



Host Bid Selection Process for the 2017 National Aboriginal Hockey Championships

PROVINCIAL PROCESS (BC)

The Aboriginal Sport, Recreation and Physical Activity Partners Council (Partners Council) is conducting a province-wide process to identify communities in BC who are interested in hosting the 2017 National Aboriginal Hockey Championships (2017 NAHC).

The Partners Council, as BC's Provincial/Territorial Aboriginal Sport Body, is permitted to approve and endorse one community from within BC to serve as a host candidate in the national bid and selection process for the 2017 NAHC. Accordingly, the Partners Council is launching a provincial process to choose a BC community that will compete amongst communities from other provinces/territories for the honour to host the 2017 NAHC.

The BC community selected by the Partners Council will receive a funding commitment of \$50,000 to offset the event's operating costs, should they be successfully awarded the rights to host the 2017 NAHC through the national process.

This document contains the NAHC bid process guidelines, and eligibility requirements for communities interested in hosting this prestigious national hockey championship.

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About The National Aboriginal Hockey Championships

The National Aboriginal Hockey Championships (NAHC) is a program of the Aboriginal Sport Circle (ASC). Held annually each spring, the NAHC serve as a premier event that showcases elite minor age Aboriginal hockey players from across Canada.

Operating under the auspices of its National Aboriginal Hockey Program, the NAHC are regulated by a Board of Governors comprised of representatives from the ASC and other partner organizations. The NAHC serve as a focal point for grassroots and regional Aboriginal hockey development. Like other emerging national Aboriginal sporting events, these Championships help foster cultural unity and pride, while celebrating the athletic abilities of Aboriginal athletes across Canada.

Hockey's immense popularity within Aboriginal communities and the largely untapped pool of naturally gifted Aboriginal hockey players has gained increasing profile, due in part to the growing number of Aboriginal players who have successfully established themselves at the National and professional levels. While there is currently a large network of well-established Aboriginal hockey tournaments across Canada, prior to the creation of the NAHC, there was no single event designated as a National championship.

2017 will mark the 16th year of the NAHC. The history of NAHC hosts are listed below.

NAHC HISTORY

1.	2002 NAHC	Akwesasne/Cornwall, ON	April 26 – May 2, 2002
2.	2003 NAHC	Akwesasne/Cornwall, ON	April 27 – May 3, 2003
3.	2004 NAHC	Prince George, BC	April 19 – April 24, 2004
4.	2005 NAHC	Miramichi, NB	April 17 – April 23, 2005
5.	2006 NAHC	Kahnawake, QC	April 30 – May 6, 2006
6.	2007 NAHC	Prince Albert, SK	April 29 – May 5, 2007
7.	2008 NAHC	Sault St. Marie, ON	April 27 – May 3, 2008
8.	2009 NAHC	Winnipeg, MB	May 3 – May 9, 2009
9.	2010 NAHC	Ottawa, ON	May 2 – May 8, 2010
10.	2011 NAHC	Saskatoon, SK	April 25 – May 1, 2011
11.	2012 NAHC	Saskatoon, SK	May 7 – May 12, 2012
12.	2013 NAHC	Kahnawake, QC	April 29 – May 4, 2013
13.	2014 NAHC	Kahnawake, QC	April 27 – May 3, 2014
14.	2015 NAHC	Halifax, NS	April 26 – May 2, 2015
15.	2016 NAHC	Mississauga, ON	TBC
16.	2017 NAHC	To Be Determined	

NAHC Host Bid Process and Guidelines

1. *Eligibility and Target Dates*

As a sanctioned Hockey Canada event, the NAHC are staged annually during the first week in May. This ensures the NAHC do not conflict with any Provincial/Territorial Bantam and Midget Hockey Championships. The NAHC operate for a period of one-week with the opening ceremonies conducted on the first day and closing ceremonies conducted on the seventh day.

Community infrastructure is critical in determining eligibility. The NAHC facility requirements are as follows:

- A minimum of two ice surfaces - the primary arena being National Hockey League regulation size (85' x 200') with seating for a minimum of 500 spectators.

