

CANADA 55+ GAMES

To: Potential Host Communities

On behalf of the Canada 55+ Games, it is my pleasure to invite your City to Host the 2022 bi-annual Games to be held in August or September.

The Games are owned by the Canadian Senior Games Association (CSGA).

The Canada 55+ Games have become a major Economic Tourism Event for any community. It has been estimated that the Games generate in excess of \$3,000,000 in the local economy. The CSGA will assist the Host Community and volunteers by providing a Hosting Handbook and Orientation Session with a CSGA Director, and the assistance of a Technical Director for the 2 year period preceding the Games.

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

Our intent up to the present is 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.

We are passionate about the benefits of the Canada 55+ Games:

- ✓ The Games promote social interaction and provide opportunities to support active, healthy living.
- ✓ The Games provide an opportunity to visit other parts of Canada.
- ✓ The Games enhance civic pride in a host community.
- ✓ The Games provide a significant opportunity for community development and volunteer involvement.

The deadline for the bid proposals is 12 noon on April 30, 2020. For further information, I can be contacted at 1-250-665-7434.



Gordon Oates
President

CSGA

Bid Guidelines



2022 Canada 55+ Games

August 2019

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GUIDELINES FOR PREPARING A BID FOR THE 2022 CANADA 55+ GAMES

Revised: August 2019

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)
2089 Vallis Place
Sidney, BC V8L 2L3

Phone: 1-250-665-7434 **E-mail:** president@canada55plusgames.ca

Applications to host the 2022 Games must be received no later than April 30, 2020. In addition, communities submitting written bids must be prepared to verbally present their bid to the CSGA Directors at the 2020 AGM to be held in Kamloops, British Columbia in August 2020.

INTRODUCTION

This document will assist communities in gaining an understanding of the Canada 55+ Games 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 2022 Canada 55+ Games.

A multi-event games, 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 premier events 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 community which establishes a committee to recruit and activate the many volunteers required to run such an undertaking. The Host signs an Agreement with the CSGA which outlines the commitments and responsibilities of both organizations.

The Games are 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 may find that venues and sport facilities are also more readily available.

To set the stage for delivering the Canada 55+ Games, below is information about the Canadian Senior Games Association, the sanctioning body for these Games. It is our expectation that the delivery of these Games will be reflective of the vision, mission, values and guiding principles of the CSGA.

About the CSGA:

The CSGA is dedicated to enriching the lives of older Canadian adults (55+) through participation in the Canada 55+ Games which encourages social connection and active, healthy lifestyles. It is responsible for the successful delivery of the Canada 55+ Games every two years and works with each Host to ensure the best quality Games possible.

The CSGA began in 1996, with the very first Games hosted in Regina, Saskatchewan and participant numbers have been growing ever since.

The volunteer Board of Directors is comprised of a Director from each CSGA member province and territory. Currently, this includes all provinces and territories with the exception of Nunavut and Newfoundland/Labrador. It is hoped they will join us in the near future.

There is also a volunteer Technical Director who supports the Host to ensure high quality competition. In addition the CSGA contracts the services of a part-time Coordinator.

SEE CSGA WEBSITE for Directors Listing: <http://canada55plus.ca/index.php/contact/directors/>

CSGA Vision:

We envision that the Canada 55+ Games enrich the lives of participants and host communities across the country and is widely recognized for its unique model of fun, friendly competition and social connection and for its significant influence on promoting active, healthy lifestyles to adults 55+ in Canada.

CSGA Mission:

As stewards of the Canada 55+ Games, we oversee the successful delivery of high quality Games, offering a blend of events that are physically active and mentally challenging, while promoting the Games as an avenue which encourages active, healthy lifestyles for adults 55+ in Canada.

CSGA Values and Guiding Principles:

We are passionate about the benefits of the Canada 55+ Games:

- ✓ The Games are a catalyst for promoting active, healthy lifestyles to adults 55+.
- ✓ The Games promote social interaction and provide opportunities to support active, healthy living.
- ✓ The Games provide motivation for adults 55+ to develop and continue healthy lifestyles between Games.
- ✓ The Games provide an opportunity for adults 55+ to try something new.
- ✓ The Games promote positive self-esteem and potential mastery.
- ✓ The Games provide an opportunity to see other parts of Canada.
- ✓ The Games enhance civic pride in a host community.
- ✓ The Games provide a significant opportunity for community development and volunteer involvement.

