

Board expenses (Board retreat, travel/meeting expenses) \$ _____

TOTAL \$ \$ _____

Computer Services

Identification tags and supplies \$ _____

Registration kits (bags/folders) \$ _____

Registration Centre \$ _____

Results Centre \$ _____

Website \$ _____

TOTAL \$ \$ _____

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.)	\$ _____		
Portable facilities (tents, bleachers, stages, etc.)		\$ _____	
Facility clean up		\$ _____	
Warehousing		\$ _____	
Equipment delivery		\$ _____	
Signage		\$ _____	
TOTAL		\$ _____	\$ _____

Food Services

Food Centre meals (Breakfast and Supper)		\$ _____	
Box lunches		\$ _____	
Concessions		\$ _____	
Other food requirements		\$ _____	
TOTAL		\$ _____	\$ _____

Friends of the Games

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

Promotions

Committee expenses	\$ _____		
Promotional projects	\$ _____		
Publicity and Media (Media Centre, kits, etc.)	\$ _____		
Mascot	\$ _____		
Souvenirs	\$ _____		

Information and Creative Services (event schedules, etc.)	\$ _____	
TOTAL	\$ _____	\$ _____

Protocol

Directors' uniforms	\$ _____	
Games Ambassadors uniforms	\$ _____	
VIP Hospitality	\$ _____	
Medal presentations	\$ _____	
Opening Ceremonies	\$ _____	
Closing Ceremonies	\$ _____	
Athlete entertainment	\$ _____	
Torch Relay	\$ _____	
Future host	\$ _____	
Athlete entertainment	\$ _____	
Games attire	\$ _____	
TOTAL	\$ _____	\$ _____

Safety and Telecommunications

Medical services	\$ _____	
Security	\$ _____	
Telecommunications	\$ _____	
TOTAL	\$ _____	\$ _____

Sports (Refer to list of 2012 National Winter Games sports included in Appendix III, Projected Numbers of Participants, page 19)

Committee expenses	\$ _____	
Clinics/Workshops	\$ _____	
Sports:		
Alpine Skiing		
equipment and equipment rental	\$ _____	
operating expenses	\$ _____	
Nordic Skiing		
equipment and equipment rental	\$ _____	
operating expense	\$ _____	
Curling		
equipment and equipment rental	\$ _____	
operating expense	\$ _____	

Figure Skating		
operating expense	\$ _____	
Floor Hockey		
equipment and equipment rental	\$ _____	
operating expense	\$ _____	
Speed Skating		
equipment and equipment rental	\$ _____	
operating expense	\$ _____	
TOTAL	\$ _____	\$ _____
Transportation		
Internal Busing	\$ _____	
Courtesy vehicles	\$ _____	
Parking and traffic control	\$ _____	
TOTAL	\$ _____	\$ _____
Volunteers		
Committee expenses	\$ _____	
Recruitment and Registration	\$ _____	
Communication/Orientation (newsletters, etc.)	\$ _____	
Appreciation (certificates, party, etc.)	\$ _____	
TOTAL	\$ _____	\$ _____
TOTAL EXPENDITURES BUDGET		\$ _____

Creating a Games legacy: Financial operations that demonstrate a surplus for a legacy to remain in the Alberta community and to support future national games is encouraged.

APPENDIX VI – BID SUBMISSION CHECKLIST

Please ensure the following information is incorporated into your bid submission

Note: This checklist must be part of your bid submission

ITEM INCLUDED

(Please x)

LOCATION IN SUBMISSION

(Page #and/or section)

1. **Municipal Support**

_____ Statements of support and commitment from the Municipal Council and any other cooperating municipalities Page _____

2. **Previous Event Experience**

_____ List of zone, provincial, or national events hosted in recent years Page _____

3. _____ **Proposed dates for the Games** Page _____

4. **Host Organizing Committee**

_____ Assurance the community can form an organization capable of hosting the Games Page _____

_____ Proposed organizational structure Page _____

_____ Proposed method to select Games Chairperson & Board of Directors Page _____

5. **Proposed Budget**

_____ Outline of the proposed costs of operating the Games including meals, accommodation, cost of upgrading of facilities etc. *(Please complete Appendix VI and incorporate into bid submission)* Page _____

6. **Proposed Sports** Page _____

7. **Number of Participants** Page _____

8. **Food Services**

_____ Guaranteed per diem rate for feeding 948 Participants Page _____

_____ Method of feeding athletes, coaches, and officials Page _____

_____ Description of food centre (location, seating capacity, etc.) Page _____

9. **Transportation**

_____ Description of plans to move the athletes from venue to venue within the community Page_____

10. **Proposed Facilities**

_____ Description of the facilities for the proposed sports Page_____

_____ Contingency plans (where applicable to accommodate proposed sports) Page_____

_____ Map of community indicating the location of the facilities Page_____

_____ Plan for upgrading of facilities Page_____

11. **Accommodation**

_____ Description and location of accommodation facilities for athletes and coaches (include number of classrooms) Page_____

_____ Description of hotel/motel facilities for officials, Special guests, and spectators Page_____

12. **Alberta Experience**

Page_____

13. **Medical Facilities**

_____ Description of medical facilities Page_____

_____ Plans for first aid treatment at competition sites Page_____

14. **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_____

15. **Support Letters**

_____ Indication of the support and commitment from community organizations and agencies Page_____

16. **Additional Information**

_____ General information on your community, i.e. population, areas of interest, etc. Page_____

17. **Bid Committee**

_____ Listing of Bid Committee members including name, address, telephone numbers, and brief biography Page_____

BID SUBMISSION

Completed bids must be received by July 15 2009.

Please send 6 copies of bid submission to:

Carmen Wyton
Special Olympics Alberta
11759 Groat Road
Edmonton, AB T5M 3K6
Phone: (780) 415-0719 Fax: (780) 422-2663
Toll Free: 1-800-444-2883
Email: cwyton@specialolympics.ab.ca