



# GUIDELINES FOR PREPARING A BID FOR THE 2020 CANADA 55+ GAMES

Revised: August 2017

## **BID SUBMISSION**

Please complete and forward three written copies and an electronic copy of the Bid Application to:

The President  
Canadian Senior Games Association (CSGA)  
Suite 1501, 5328 Calgary Trail NW  
Edmonton, Alberta T6H 4J8

**Phone:** 1.902.755.2929    **E-mail:** [president@canada55plusgames.com](mailto:president@canada55plusgames.com)

Applications to host the 2020 Games must be received no later than May 31, 2018. In addition, communities submitting written bids must be prepared to verbally present their bid to the CSGA Directors at the 2018 AGM to be held in Saint John, New Brunswick on August 19, 2018

## **INTRODUCTION**

This document will assist communities in gaining an understanding of the Canada 55+ Games program and thus in determining if they feel their community would be interested in and able to host future Games. Specifically, the information contained in the following pages will provide the necessary guidelines to prepare a bid application to host the 2020 Canada 55+ Games.

A multi-activity event, the Canada 55+ Games are open to adults aged 55 years and over as of December 31 of the year in which the Games are held. It is the responsibility of each province/territory to determine a play-off process to determine participants in the Games.

The Games combine a focus on social, physical and psychological involvement with a high quality event and, in turn, encourage older adults to remain involved whether as participants or volunteers.

The primary partners in the staging of the Canada 55+ Games are the Canadian Senior Games Association (CSGA) and the Host Committee (HC) of the Community which establishes a Games Organizing Committee (GOC) to recruit and activate the many volunteers required to run such an undertaking. The GOC of the Host Community signs an Agreement with the CSGA which outlines the commitments and responsibilities of both organizations.

The Games are of at least four days duration and are held between late August and early September every two years (even numbered years). Late August has appealed to most Host Communities in the past, as school buses and drivers are more readily available for local transportation as well as educational facilities and teachers are available to hold and assist in administering the Games. September has the advantage that commercial accommodations are normally more readily available and possibly at a preferable cost to the participant. Additionally, the Host Committee may find that Venues and Sport Facilities are also more readily available.

## **CANADA 55+ GAMES INFORMATION**

### **Purpose of the Canadian Senior Games Association (CSGA)**

- The CSGA believes that every Canadian individual aged 55 years and over has the fundamental right to opportunities for enrichment, fulfilment and improved quality of life and health provided by participation in a broad variety of athletic, recreational and social events.
- The CSGA believes that all Games related events should be fun and safe for all participants, enrich the lives of participants and host communities, and are widely recognized for their unique "fun-focused" competition model as well as for their significant influence on participation in an active and enjoyable lifestyle by all older adults in Canada.
- The CSGA believes in respecting participants above all else, never forgetting that they come to us by choice.
- The CSGA believes that Games must maintain a balance of physical, mental and social events as comradeship is truly one of the Games' greatest outcomes and reinforces the sense among participants that "Win or Lose, they are all Winners" is paramount.
- The CSGA believes in fair play characterized by equity, integrity, trust and respect.
- The CSGA acts as a promoter and coordinator of 55+ Games for individuals aged 55 years and over at the community, regional, provincial/territorial and national levels.
- The CSGA believes strongly, that individuals aged 55 years and over will become and stay healthier, physically and mentally if they live an active lifestyle.

- The CSGA encourages provincial and territorial organizations to develop, stimulate and promote sports, recreation and social events for individuals aged 55 years and over within their area of concern.
- The CSGA promotes, in all its facets, older adult sports, recreation and related events across Canada.
- The CSGA aims to involve individuals aged 55 years and over in the planning, leadership and supervision of the Canada 55+ Games, but also encourages an interaction between them and our countries youth in order to promote better understanding between generations.
- The CSGA believes the Association must strive to be accountable and responsive to the needs of the participants, partners and stakeholders; and that we must deliver on what we say.

## **BACKGROUND INFORMATION AND THE WAY AHEAD**

Provinces and Territories that are currently members of the CSGA:

Alberta	Nova Scotia
British Columbia	Ontario
Manitoba	Prince Edward Island
New Brunswick	Quebec
Northwest Territories	Saskatchewan
Yukon Territory	

Non-member participants from Nunavut have participated in past Canada 55+ Games. Newfoundland remains the only province where 55+ Games have not been embraced at any level, but we are hopeful that they will have participants at the 2020 Games.