Participant-Centered Games: We believe in the concept of a “*participant-centered*” Games; that is, respecting participants, never forgetting they come to us by choice and planning the Games accordingly.

Senior Friendly Games: We believe that there are opportunities to provide positive experiences through careful consideration of the 55+ demographic when planning the Games.

Fun and Safe Games: We believe all Games-related events should be fun and safe for all participants.

Balance is Key: We believe that the Games must retain a balance of physical, mental and social activities as the comradeship is truly one of the Games’ greatest outcomes and that reinforcing the sense among participants that, “win or lose” they are all winners, is paramount.

Fair Play: We believe in fair play characterized by equity, integrity, trust and respect.

Proper Planning: We believe in proper planning to ensure maximum efficiency and effectiveness of the CSGA, its programs and resources.

Inclusion and accessibility: We believe that both inclusion and accessibility are essential to successful Games.

Accountability: We believe that the CSGA must strive to be accountable and responsive to the needs of Games participants, partners and stakeholders and we must deliver on what we say.

BACKGROUND INFORMATION

Provinces and Territories that are currently members of the CSGA:

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

Non-member participants from Newfoundland/Labrador and Nunavut have participated in past Canada 55+ Games and we are hopeful that they will participate again at future Games.

The first Games, originally known as the Canada Senior Games, originated in 1996 - 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
2020	Kamloops, British Columbia

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 2200 in 2018. 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 2022 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 will need to recruit, train and direct the efforts of 500 to 600 volunteers, dependent on the number of participants expected (a ratio of 1/4 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, coordinating 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 a four day, multi-event Games involving approximately 2000 participants and 400 non-participants from across Canada. Please address the following areas of Games operations:

- **Registration/Accreditation**

Identify the necessary requirements and your plan for registering and accrediting Games participants/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 to and from the competition venues, accommodations and special events.

➤ **Public Relations / Marketing**

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 / Games Events**

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.

➤ **Participant-Centered / Senior Friendly**

A “participant-centered” Games is respecting participants, never forgetting they come to us by choice and plan the Games accordingly. There are opportunities to provide positive experiences through careful consideration of the 55+ demographic when planning the Games. Reference page 20 for examples.

➤ **Other**

We believe that the Canada 55+ Games is a win-win situation for both the participants and the Host. 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 and the CSGA within three months of the awarding of the Games. These two documents along with the CSGA Hosting Handbook will be the main guidelines for the Host to use in establishing the 2022 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 sixteen 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)	
Contract Bridge	Cribbage	Darts
Duplicate Bridge	Floor Shuffleboard	Golf
Ice Curling	Ice Hockey (Men and Women)	
Pickleball	Scrabble	Slo-Pitch
Swimming	Tennis	Track & Field

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	Bocce	Carpet Bowling
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Cycling

Floor Curling

Horseshoes

Lawn Bowls

Stick Curling

Table Tennis

Washer Toss

Whist

BONUS EVENTS

The Host is encouraged to also include a 5K and/or 10K run that is open to all registered participants in addition to but on a non-interference basis with their main event of choice.

ADDITIONAL EVENTS

The CSGA will also consider the inclusion of a maximum of two other cultural and/or Additional Events that may be unique to the area where the Games are being hosted and of interest to the participants at large.

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 not exceed the maximum limit of twenty six (26) events.

