



# Bid Guidelines

Directives pour la mise en candidature



**Ontario Games**  
**Jeux de l'Ontario**



**2011 Ontario ParaSport Summer Games**  
**2012 Ontario ParaSport Winter Games**  
**2012 Ontario Winter Games**  
**2012 Ontario Summer Games**  
**2012 Ontario Senior Games Actifest**  
**2013 Ontario Senior Games Winterfest**



**BID GUIDELINES  
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**Appendices**

The Bid Guidelines CD includes a set of appendices for the Ontario ParaSport Games, Ontario Youth Games and Ontario Senior Games. Similar documents are found within each set of appendices, but each has content that reflects that particular set of Games. For example, where it references Appendix A – Critical Dates in the Bid Process within the Bid Guidelines, each set of appendices has this document but the critical dates outlined in the Ontario ParaSport Games Appendix A is different from those provided in the Ontario Senior Games Appendix A. For a full list of appendices please refer to the respective file included on the Ontario Games Bid Guidelines CD.

## ONTARIO GAMES OVERVIEW

**Welcome to the Ontario Games Program!!** The *sportalliance* is very excited to present a copy of our Ontario Games Bid Guidelines for the upcoming Games in 2011-2013. The *sportalliance* delivers six multi-sport Games showcasing Ontario's athletes and communities. The Games offers participants, volunteers and spectators an opportunity to experience the excitement of the Games, while leaving behind an important legacy of community pride and sport tourism development. Since 1970, the Games have brought some of the best athletes in the province together to reach for their dreams and pursue excellence in sport. Guidelines for the following Games are included within this document:

2011 Ontario ParaSport Summer Games  
2012 Ontario Winter Games  
2012 Ontario Senior Games – Actifest

2012 Ontario ParaSport Winter Games  
2012 Ontario Summer Games  
2013 Ontario Senior Games – Winterfest

In recent years there have been a lot of changes and development to the Ontario Games Program. It is therefore a very exciting time to be hosting a set of Games!! The Ontario Games range in size from 250 participants (Ontario ParaSport Summer Games) to 3,500 participants (Ontario Summer/Winter Youth Games) which provides an opportunity for many communities to host one of these events.

The Ontario Youth Games started in 1970 and is a showcase of amateur sport. It is the Province's largest multi-sport event and provides our top young athletes with development and competitive opportunities that prepare them for national and international competition. There are 3,500 participants competing in each of the Ontario Summer and Winter Youth Games in 27-32 sports. Athletes competing in the Ontario Youth Games range in age from 13 to 22 years and attract up to 1,000 community volunteers. The Ontario Summer and Winter Youth Games are held every other year on even years (i.e. 2010, 2012).

The Ontario Senior Games Program is a celebration of Active Living hosted every year for individuals in Ontario 55 years of age or older. Actifest (Summer Senior Games) is hosted on even numbered years and Winterfest (Winter Senior Games) is hosted on odd numbered years. Actifest brings together approximately 1,200 participants in 16 events and Winterfest has 800-900 participants in 10 events.

ParaSport Ontario (PO) has played an integral role in the development of athletes with a physical disability in Ontario over the past two decades through an established multi-sport games program. The Ontario ParaSport Summer Games are held mid-July to late August and the Ontario ParaSport Winter Games are held in mid-January to late February.

### OBJECTIVES OF THE ONTARIO GAMES PROGRAM

- Provide Ontario's top athletes an elite level competition in Ontario and a venue to pursue national and international competitions;
- Provide seniors with a venue to participate in a healthy, active lifestyle through friendly competition;
- Providing an athlete centered environment that promotes competition in a fair manner;
- Hosting competitive opportunities that allow citizens to see Ontario's best athletes perform;
- Establishing a community legacy for volunteer capacity for future event hosting;
- Establishing a community legacy for sport development;
- Provide an opportunity for Ontario communities to showcase Ontario's top athletes and their communities infrastructure and hosting abilities.

## ONTARIO GAMES BIDDING PROCESS

1. **Letter of Intent** – Municipalities interested in submitting a bid for any of the six (6) Games are requested to submit a letter of intent to the Games Director at *sportalliance* by the date outlined in Appendix A. The letter of intent will provide an opportunity for the *sportalliance*, PO or OSGA to make direct contact with you to provide any necessary assistance in preparation for the bid.

