



CANADA GAMES

Bid Guidelines

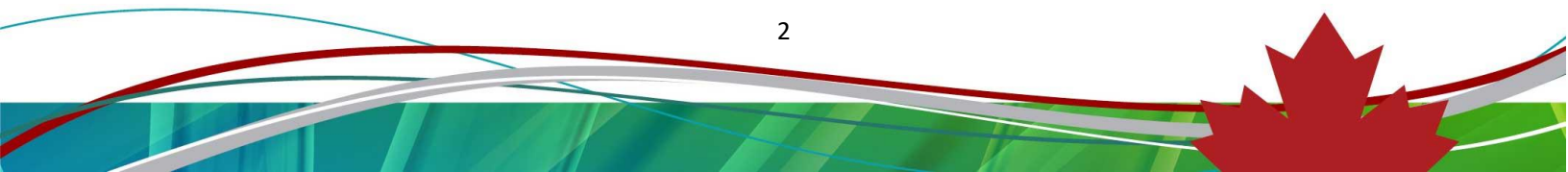
Canadian Senior Games Association

www.canada55plusgames.ca

Revised: May 2021

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GUIDELINES FOR PREPARING A BID FOR THE 2024 CANADA 55+ GAMES

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)
Box 1558
Lunenburg, NS
B0J 2C0

Phone: 1-902-523-5590 **E-mail:** president@canada55plus.ca

Applications to host the 2024 Games must be received no later than **April 30, 2022**. In addition, communities submitting written bids must be prepared to verbally present their bid to the CSGA Directors at the 2022 AGM to be held in Kamloops, British Columbia in August 2022.

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 2024 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 the process of qualifying participants for 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 in duration and are held during the last two weeks of August 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.

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 the level of participation has 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 except for 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 CSGA Coordinator.

See CSGA website for list of [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

The Games:

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

Participant-centred Games: We believe in the concept of a “*participant-centred*” Games; that is, respecting participants, never forgetting they come to us by choice and plan 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 camaraderie 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	Cancelled due to Covid-19
2022	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 those smaller communities will not be considered, but they will have to be innovative in their approach to accommodation and transportation issues.

BID APPLICATION GUIDELINES

Communities interested in hosting the 2024 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.
- List of major events, including sporting events where possible, previously hosted by the community. Specify:
 1. Name of Event
 2. Number of Participants
 3. Number of Volunteers
 4. 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 within 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

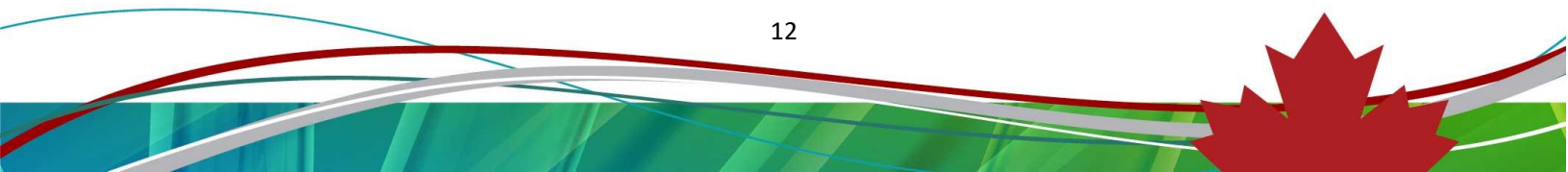
Identify the media resources available and the plan for involving each in the promotion and coverage of the Games. Identify what local attractions you foresee as being of interest to both participants and non-participants, and what thoughts you might have as to how you might best want to showcase these 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 with respect to the places of accommodation. List the names of local sport organizations, educational facilities, senior clubs, etc. willing to offer the 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-centred / Senior Friendly

A “participant-centred” 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.

➤ Bilingualism

Participants from all across Canada come to the Games by choice. Wherever possible, any communication / information for the participants non-participants should be available in both the official languages of Canada. Reference page 21 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 2024 Canada 55+ Games.



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 (4)	Bocce (7)	Carpet Bowling (6)
Cycling (8)	Floor Curling (5)	Horseshoes (5)
Lawn Bowls (7)	Stick Curling (4)	Table Tennis (3)
Washer Toss (1)	Whist (4)	

NOTE: The number in brackets indicates the number of provinces/territories out of 11 that offer this event.

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.

Demonstration Events

The CSGA may also consider the inclusion of a maximum of two other local sporting events that would be **unique** to the area where the Games are being hosted and of interest to the participants at large. These events would be considered Demonstration Events, are not to be competitive, are non-medaled and **MUST** be approved by the CSGA.