References: (may help you in your selection)

Page 15: Minimum Venue Requirements

Page 18: Participant Numbers by Year

Canada 55+ Games

Minimum Venue Requirements

Event	Minimum Requirements	To Accommodate (minimum #)
Games Time Welcome Centre (Headquarters - HQ)	A large enough space/venue to be a central gathering place for everyone for the duration of the Games. To include information tables for registration, event schedules/results, transportation, entertainment/tours &/or other Games info.	100's "Coming / Going"
MANDATORY:		
8 – Ball	8 tables required, table size 4" x 8', need good lighting over tables,	30
Bowling: 5 – Pin, Candlepin, Duckpin	Minimum 12-14 lanes – could be in 2 venues,	120
Bridge: Contract, Duplicate	Space to accommodate two rooms – one for Contract Bridge & one for Duplicate Bridge – could be at the same venue, 10 – 12 standard 30x30" card tables, bright lighting is important, wheelchair accessible.	30 25
Cribbage	12 – 15 standard 30x30" 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' 91/4" 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,	35
Golf	One 18 hole course will be required for two days, use of shared power carts for all participants.	100
Ice Curling	Venue to accommodate minimum 8 sheets of ice – could be in 2 venues. Must have an expert draw master. (Try to avoid evening curling after 6pm 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 & 34" in the middle, a non-volley zone extends 7', a backspace minimum of 18' & side space of 12'. Prefer indoor play if at all possible.	200+

Scrabble	8-10 standard 30x30" 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 & female washrooms, scoreboards & 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, marshaling area & public address system.	50
Tennis	Minimum of 6-8 courts, playing surface size 36' W x 78' L, a backspace minimum of 18' & side space of 12', preferred playing surface is Plexipave or equivalent.	50
Track & Field	6 or 8 lane certified 400 meter rubberized track surface preferred, approved long & triple jump pits, space for throwing events – shot put, discus & secure javelin area, public address system, competition warm-up area, officials room.	90
OPTIONAL:		
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
Bocce	Space for at least 4 regulation size courts.	35
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 & 20 kms, Road Race – min. 15 - max. 40 kms. Held on a loop or a straight "there & back course.	25
Floor Curling	Space for a minimum of 6 rinks; rinks are 36' long & 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' & 40' distances. Pits should run north & 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 6pm if at all possible.)	Unknown
Table Tennis	Gymnasium or other large room to accommodate a minimum of 10 regulation size tables: 12 meters long, 6 meters wide by 4 meters high. Lights must be at least 4 meters above the floor and provide 60 foot candles of power at the playing surface. A public address system is a bonus.	20
Washer Toss	Minimum of 4 pits to accommodate boxes being placed 20' apart. Boxes are standard 15" Flower Shop boxes.	10
Whist	12 standard size card tables, bright lighting is important.	50

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

Canada 55+ Games - Participant Numbers by Year

<i>Event</i>	2012 NS	2014 AB	2016 ON	3-Yr <i>Ave.</i>	2018	2020	2022	6-Yr <i>Ave.</i>
Mandatory:	(East)	(West)	(Central)	(12-16)	(East)	(West)	(Central)	(08-18)
8-Ball Pool	17	33	30	26	32			23
Contract Bridge	36	36	24	32	Cancell			35
Cribbage	46	56	49	50	56			51
Darts	29	31	24	28	34			27
Duplicate Bridge	16	40	22	26	30			27
Five-Pin Bowling		145	113	120	--			114
- Candlepin Bowling	102				96			
Floor Shuffleboard	38	34	26	32	45			36
Golf	78	149	86	104	93			97
Ice Curling	140	142	136	139	167			142
Ice Hockey (# teams)	292 (19)	387	440	373	596			363
- Women (2012)	26	57	?	41	111			64
Pickleball (2014)		72	62	67	118			85
Scrabble	20	27	10	19	14			18
Slo-Pitch (# teams)	163 (12)	268	154	201	77			165
Swimming	44	68	52	54	63			57
Tennis	38	69	45	50	47			49
Track & Field	68	127	78	91	133			94
Optional:								
Badminton	41	44	31	38	39			38
Bocce (2012)	22	50		36	22			32 (3)
Carpet Bowling		44	29	36				36 (2)
Cycling	12	41		26	38			30 (3)
Floor Curling		32						32 (1)
Horseshoes	9				18			14 (4)
Lawn Bowling			25		32			28 (2)
Stick Curling								
Table Tennis	13		27					21 (3)
Washer Toss (2008)	10							14 (2)
Whist		76			Cancell			54 (2)
Bonus:								
5Km & 10km Run	7	76	4 ?	?	82			41 (4)
Participants	1275	1976	1473	1574	1861			1513
Non-Participants	274	349	283	302	405			310
TOTAL	1549	2325	1756	1876	2266			1823