### TIPS:

- **Submitting a letter of intent does not commit a community to submitting a bid, but provides an opportunity to consult with the *sportalliance*, ParaSport Ontario and Ontario Senior Games Association to determine if it is the right opportunity for your community.**
- If necessary, *sportalliance* will offer the opportunity to host a Potential Bidders Meeting after Letters of Intent are received to provide all communities with an opportunity to learn more about the Games Program and ask any questions prior to assembling a Bid Package.

2. **Bid Submission** – Municipalities must prepare a Bid Submission that includes ALL items listed under the Bid Requirements section. One (1) hard copy and one (1) electronic copy of the Bid Submission must be received at the Sport Alliance of Ontario by the deadline set out in Appendix A – Critical Dates for the Ontario Games Bid Process. One original copy of each Letter of Reference is required in the hard copy of the Bid Submission.
3. **Bid Review and Site Visits** - The *sportalliance* will appoint a Site Review Committee (SRC) which will evaluate the Bid Submissions based on the requirements outlined in the Bid Guidelines. The SRC is comprised of individuals from the *sportalliance*, PSOs and professionals with experience in hosting multi-sport games and bid evaluation. ParaSport Ontario and the Ontario Senior Games Association will be directly involved in the evaluation of Bid Submissions and the Site Review Committee for their respective Games. The SRC will identify a short list of communities for site visits based on the written submission and evaluation.

The site visit provides the SRC with an opportunity to further assess the strengths and weaknesses of each Bid Submission. In addition, the SRC will be provided with the opportunity to ask any questions and get clarification on the Bid Submission. If required, any further details or clarification requested by the SRC must be submitted within one week of the request. The Site Review also allows the community the opportunity to strengthen and enhance components of the written bid submission.

4. **Recommendation to Board of Directors** and Games Council – After completion of the evaluation process a recommendation will be put forward to the following for approval:

Ontario Youth Games	<i>sportalliance</i> Board of Directors & Ministry of Health Promotion
Ontario Senior Games	<i>sportalliance</i> Board of Directors & Ministry of Health Promotion
Ontario ParaSport Games	Approval - ParaSport Ontario Games Council Final Approval - <i>sportalliance</i> Board of Directors & Ministry of Health Promotion
5. **Official Announcement of Successful Community** - Following the evaluation of the written submission and site visits, and upon receiving the necessary final approval, the SRC will notify the successful community and make arrangements for a formal announcement.

## ELEMENTS OF YOUR BID SUBMISSION

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

### 1. Introduction

The delivery of the Games is a partnership between the Host Community, **sportalliance** and/or PO and OSGA. It is an exciting opportunity to showcase your community to the rest of the Province. It is important to provide a rationale for your municipality's decision to bid for one of the Ontario Games. Each Host Community will be responsible for forming a Games Organizing Committee (GOC) and developing a transition plan between the bid submission and a working GOC. The Committee will be comprised of dedicated volunteers who will deliver on the various components of the Games (as outlined in the sections to follow).

#### **Bid Submission Requirements:**

- **Community Overview (including achievements)**
- **Community Support**
  - Resolution from Council indicating support for bid**
  - Proposed Financial Contribution to ensure mandatory minimum of break even budget**
- **Games Organizing Committee Structure (Appendix B – Sample GOC Structure)**
  - Organization Chart identifying Committee Members**
  - Brief Committee Member biographies**
  - Transition Plan between Bid Submission and a working GOC**

### 2. Finance

The **sportalliance** provides the following operating grants for each of the six sets of Ontario Games. Please refer to Appendix C for a summary of expenses that the operating grant must be used for when delivering the Games. In addition, each Host Community will collect the registration fees outlined below for each participant:

Games	Hosting Grant	Participant Registration Fees
Ontario Summer Youth Games*	\$600,000	\$70 (Athletes Only)
Ontario Winter Youth Games*	\$600,000	\$70 (Athletes Only)
Ontario ParaSport Summer Games	\$45,000	\$75 (Athletes & Support Staff Only)
Ontario ParaSport Winter Games	\$75,000	\$75 (Athletes & Support Staff Only)
Ontario Senior Games – Actifest	\$150,000	\$150 (\$250–non participants)
Ontario Senior Games – Winterfest	\$200,000	\$150 (\$250–non participants)

#### **TIPS:**

- Major Officials for all Games do NOT pay a registration fee but they are provided with meals and accommodation.
- Coaches & Managers for the Ontario Summer/Winter Youth Games and Ontario ParaSport Summer/Winter Games do not pay a registration fee but they are provided with meals and accommodation.