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 16: Minimum Venue Requirements

Page 19: Participant Numbers by Year

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 "Come and go"
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' 8" from centre point to the floor, toe line should be 7' 9-1/4" from the face of the board, adjacent boards should have at least 6-7' between centre points, 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 three days including a practise round, 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.) Allow for practice time.	140
Ice Hockey	6 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.	500+
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, 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 a 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 colour; 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 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
- food available to purchase at all venues (on site, close-by or brought in)
- 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

PARTICIPANT NUMBERS BY YEAR

<i>Event</i>	<i>2012 NS</i>	<i>2014 AB</i>	<i>2016 ON</i>	<i>2018 NB</i>	<i>3 – Year Ave.</i>	<i>2022 BC</i>	<i>2024</i>	<i>6-Yr Ave.</i>
Mandatory:	(East)	(West)	(Central)	(East)	(14-18)	(West)	(Central)	(08-18)
8-Ball Pool	17	33	30	32	31			23
Contract Bridge	36	36	24	Cancel	32			35
Cribbage	46	56	49	56	53			51
Darts	29	31	24	34	29			27
Duplicate Bridge	16	40	22	30	30			27
Five-Pin Bowling		145	113	--	129			114
- Candlepin Bowling	102			96				
Floor Shuffleboard	38	34	26	45	35			36
Golf	78	149	86	93	109			97
Ice Curling	140	142	136	167	148			142
Ice Hockey (# teams)	292 (19)	387	440	596	474			363
- Women (2012)	26	57	?	111	84			64
Pickleball (2014)		72	62	118	84			85
Scrabble	20	27	10	14	17			18
Slo-Pitch (# teams)	163 (12)	268	154	77	166			165
Swimming	44	68	52	63	61			57
Tennis	38	69	45	47	53			49
Track & Field	68	127	78	133	112			94
Optional:								
Badminton	41	44	31	39	38			38
Bocce (2012)	22	50		22	36 (2)			32 (3)
Carpet Bowling		44	29		36 (2)			36 (2)
Cycling	12	41		38	39 (2)			30 (3)
Floor Curling		32						32 (1)
Horseshoes	9			18	13 (2)			14 (4)
Lawn Bowls			25	32	28 (2)			28 (2)
Stick Curling								
Table Tennis	13		27		21			21 (3)
Washer Toss (2008)	10				14 (2)			14 (2)
Whist		76		Cancel				54 (2)
Bonus:								
5Km & 10km Run	7	76	40	82	66			41 (4)
Participants	1275	1976	1473	1861	1770			1513
Non-Participants	274	349	283	405	345			310
TOTAL	1549	2325	1756	2266	2115			1823

Updated : Apr 2019

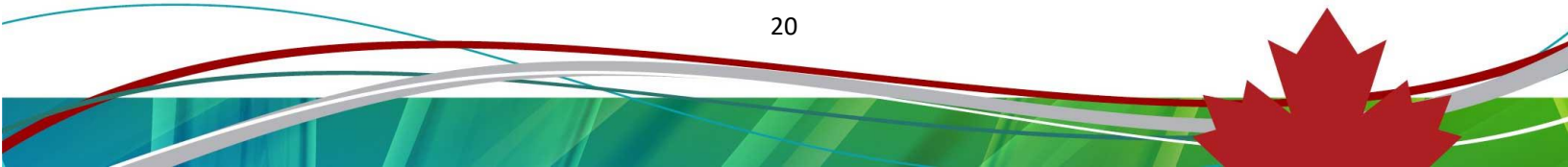
NOTE re 2014: The Host province of AB had a full team = 730+



<i>Event</i>	1996 SK	1998 AB	2002 PEI	2004 YK	2006 MB	2008 NB	2010 ON	<i>3-yr Ave</i>
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

NOTE: in 2024 a full team = approx. 1100+



PARTICIPANT-CENTRED & SENIOR FRIENDLY GAMES

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

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

- arranged seating as a Team (Province/Territory) at the Opening/Closing Ceremonies
- hotel accommodations by Team (Province/Territory) if/when possible
- 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

BILINGUALISM

Also consider the concept of “Bilingual Games”. Some examples are provided below, but are not limited to this list:

- Accommodations information
- Events schedules
- Games posters
- Games signage
- Health Form
- Opening & Closing ceremonies information
- Registration form & instructions / Participation waiver
- Special events information
- Transportation information & schedules
- Travel information
- Venues instructions, announcements & directions
- Website, Social media, etc.
- Etc.

BUDGET FORECAST

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

Expenses		Revenue
Administration	Protocol	Grants (All levels of Gov.)
Accommodation	Promotions	Corporate Funding
Ceremonies	Special Events	Gift In-kind/Services
Facility Rentals	Transportation	Registration Fees
Games Events	Volunteers	Other

Note: 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 (souse, 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 39, Games year.
- Additional Team Fees have been set at \$150 for Ice Hockey and Slo-Pitch and \$100 for Ice Curling. (no HST/GST required)
- The Host Community must establish a Games website at least 15 months prior to the 2024 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.

SUBMISSION FORMAT AND CHECKLIST

(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 TIMELINE

April 30, 2022	Deadline for bid submissions
August 2022 AGM	Communities bidding on the 2024 Games will be invited to present bids. Communities will be notified of the successful bidder of the 2024 Games. CSGA delegates will meet with the successful bidder after being awarded the Games.
October 31, 2022	Host Chair(s) and Committee to be confirmed
December 1, 2022	Hosting Agreement to be executed/reviewed with the Host. Hosting Handbook to be reviewed with the Host