Likewise, the community must be within 150 kilometers from a regional airport, which offers daily flights from major airlines. Should the bidding community be outside the 150 kilometer radius, they must submit a travel plan that includes financial and logistical support for participating teams.

Note: The NAHC Executive will only entertain bids from communities that guarantee no other major event will be staged locally during the dates of the NAHC.

2. *Bid Timelines*

The following are the deadlines for the BC Provincial Host Bid Selection process. All deadlines expire at 4:00 PM Pacific Standard Time (PST):

- | | |
|--|----------------|
| • Call out for BC communities to bid to host 2017 NAHC | March 22, 2015 |
| • Submission of Letter of Intent | April 29, 2015 |
| • Submission of Bid Package | May 27, 2015 |
| • Provincial Phase Bid Evaluation and Selection | June 2015 |
| • National Bid Process | Summer 2015 |

3. *Bid Process*

STEP 1: Submission of Letters of Intent

Interested communities must submit a "letter of intent" by 4:00 PM PST on Wednesday, April 29, 2015. The letter of intent indicates their plan to submit a complete Bid Package. Letters of intent must be either faxed to 1-877-711-5594 (toll-free) or emailed to teambc@bcaafc.com. Letters are to be addressed to:

BC Provincial Host Bid (NAHC) Selection Committee
Aboriginal Sport, Recreation & Physical Activity Partners Council
551 Chatham Street
Victoria, BC V8T 1E1
Fax: 1-877-711-5594
Email: teambc@bcaafc.com

STEP 2: Submission of Bid Package

Those communities that submitted a letter of intent are required to electronically submit their complete "Bid Package" by 4:00 PM PST on Wednesday, May 27, 2015. The Bid Package is the primary document to be reviewed and evaluated by the Selection Committee. Specific components required in the Bid Package are outlined in the sections to follow and should serve as a checklist for each Bid Committee in preparing their application.

STEP 3: Bid Evaluations and Selection

The Provincial Aboriginal Hockey Committee of the Partners Council will establish a Provincial Bid Selection Committee comprised of individuals with extensive knowledge of hockey specifically in the hosting of large National events. Selection Committee members are to have no direct or indirect involvement with a bidding community. Their role is to objectively review, evaluate and rank each of the Bid Packages and determine the bid for which they will endorse at the National level of NAHC host selection.

During the bid evaluation and selection process, should the Provincial Bid Selection Committee have questions regarding details of a bid and follow-up is required, representatives of the Host Bid Committee might be required to communicate with the Selection Committee representatives via e-mail, teleconference or in person.

Once the review and evaluation process is complete and a selection has been made, the successful bidder will be notified immediately of their selection as the BC provincial bid that is to be advanced to national level process.

STEP 4: Advancement to National Selection Process

The successful BC bid will subsequently be forwarded onto a National Host Bid Selection Process with the support and endorsement from the Partners Council and its Provincial Hockey Committee.

The National NAHC Bid Selection Committee (established by the NAHC Board of Governors along with the ASC's Executive Committee) will conduct the review and evaluation of the Bid Packages that have been advanced and endorsed by their respective Provincial/Territorial Bodies. From this process the committee will rank the Bid Packages to determine the Host site and an Alternate.

Should the National NAHC Bid Selection Committee determine that it is necessary to conduct site visitations, it shall be the responsibility of the bidding communities to arrange and pay for the travel costs for one (1) member of the ASC (flight, hotel, per diem - as per the ASC Travel Expense) to conduct an on-site assessment. The site visit shall consist of meeting with Bid Committee, a tour of proposed facilities and amenities (e.g. rinks, hotels, restaurants, etc.), and a tour of the Aboriginal community/services.

*The BC community that is selected for endorsement following the provincial process will be provided with a \$50,000 funding commitment to offset operating costs if they are successfully selected at the national level to serve as the official Host of the 2017 NAHC.

*The successful bidder for hosting the NAHC will enter into a probationary period during which time they must prepare a comprehensive Operational Plan and Progress Report. Upon

successfully completing the probationary period, the formal announcement of the host site for the NAHC will be made. More detail is provided in the Appendix.