**Bid Submission Requirements:**

- **Proposed Budget including all anticipated revenues & expenditures (Appendix D – Sample Winter Games Budget & Appendix E – Sample Summer Games Budget)**
- **Ontario Summer & Winter Youth Games, Actifest & Winterfest must include a General Manager position**
- **Potential sources of revenue generation**
- **Risk Management Plan (deficit/surplus)**
  - Indicate the Host is a guarantor if Games should result in a deficit**
  - Provide a resolution from Council**
- **Legacy Plan**

3. Sport Technical

**Sport Selection Process – Ontario Youth Games:** Through a new initiative by the *sportalliance* and Ministry of Health Promotion all sports participating in the Ontario Youth Games are designated as Core or Optional Sports through an application process. The purpose of the application process is to ensure that all sports are using the Games as an integral part of their Athlete, Coach and Official Development. The final sport list will be provided to the host community by July 2010 for Ontario Winter Games and December 2010 for Ontario Summer Games. The final sport list will consist of up to 3,500 participants (athletes, coaches, managers and officials) and between 27-32 sports.

**Sport Selection Process – Ontario ParaSport Games:** Through a new initiative by the *sportalliance* and ParaSport Ontario all sports must apply to participate in the Ontario ParaSport Summer & Winter Games. The purpose of the application process is to ensure that all sports are using the Games as an integral part of their athlete development. The final sport list will be provided to the host community by April 2010 for the 2011 Ontario ParaSport Summer Games and September 2010 for the 2012 Ontario ParaSport Winter Games. The final sport list for the Ontario ParaSport Summer Games will consist of approximately 300 participants and 6 sports. The final sport list for the Ontario ParaSport Winter Games will consist of approximately 500 participants and 8 sports.

**Sport Selection Process – Ontario Senior Games:**

The Ontario Senior Games Association's event selection process is held annually at the Annual General Meeting in October. This process includes input from the association membership to ensure the most up to date participation levels and interest of each event.

**Sport Technical Overview:** A list of **current** sports and participant numbers for all 6 sets of Games is outlined in Appendix F. In addition, sport technical information (minimum and ideal standards) specific to each sport is outlined in Appendix G – Winter and Appendix H – Summer for the respective set of Games. Communities can determine the feasibility of hosting a set of Games by completing a Venue/Sport Evaluation form included in this package (Appendix I). A bidding community is required to complete one form for each sport identifying how their designated facilities meet the technical requirements. It is the intention that a selected community will have the ability to host all the sports selected to the Games. However the *sportalliance* also understands that this is not always possible. It is important to outline which sports your community is able to accommodate and identify possible alternative solutions for those sports that can not be accommodated in your community (i.e. – Satellite sites).

**Integration:** The Ontario Games Program is working towards integration of athletes with a physical disability. As a result, a few sports or disciplines within a sport will have athletes with a physical disability integrated into the Ontario Summer and/or Winter Youth Games. There may be up to 100 participants in the sports selected for integration. Additional funding may be made available to cover the cost of these participants. A selection process will be implemented in which sports will be required to apply and demonstrate how their sport would use the Ontario Games as an integral part of their athlete development. The application process will be conducted through ParaSport Ontario.

**Equipment:** Each GOC is responsible for obtaining (purchase or rental) and transporting all the necessary equipment required for each sport. The GOC will work directly with the PSO, PO or OSGA to identify and secure the necessary equipment. NOTE: Exceptions include some track & field equipment for the Ontario ParaSport Summer Games.