The first Games, originally known as the Canada Senior Games, originated in 1996 and the following list provides a history of the Games since that time:

1996	Regina, Saskatchewan
1998	Medicine Hat, Alberta
2002	Summerside, PEI
2004	Whitehorse, Yukon Territory
2006	Portage la Prairie, Manitoba
2008	Dieppe, New Brunswick
2010	Brockville, Ontario
2012	Cape Breton Regional Municipality, Nova Scotia
2014	Strathcona County, Alberta
2016	Brampton, Ontario
2018	Saint John, New Brunswick

Of most significance, is that the number of participants/non-participants has risen sharply over these years, starting with approximately 350 in 1996 to over 2300 in 2014. The reasons for this increase are twofold; the Games have grown in popularity across the country at all levels and secondly because the baby-boomer generation has joined our throng, giving us many more prospective participants.

Our intent up to the present was to try to bring the Games to the smaller communities in the country, but it is becoming apparent that in order to comfortably accommodate the growing numbers, we are having to look at larger communities, and ones that are located relatively close to major airports, rail and bus outlets. This is not to say that smaller communities will not be considered, but they will have to be innovative in their approach to accommodation and transportation issues.

## **CANADA 55+ GAMES BID APPLICATION GUIDELINES**

Communities interested in hosting the 2020 Canada 55+ Games are asked to prepare a formal bid application for submission to the Canadian Senior Games Association (CSGA). Guidelines for the bid application are provided below.

### **INTRODUCTION**

Please include the following information as an introduction to your bid application:

- Name, population and geographic location of the community;
- Name of community representative to be contacted regarding the bid;
- Reasons the community is interested in hosting the Canada 55+ Games.

### **COMMUNITY SUPPORT**

Community support is critical to the success of the event. It is therefore important to indicate the types of support your community is prepared to commit to the Games Organizing Committee. Please include the following in your bid application:

- Resolution of the City Council indicating support for the bid application;
- List of support agencies which are prepared to support the bid and the types of support to be provided by each; and
- List of major events, including sporting events where possible, previously hosted by the community.

#### **Specify:**

- Name of Event
- Number of Participants
- Number of Volunteers
- Name and address (e-mail if possible) of a contact person.

## **HUMAN RESOURCES**

The Host Games Organizing Committee (GOC) will need to recruit, train and direct the efforts of 500 to 700 volunteers, dependant on the number of participants expected (a ratio of 1:3 volunteers to participants is recommended), in order to successfully host the 55+ Games. With these numbers in mind, outline the human resources which would be available to your organizing committee.

- Name of Games Chairperson/s
- Names of Municipal Government contacts
- Extent of Municipal Government's proposed involvement in the planning and operation of the Games
- Plan for staffing the Games office
- Plan for recruiting, co-ordinating and recognizing Games volunteers
- Proposed structure for the Games Organizing Committee
- Names of potential sub-committee chairpersons (if available at time of application)

## **OPERATION OF THE GAMES**

The Canada 55+ Games will be at least a four day, multi-activity event involving approximately 1500 to 2500 participants and non-participants from across Canada. Please address the following areas of Games operations:

### ➤ **Registration/Accreditation**

Identify the necessary requirements and your plan for registering Games participants and accrediting volunteers.

### ➤ **Accommodation**

Outline a plan for housing Games participants. Indicate the number of hotels/motels/B&B's with the number of rooms each has available. NOTE: Billeting of participants is not recommended, but for smaller communities, may become necessary. Please also indicate potential RV sites, number of spots, facilities, etc. We encourage the negotiation of room rates and the inclusion of same in the Bid Package.



➤ **Food/Services**

Outline a plan for ensuring participants at all venues are fed or have easy access to food during the event. List all available restaurants and catering firms. Large venues hosting more than one event should have short term cafeteria arrangements if restaurants are not in reasonable walking distance or if transportation is not provided.

➤ **Transportation**

Describe the accessibility to your community by highway, rail and air. Describe your plans for transporting participants from the nearest major airport, train or bus depot to the registration area and on to their accommodations. Outline a plan for transporting Games participants and VIP's to and from the sports venues, accommodation sites and special events.

➤ **Public Relations**

Identify the media resources available and the plan for involving each in the promotion and coverage of the Games. Identify what local attractions you foresee as being of interest to both participants and non-participants, and what thoughts you might have as to how you might best want to showcase these to them.

➤ **Ceremonies/Special Events**

Identify potential events and proposed venues. These must include, at the very least, Opening Ceremonies including a parade with the participants marching in with their flags, and Closing Ceremonies including a closing sit-down banquet.