4. Bid Package

The Bid Package is the primary document to be reviewed and evaluated by the Selection Committee and should provide an introduction to the Host Bid Committee and its Host Agency/Organization, a comprehensive overview of the Municipality/Aboriginal Community under consideration, and details of the Bid Committees plans for hosting the 2017 NAHC.

Specific components required in the Bid Package are outlined below and should serve as a checklist for each Bid Committee in preparing their application. Deadline for submission of bid package is 4:00 PM PST on Wednesday, May 27, 2015.

A. The Host Bid Committee

The term “Host Bid Committee” refers to the group representing the host community/ municipality and its NAHC planning group. Please provide the names and bios for your Host Bid Committee members including the organization/group for which they will represent. NAHC Host Bid Committees are to include representation from the following stakeholder groups:

- Local Aboriginal Community(ies)
- Municipal Government
- Local Chamber of Commerce
- Local Service Groups and/or Corporate Sponsors
- Local Hockey Leader(s)

Note: It is recommended that the local Minor Hockey Association have representation on Host Bid Committee

It should be noted that following the Provincial Host Bid Selection Process, the successful bidder’s Host Committee will be required to add a representative from the Aboriginal Sport Recreation and Physical Activity Partners Council to the Host Committee.

B. Host Organization & Organizational Plan

- Host Agency/Organization Description
- Headquarters
- Organizational Chart

Each Host Bid Committee must provide an outline and description of the Host Agency or Organization (i.e. the legal entity) that will be responsible for the event. The outline of the Host Organization should include identification of a headquarters or central office that will provide continuity for the dissemination of information on the NAHC and include confirmation of the support staff the organization will provide to the event planning and execution.

The Host Organization will be comprised of a number of working committees created to assist with the planning and delivery of the NAHC. All committees must have significant representation by Aboriginal community members and chaired or co-chaired by a person of Aboriginal ancestry.

Members of the Host Organization must not include individuals who are directly involved with a Provincial/Territorial team participating in the 2017 NAHC.

The NAHC Host Organization will not only represent the interests of the local Aboriginal and non-Aboriginal population, but it will also serve the interests of the entire Province/Territory including governments, corporations and other individuals. The Host Organization will utilize the character, influence and abilities of its members based on their field of expertise.

It should also be noted that the delivery of the NAHC will greatly rely on volunteer support. Accordingly, the Host Organization must pay particular attention to developing and implementing an effective volunteer recruitment program. The Host Organization must operate within a balanced budget and in a timely manner. The Host Organization is required to produce a final written report and financial statements, which are due ninety (90) days after the conclusion of the event.

The Aboriginal Sport Circle's - NAHC Board of Governors, shall be directly involved in the overall management of the NAHC. The Host Organization will appoint one representative to sit on the 2017 NAHC Board of Governors. This is to ensure that the Board of Governors is kept informed of the Host's progress through regular updates/reports. This step also ensures that the Host Organization's interests are well represented within the Championship's governing structure.

C. Community Overview

- Population and Location
- Aboriginal Demographics (in and surrounding the community)
- History of Hosting Other National/Provincial/Regional Events
- Airport (must offer daily flights from major airlines)
- Hotels (number of hotels/motels, number of guest rooms and room rates)
- Other Services and Infrastructure (Restaurants, Shopping)
- Malls, Hospitals, University/College, etc.)

D. Event Plan

- Proposed Event Dates (7 days at the end of April/first week of May; include stated flexibility with alternate dates)
- Support Services (providing possible cost savings for participants through accommodations, transportation and food services)
- Banquet (caterers, seating layout of facilities, etc.) (optional event)
- Ceremonies (opening, closing, awards, etc.)
- Cultural Program & Protocol (daily cultural activities, community involvement, Elders, etc)
- Volunteer Recruitment and Training
- Communications (results, venue-to-venue, staff-to- volunteers, etc.)
- Media and Results (website, statistics, local/regional/national media coverage, etc.)
- VIP Support (accreditation, VIP room, services, etc.)
- Insurance (liability/cancellation insurance)
- Security (volunteer, overnight, accommodations, etc.)
- Medical Service (event physicians on-site, first aid facilities on-site, emergency medical services, strategies for injuries, etc.)
- Marketing and Promotional Strategy (local, regional and national)

- Sponsorship Strategy (corporate and government sponsorship, local/regional fundraising)
- Legacy Plan (how will a profit be invested towards Aboriginal sport development)
- Budget outlining all areas of anticipated revenue and expenditures (balanced, reasonable, etc.)