NOTE: Based on the constant change in amateur sport, *sportalliance* reserves the right to alter the sport list and the participant numbers up to one year prior to the respective set of Games without exceeding the maximum of 3,500 for Ontario Youth Games, 300 for Ontario ParaSport Summer Games, and 500 for Ontario ParaSport Winter Games. There is a possibility that a sport will apply to be included in the Ontario Winter or Summer Games and that their technical information is not included within the bid guidelines. If they are selected to be included in the Games, the *sportalliance* will consult with the host community on their ability to provide the necessary venue.

**TIPS:**

- Don't forget to be creative when determining how to play host to all the sports for Ontario Youth Games; consider hosting the event on back to back weekends, 12 sports compete Tuesday – Thursday and 13 sports Friday - Sunday, partnering with surrounding communities or hosting a sport in neighbouring communities
- Feel free to contact the Director of Games at the *sportalliance* to generate some ideas on how your community can meet the needs of the sports for each set of Ontario Games
- We work in partnership with the Provincial Sport Organizations and the OSGA and PO to put together a detailed sport technical package which will answer all the questions you need to know about each sport
- Please visit the *sportalliance* website for the most recent Sport Technical Packages for each sport. If any Sport Technical Packages are not posted please call the *sportalliance* for more information.
- It is beneficial to secure tentative contracts or written agreements with designated venues which will also enhance your bid submission.

**Bid Requirements:**

- **A Venue/Sport evaluation form for each sport identifying designated venues (i.e. – playing surface dimensions, length/width/depth of the pools)**
- **A map outlining facility locations including travel distances between accommodations and venues**
- **Identify the proposed date of the Games (refer to the suggested timelines in Appendix A – Critical Dates for the Bid Process)**
- **Identify a plan for timely collection of results from each venue and posting these results**

#### 4. Accommodation and Meals

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

- Athletes, Coaches, Managers will reside within close proximity to one another creating an Athlete's Village atmosphere (i.e. – University residences, close hotels, etc.) wherever possible.
- Athletes & Coaches can be accommodated in a school setting (Ontario Youth Games only) with a maximum of 18 per room (based on 30 sq ft per person). The Host must be able to provide foam pads/mattresses/cots.
- All linens and pillows must be provided by the host community
- In a standard room at a hotel, one person per bed with a maximum of three per room
- Due to varied sport schedules no more than one team or sport can be roomed together
- Coaches and athletes cannot share rooms unless in a dormitory style setting in which case two or more adults may be accommodated in a dormitory with minors
- Accommodations must be made available to participants for the duration of the Games (Opening Ceremonies to completion of their competition)
- Identify an accommodation plan for family and friends of the participants so they can come to enjoy the experience

Athletes' performances are very dependent on the quality and quantity of food they receive. As many sports' competition schedules differ it is important to be flexible to meet the needs of all sports. It is also important that all meals are well balanced and nutritious. Plenty of water and snacks must be made available as well.

**Sportalliance** requires all host communities to provide three meals per day based on the attached Meal Requirements and Guidelines (Appendix J).

#### **TIPS:**

- Please note that participants in the Ontario Senior Games prefer to be accommodated by District (where possible)
- In a hotel setting, if larger than standard rooms are used to accommodate athletes, the maximum number of athletes per room may be negotiated with the Sport Alliance of Ontario
- Feeding a large number of individuals can seem overwhelming. Think outside the box, for example partnerships with hotels/service groups, meal voucher for local restaurants and boxed lunches at venues!!
- Securing tentative contracts or written agreements with designated accommodations will enhance your bid submission.

#### **Bid Requirements:**

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

## 5. Transportation

External Transportation – All participants or Provincial Sport Organizations are responsible for organizing their own external transportation to the Games but the GOC will be required to adopt the travel policies specific to each set of Games. Please see Appendix K for the Games Travel Subsidy Policy. As per the travel policies, the GOC must make all necessary arrangements to pick up participants at the closest airport and train/bus station.