➤ **Facilities**

List the facilities proposed for each of the potential events. Indicate the facility specifications, size, accessibility for the disabled, change rooms, concessions, etc. for each. Provide a municipal map showing facility locations and their location in respect to the places of accommodation. List the names of local sport organizations, educational facilities, senior's clubs, etc. willing to offer use of their facilities and to assist in running the Canada 55+ Games. Ideally, most facilities should be located within a 20 minute bus ride from accommodations.

➤ **Other**

We believe that the Canada 55+ Games is a win-win situation for both the participants and the Host Community. The community provides the venue where these individuals can 'strut their stuff' - they also become your audience for you to show off your attractions and your hospitality. Please let us know of any other thoughts or ideas that you may think would make this a week the participants will never forget.

**GENERAL**

This document is to be used in conjunction with the Host Agreement that will be signed by the Host Community and the CSGA within three months of the awarding of the Games. These documents will be the main guideline for the Host Committee to use in establishing the 2020 Canada 55+ Games.

## **CANADA 55+ GAMES EVENTS**

The Bid Committee will indicate the events that are planned to be offered if the bid is accepted.

### **MANDATORY EVENTS**

The Canada 55+ Games will include all Mandatory events listed below. These events have been identified as the most popular amongst the provinces and territories from previous Games.

8-Ball Pool	Bowling – (Candlepin, 5 Pin, or Duckpin)	
Bocce	Contract Bridge	Cribbage
Darts	Duplicate Bridge	Floor Shuffleboard
Golf	Ice Curling	Pickleball
Ice Hockey (Men and Women)		Scrabble
Slo-Pitch	Swimming	Tennis
Track & Field	Whist	

### **OPTIONAL EVENTS**

The Canada 55+ Games shall also include a minimum of four and a maximum of six events from the following list of Optional Events:

Badminton	Carpet Bowling	Cycling
Floor Curling	Horseshoes	Lawn Bowls
Stick Curling	Table Tennis	Washer Toss

## **BONUS EVENT**

The Host Community is encouraged to also include a 5K and/or a 10K run that is open to all registered participants in other events. This event would be scheduled to run on a non-interference basis with all other events.

The CSGA will also consider the inclusion of other Cultural Events and Demonstration Events that may be unique to the area of the Host Community.

NOTE: The CSGA must approve the final list of events.

## **SELECTION OF EVENTS**

In order to make it possible for communities in all regions to host the Games the CSGA has had to place limits on the number of participants in as fair a manner as possible.

You are asked to select potential events you would host according to the instructions above. Although assessment of applications is based upon meeting the minimum requirements, communities are encouraged to include as many events as they can accommodate.

Reference to Attachment 1: “Minimum Venue Requirements for Events” in the Canada 55+ Games and

Attachment 2: “Number of Participants by Events” may help you in your selection.

## Canada 55+ Games

### Minimum Venue Requirements

Event	Minimum Requirements	To Accommodate (minimum #)
<b>MANDATORY:</b>		
8 – Ball	8 tables required, table size 4' x 8', need good lighting over tables.	30
Bocce	Space for at least 4 regulation size courts.	40
Bowling: 5 – Pin, Candlepin, Duckpin	Minimum 12-14 lanes – could be in 2 venues,	110
Bridge: Contract, Duplicate	Space to accommodate two rooms – one for Contract Bridge and one for Duplicate Bridge – could be at the same venue. 10 – 12 standard 30" x 30" card tables, bright lighting is important, wheelchair accessible.	40 20
Cribbage	12 – 15 standard 30" x 30" card tables, bright lighting is important, wheelchair accessible.	50
Darts	Space for 8 - 10 boards, fixed at a height of 5' from centre point to the floor, throwing line should be 7' 9 1/4" from the face of the board, adjacent boards should have at least 10' between centre spots, bright lighting is important.	30
Floor Shuffleboard	Space for 6 courts, standard playing court measures 6' W x 52' L, playing area measures 39' long from baseline to baseline, discs supplied,	36
Golf	One 18 hole course will be required for two days, use of shared power carts for all participants.	80
Ice Curling	Venue to accommodate minimum 8 sheets of ice – could be in 2 venues. Must have an expert drawmaster. (Try to avoid evening curling after 6 pm if at all possible.)	140
Ice Hockey	4 regulation size hockey rinks – one for each age category.	400/300 (NB)
Pickleball	Minimum of 8 courts - could be in 2 venues. court dimensions are identical to a doubles badminton court – 20' W x 44' L, net is hung 36" at the ends and 34" in the middle, a non-volley zone extends 7', a backspace minimum of 18' and side space of 12'. Prefer indoor play if at all possible.	60
Scrabble	8 - 10 standard 30" x 30" card tables, bright lighting is important.	20