E. Competition Venues

The Package is to include detailed information on the competition venues to be used for the NAHC. As site visits will not be conducted at the provincial bid stage, it is important to include images with the event detail and description.

A minimum of two ice surfaces are required to host the NAHC. The primary rink must be NHL regulation size with a minimum seating capacity for 500 spectators. A facility with a minimum seating capacity of 600 is required for the Awards Banquet (optional).

- Venue Images and website
- Ice Surface (i.e. size)
- Seating Capacity (i.e. number of seats)
- Seating Style (i.e. theatre, bench)
- Dressing Rooms (i.e. size, number of rooms)
- Facility Amenities (i.e. equipment Storage/Drying Facilities, Skate Sharpening, Sports Shop, Concession, Sound System, Box Office, Parking/Access, etc.)
- Exclusivity (no other groups or events schedule for use of the facilities)
- Medical Facilities (on-site)
- Advertising (i.e. ice, rink boards and all areas within the immediate spectator area must be free of advertising)
- Multi Purpose Rooms (i.e. size, number of rooms)

F. Qualified Officials

As a prerequisite of Hockey Canada's sanction of the NAHC, all games must utilize officials that meet a predetermined Hockey Canada Level of Certification. These 'Qualified Officials' include all on and off-ice officials consisting of referees, linesmen, goal judges, scorekeepers/ markers and timekeepers.

In the male category, all Head Officials must have a minimum of Level 4 Certification, while all linespersons must possess a minimum of Level 3 Certification. In the female category, all Head Officials must possess a minimum of Level 3 Certification, while all linespersons must possess a minimum of Level 2 Certification.

It is a priority to utilize a majority of Aboriginal persons in these positions. Details of a review/inventory of qualified local/regional Aboriginal and non-Aboriginal officials must be provided. The bid should also outline a plan to utilize these officials.

Additionally, special programs to upgrade Aboriginal officials so that they meet Hockey Canada's qualifications should be considered.

G. Surplus and Deficit

There may be a surplus of funds associated with the hosting of the NAHC. In terms of disbursement of proceeds there will be a partnership between the Host Organization and the ASC. The exact percentages shared between the two organizations shall be seventy-percent (75%) to the Host Organization and twenty-five percent (25%) to the ASC, which will be formalized through a Hosting Agreement.

As per the criteria of the Master Bid Document, the Bid Committee must outline its plans for a surplus as it relates to Aboriginal sport development at the local and regional levels. Every effort shall be made to avoid a deficit. It is a prerequisite that the Host Organization operate under a balanced budget. The ASC assumes no responsibility should the Host Organization incur a deficit.

5. Contact Information

For further information please contact:

Aboriginal Sport, Recreation & Physical Activity Partners Council

Lara Mussell Savage

Manager, Sport Development & Competitions

Email: lmussell@bcaafc.com

Phone: 250-388-5522 ext 233

Toll-Free: 1-800-990-2432 ext 233

Appendix

NAHC National Level Selection Process Probationary Period

The successful bidder for hosting the NAHC will enter into a probationary period, during which time they must prepare and submit a comprehensive Operational Plan and Progress Report, which demonstrates the ability to implement the following structural and administrative properties:

- Operational Plan (based on the details within the Event Organizational Plan as originally presented in the Bid Package)
- Organization structure
- Staffing Requirements
- Critical Path
- Proof of base funding; in the form of Letters of Commitment from governments (Federal, Provincial or Territorial, Aboriginal, Municipal) and private sector sources.

If, upon review of the plan and progress report, the Bid Selection Committee concludes that significant progress has not been made within the set probationary timeline, then the ASC maintains the authority to transfer the right to host the NAHC to the designated alternative host site.

Upon successfully completing the probationary period, the formal announcement of the host site for the NAHC will be made.