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

### **Bid Requirements:**

- **Provide a transportation plan for registered participants from accommodations to sport venues and ceremonies (NOTE: Accessible transportation must be provided for the Ontario ParaSport Games and sports/participants integrated into the Ontario Youth Games)**
- **Within the transportation plan identify the closest airport, train and bus station and how participants will be transported to and from each.**

## 6. Volunteers

Any event would not be a success without the support of numerous volunteers in the community!! In hosting the Ontario Games the GOC must recruit, train and recognize the efforts of the following number of volunteers for each event:

Ontario Youth Games	1,000 volunteers
Ontario Senior Games	400 volunteers
Ontario ParaSport Games	300 volunteers

### **Bid Requirements:**

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

## 7. Marketing & Communications

An important part of any event is awareness building within the community and Province wide. This is accomplished through a comprehensive marketing and communications plan. This can be done through television, radio and/or print ads, website and much more. In addition, this area would work directly with Sport Technical services and results in the development of a plan to appropriately distribute information while the Games are ongoing. In accordance with the French Language Services Act it is important that many of the materials for the Ontario Games are provided in both official languages. Please refer to Appendix L for a list of French Language Services Requirements.

**TIPS:**

- **Sportalliance** and the Ministry of Health Promotion are Title Sponsors of all six sets of Games. It is important that they are recognized as such.
- It is a good idea to have the Media Center and Results Center in close proximity to one another!!
- The domain name for Ontario Youth Games has been secured by the Sport Alliance of Ontario for future host communities

**Bid Requirements:**

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

## 8. Special Events

The Opening Ceremonies is an opportunity for the GOC to be creative and set the tone for the Games. For many athletes the Ontario Games is the highlight of their athletic career and this is an opportunity to recognize them and their achievements. In addition, it is also an opportunity to recognize the support of sponsors, family and the community for everything they have done to make the event possible.

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

**TIPS:**

- It is highly recommended to only host an Opening Ceremonies for the Ontario Youth Games due to varying competition schedules.
- Ontario Senior Games requires an Opening & Closing Ceremonies as well as a formal dinner on the last day of the event. The format of all these components is up to the Host Community (i.e. – the formal dinner and Closing Ceremonies can be incorporated as one).
- Ontario ParaSport Games has an Opening Ceremonies and a special event on the Saturday night of competition (the special event could be a formal banquet or BBQ as an example).

**Bid Requirements:**

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

## 9. Registration &amp; Accreditation

The GOC is responsible to organize registration for all participants and will work in partnership with **sportalliance**, OSGA and PO on this component. It is our goal to ensure the registration process is a simple and quick process. It is equally important that all participants, volunteers, medical staff, etc are properly identified and accredited in order to participate in the Games. On-site registration is the first impression participants have of a Games; therefore an effective and efficient plan will have a positive impact.

**Bid Requirements:**

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

## 10. Medical

The need for medical support during any Games is essential. It is important to develop a plan for medical emergencies.

**TIPS:**

- It is a good idea to determine which sports are high, medium or low risk. This will help identify the medical needs for each set of Games. *sportalliance* can assist with this process.

**Bid Requirements:**

**Provide an overall medical plan for the Games including:**

- **Outline the medical support provided at each venue**
- **Identify local hospitals and medical services available in the community**
- **Identify plans for any other medical support provided (i.e. Physio/Massage clinics at Athlete's Village).**

## 11. Green Games

The *sportalliance*, ParaSport Ontario and Ontario Senior Games Association encourages the Host Community to strive towards making the Ontario Games a Green Games. There are many steps that can be taken to move in this direction. It is important to look at the possible options available to make the Games more environmentally friendly.

**Bid Requirements:**

- **Identify plans to make the Games a green one for all those participating.**
- **Identify any current environmentally friendly initiatives within your community which could be applied to the Games.**

Thank you for your interest in hosting an event in the Ontario Games Program. We welcome you to the contact the *sportalliance* for further information.

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**Important Websites:**

Sport Alliance of Ontario	<a href="http://www.sportalliance.com">www.sportalliance.com</a>
Ontario Senior Games Association	<a href="http://www.ontarioseniorgames.ca">www.ontarioseniorgames.ca</a>
ParaSport Ontario	<a href="http://www.parasportontario.ca">www.parasportontario.ca</a>
Ministry of Health Promotion	<a href="http://www.mhp.gov.on.ca">www.mhp.gov.on.ca</a>