Slo-Pitch	5-6 diamonds with grass infields preferred with a radius distance of 275-300', fields should be fenced in, bases will be 65' apart, pitching distance is 50-65'. Venue to include umpire change rooms, male and female washrooms, scoreboards and team dugouts / seating.	150
Swimming	Minimum 6 lane 25 meter indoor pool, shallow end 1.2 meters, must accommodate starting blocks. Venue to include at least 2 change rooms with showers, officials' room, marshalling area and public address system.	50
Tennis	Minimum of 6-8 courts, playing surface size 36' W x 78' L, a backspace minimum of 18' and side space of 12', preferred playing surface is Plexipave or equivalent.	40
Track & Field	6 or 8 lane certified 400 meter rubberized track surface preferred, approved long and triple jump pits, space for throwing events – shot put, discus and secure javelin area, public address system, competition warm-up area, officials room.	70
Whist	12 standard size card tables, bright lighting is important.	40
<b>OPTIONAL:</b>		
Badminton	Gymnasium (s) with a minimum of 10 courts: 20' x 44' (6.1m x 13.4m) for each court. A minimum of 3' and maximum of 5' of clearance should surround each entire court. Lines on the floor should be marked in white or yellow and be 40mm wide. Hardwood floor with standard holes in floor for nets. Stage or other adjacent area for officials and draw desk (10' x 10') Ceiling height should be between 20' and 30'. Ceiling and walls preferably green in color; grey or blue are also acceptable. Outside windows need to be covered; lights are not to hang below 20' above the height of the court. Temperature of gym should be between 60 – 65 degrees Fahrenheit.	40
Carpet Bowling	Space for 12 – 16 carpets; carpets are 30' x 6'. There should be space to walk between carpets. Floor surface must be level; can be concrete or hardwood floors, some linoleum acceptable.	30
Cycling	Adequate space for a staging/starting area for both events: Time Trial – 10 and 40 kms, Road Race – min. 15 - max. 60 kms. Held on a loop or a straight “there and back” course.	20
Floor Curling	Space for a minimum of 6 rinks; rinks are 36' long and 8' wide with a minimum of 4' between rinks. Floor surface of hardwood, linoleum, well laid tile or smooth cement floors.	30
Horseshoes	Minimum of 6 pits to accommodate 30' and 40' distances. Pits should run north and south outdoors.	10
Lawn Bowls	Space for a minimum of 4 regulation size greens. Clubhouse	20

Stick Curling	Venue to accommodate 8 sheets of ice – could be in 2 venues. (Try to avoid evening curling after 6 pm if at all possible.)	Unknown
Table Tennis	Gymnasium or other large room (12 meters long, 6 meters wide by 4 meters high) to accommodate a minimum of 10 regulation size tables. Lights must be at least 4 meters above the floor and provide 60 candles of power at the playing surface. A public address system is a bonus.	20

General to ALL Events:

Consider the following when planning and preparing venues for the Canada 55+ Games:

- Handicap accessibility
- washroom facilities close by
- drinking water available
- shade at outdoor events
- cleanliness
- clear signage (venue name, events hosted, washrooms, check-in desk, etc)
- posted rules, scoreboards and results
- seating for participants, scorekeepers and spectators
- adequate parking and room for spectators