Updated : Apr 2019

NOTE re 2014: The Host province of AB had a full team = 730+

Canada 55+ Games - Participant Numbers by Year

<i>Event</i>	1996 SK	1998 AB	2002 PEI	2004 YK	2006 MB	2008 NB	2010 ON	3-yr Ave
Mandatory:								(06 - 10)
8-Ball Pool				17	15	13	15	14
Bocce				13				
Contract Bridge				32	36	42	38	38
Cribbage				45	50	60	39	49
Darts				12	16	28	21	21
Duplicate Bridge				30	26	32	24	27
Five-Pin Bowling				105	92			108
- Candlepin Bowling						114	119	108
Floor Shuffleboard					20	34	39	31
Golf				64	68	101	76	81
Ice Curling				111	112	144	123	126
Ice Hockey (# teams)				77	92	195	271	233 (2)
- Women								
Pickleball								
Scrabble				12	24	26	15	21
Slo-Pitch (# teams)				88	273	115	214	200
Swimming				58	52	57	64	47
Tennis				26	41	52	48	47
Track & Field				78	73	81	81	78
Whist				26	33			33
Optional:								
Badminton				19	17	39	36	30
Carpet Bowling				31				
Cycling				23	12			12
Floor Curling				20	24			
Horseshoes				19	16	21	9	15
Stick Curling								
Table Tennis				22	17		23	20
Washer Toss						18		
Bonus:								
5Km & 10km Run								
Participants				928	1112	1192	1290	1198
Non-Participants				282	274	312	238	274
TOTAL				1210	1386	1504	1528	1427

Updated : Feb 2017

Participant-Centered & Senior Friendly Games

Consider the concepts of “Participant-Centered and Senior Friendly” Games. Some examples are provided below, but are not limited to this list:

Examples of “Participant-Centered” (consider what is important to participants)

- arranged seating as a Team (Province/Territory) at the Opening/Closing Ceremonies
- hotel accommodations by Team (Province/Territory) vs. by event
- timely Transportation System; not too long on the buses
- drinking water available at all venues (free or to be purchased)
- food available to be purchased at all venues (on site, close by or brought in)
- washroom facilities near competition areas at all venues
- cleanliness at all venues
- clear signage at all venues
- rules, information, results and transportation schedule posted at event venues
- adequate and enough seating available at all venues

Examples of “Senior Friendly” (consider what is important to the 55+ demographic)

- accessibility at all Games venues (for walkers, wheelchairs)
- inclusivity (e.g. “signing” for hearing impaired)
- greeted at airport – welcome hostesses/hosts who can guide to buses
- larger venue maps; bigger than map in participants program
- overall schedule not too tight – not too early in morning or too late at night
- easy to read/understand Transportation Schedules, Event Schedules, Results
- rest area seating at all venues, including Games Welcome Centre
- outdoor event venues: access to water and shade

BUDGET FORECAST

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

Expenses

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

Revenue

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

NOTES: (HST/GST to be added to all fees as required)

- CSGA member participants registration fee has been set at \$130 and non-participant (spouse, family) \$90.
- Non-member participants (IE. NL or NU) registration fee has been set at \$140 and non-participant (spouse, family) \$90.
- \$30 from registration of a member province/territory participant and \$40 from each non-member province/territory participant's registration collected will be forwarded to the CSGA by the Host in two installments August 15 and November 30, Games year.
- \$15 from each non-participant registration collected will be forwarded to the CSGA by the Host in two installments August 15 and November 30, Games year.
- The Host Community must establish a Games website at least 15 months prior to the 2022 Games and link it to the CSGA website. This website must be canceled 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.	

BID TIME LINE

- April 30, 2020
- Deadline for bid submissions (to be submitted to the president of CSGA)
- August 2020 - AGM
- Communities bidding on the 2022 Games will be invited to present bids.
 - Communities will be notified of the successful bidder of the 2022 Games
- October 31, 2020
- Host Chair(s) and Committee to be confirmed
- December 1, 2020
- Hosting Agreement to be executed / reviewed with the Host
 - Hosting Handbook to be reviewed with the Host