### Number of Participants by Event 2004 - 2016

<u>Sports</u>	<u>2004</u> <u>YK</u>	<u>2006</u> <u>MB</u>	<u>2008</u> <u>NB</u>	<u>2010</u> <u>ON</u>	<u>2012</u> <u>NS</u>	<u>2014</u> <u>AB</u>	<u>2016</u> <u>ON</u>	<u>Average</u>
8- Ball	17	15	13	15	17	33	30	20
Badminton	19	17	39	36	41	44	31	32
Bocce	13				22	50		28
Carpet Bowling	31					44	29	35
Cycling	23	12			14	41		23
5 Pin Bowling	105	92				145	113	114
Candlepin Bowling			114	119	102			112
Contract Bridge	32	36	42	38	36	36	24	35
Cribbage	45	50	60	39	46	56	49	49
Duplicate Bridge	30	26	32	24	16	40	22	27
Floor Curling	20	24				32		25
Floor Shuffleboard		20	34	39	38	34	26	32
Golf	64	68	101	76	78	149	86	89
Horseshoes	19	16	21	9	9			15
Ice Curling	111	112	144	123	140	142	136	130
Ice Hockey (Men & Women)	77	92	195	271	292	387	440	251
Lawn Bowls							25	25
Pickleball						72	62	67
Scrabble	12	24	26	15	20	27	10	19
Slo-Pitch	88	273	115	214	163	268	154	182
Stick Curling								0
Swimming	58	52	57	64	44	68	52	56
Table Tennis	22	17		23	13		27	20
Tennis	26	41	52	48	38	69	45	46
Track & Field	78	73	81	81	68	127	78	84
Washer Toss			18		10			14
Whist	26	33				76		45
5 km and 10 km Run					40	76	40	52

**Average 7 year attendance    1626**



## BUDGET FORECAST

The budget forecast to be included in the bid should contain the following:

### Expenses

Administration  
Accommodation  
Ceremonies  
Protocol  
Promotions  
Special Events  
Transportation  
Facility Rentals  
Sport  
Volunteers

### Revenue

Grants (Federal and Provincial)  
Corporate Funding  
Gifts in Kind/Services  
Registration Fees  
Other

### NOTES:

- CSGA member participants registration fee has been set at \$125 and non-participant (spouse, family) \$85.
- Non-member participants (i.e. NL or NU) registration fee has been set at \$135 and non-participant (spouse, family) \$85.
- \$25.00 from registration of a member province/territory participant and \$35.00 from each non-member province/territory participant's registration collected will be forwarded to the CSGA by the Host no later than 90 days after the conclusion of the Games.
- \$10.00 from each non-participant registration collected will be forwarded to the CSGA by the Host no later than 90 days after the conclusion of the Games.
- The Host Community must establish a Games website at least 15 months prior to the 2020 Games and link it to the CSGA website. This website must be cancelled within one year of the completion of the Games.
- The Host Community must provide a meeting room for the CSGA at no charge for the duration of the Games.
- The Host Community agrees to accept any financial loss resulting from the Games.

## **Bid Document Submission Format and Check List**

(please place this at the front of your bid submission)

Please place the components of your bid submission in the order listed below when compiling your submission. It will expedite the assessment of your submission. Failure to include requested information may hinder the success of your submission.

You are welcome to add any other information in support of your submission. Such information may be placed in any location you think appropriate.

ORDER OF CONTENTS	ITEMS	CHECK LIST
1. Local Support	Resolution from the City Council supporting the Bid including \$ amount	
	Letter of support from local School Board if using their facilities or equipment	
	Letters of support from community organizations	
2. Information about your community	Details of Population demographics	
	List of past and future major events	
	Community map showing venue and accommodation locations	
	Names and contact information regarding the Bid	
3. Human Resources	Names of Games Chairperson/s	
	Names of Municipal Contacts	
	Proposed structure of Games Organizing Committee, along with names and brief bio's of committee chairs if available	
4. Games Operations	<u>Registration/Accreditation</u> Identify and address plans for registering Games participants and accrediting volunteers	
	<u>Accommodations</u> Outline of current hotel/motel/B&B's showing # of rooms available and potential room rates.	
	<u>Food Services</u> Outline plans ensuring all venues have available concessions or alternatively catering services	
	<u>Transportation</u> Proposal for transporting participants from/to nearest airport, to accommodations and registration plus plans for transporting participants to venues during Games.	
	<u>Public Relations</u> Identify available Media Resources and plan for involvement of each for promotion and coverage of Games.	
	<u>Ceremonies and Special Events</u> Identify potential events and proposed venues including Opening and Closing Ceremonies (including closing sit-down Banquet)	
	<u>Facilities</u> List of facilities proposed for each event, including facility specifications, accessibility for disabled, change rooms, concessions, etc.	
5. Budget Figures	Forecast Budget including potential revenues and projected costs for each key area of operations.	

## **TIME GUIDELINES**

May 31, 2018

- Deadline for bid submissions  
(to be submitted to the president of CSGA)

August 2018 - @ AGM

- Communities bidding on the 2020 Games will be invited to present bids.
- Communities will be notified of the successful bidder of the 2020 Games

October 31, 2018

- Games Chair and Host Committee officially named

December 1, 2018

- Hosting Agreement to be executed with the CSGA