

# NATIONAL ABORIGINAL HOCKEY CHAMPIONSHIP

BID SUBMISSION GUIDE





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## BID SUBMISSION GUIDE

**This Guide is designed  
to assist in compiling  
a Bid Book.**

If you have questions about creating the Bid Book that is not answered below,  
please contact the NAHC Coordinator at [nahc@aboriginalsportcircle.ca](mailto:nahc@aboriginalsportcircle.ca)

Each section should be reflected in the Bid Book.





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### Event Details

This section shows details regarding infrastructure and facilities that can support the event in your community.

### Proposed Event Dates

Outline the dates on which you want to host the NAHC. Feel free to provide as many alternatives as you wish. Remember that the dates cannot conflict with other Hockey Canada events drawing on the same age group.

Also note that the venue needs to be available the day before the event date starts.

### Host Community Name

Provide Indigenous and Canadian name, if applicable. Indicate if you wish for the Indigenous name to be primary by formatting thus (example only): Kjiptuk (Halifax), as well as the ancestral territory in which the host community resides in (example: Edmonton, Treaty 6 Territory, home of the Cree, Saulteaux, Blackfoot, Sioux and Métis People).

### Host Community's Average Temperature/Meteorology in May

Show the typical high and low temperature for the Community or area.

If available, also indicate the weather (snow, rain, wind, etc.).

This information can typically be found through Environment Canada







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# Demographics

## Area

Square area of community, municipality or territory.

## Traditional Indigenous Peoples/Territory

The established and/or traditional people who live(d) in the Community location.

## Local Airport

### **Name and Address**

### **Typical Number of Daily Inbound Flights in May**

This may be difficult information to obtain, but the goal is to understand how active the airport is.

### **Percentage of Cancelled Flights in May**

Again, may be hard to obtain, but shows the reliability of flights getting there during the event dates.

### **Main Feed-In Hubs (*Toronto, Calgary, Vancouver, etc.*)**

Where do most of the flights come from and depart to?

### **Largest Plane Size/Type that can be accommodated**

In case a team charts a plane it is important to know what size can be accommodated, e.g., can the team and gear fit on that plane type.

### **Optional Methods of Host Community Access (*e.g., nearby airports and transfers, etc.*)**

Enter options such as bussing in from a different airport.

This also can be presented as a backup plan if the reliability of local airport is uncertain at time of year.





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### Proposed Hotels/Dorms

Each host must identify a "Host Hotel" in which the host team will stay (unless utilizing dorm rooms). Staff and officials may also utilize the Host Hotel for accommodation and morning meetings. Note that double occupancy is required for teams – "one head per bed."

### Public Transportation Details

Public buses, taxis, ride share.

Please list insured, reputable firms.

### Hospitals and Clinics *(names, addresses and websites)*

**Please indicate whether the hospital or clinics have:**

X-ray, MRI, Physiotherapist, Surgeon, On-Call Dentists, Concussion Centers.

### Major Events Previously Hosted in Host Community

This helps demonstrate the local expertise and capabilities in the Host Community. Mention whether they are locally organized and speak to the strength of local volunteerism.

### Commitment to Form a Host Society

The successful bidder must create a standalone not-for-profit corporation with which the ASC will contract to mount the event. (See Bid Manual for further details on qualifications)

To protect the Host Society and the ASC from liability and ensure accountability, this is a critical requirement. This is often a temporary entity that is dissolved after the event.

### Proposed or Existing Host Society Organizational Structure

List the structure intended or existing. Show the roles, responsibilities, titles and, if applicable, the names of the people in the Host Society. Explain how communication will work. Also indicate any planned change in size and function as NAHC gets closer.





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## **Event Vision**

This section outlines your vision for the participants' and community's' experience and engagement as well as the direct and indirect impacts and legacies of the event.

## **Host Objectives**

Why do you want to host the 2028 NAHC. What benefits will your community receive and how will holding the event in your community ensure an exciting, successful and inclusive event and experience for the participants?

## **Community and Government Support**

Letters of support from various levels of government, community organizations and Indigenous communities are crucial (see following paragraphs). Note wherever you have included a letter from below in your Bid Book.

## **Indigenous Leadership and Community Support**

Leadership noted can be hereditary, elected or social. Indigenous Community support can be varied. Some of the items below may reflect that support; in such case, enter your information there.

## **Council or other Government Support**

Elected support via resolution or endorsement by elected official.

## **Governmental Financial Support**

Committed or promised funding or support for grant applications.



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## **Other Financial Support**

Committed funders such as sponsors, philanthropic organizations, etc.

## **Media Support**

May include TV, radio stations, online hosted streaming, etc.

## **Cultural Experiences Available in Host Community**

Experiences available during free time for participants, families and visitors.

## **Community Engagement**

Describe how do you envision the community will be engaged, e.g., participants, volunteers, performers, artisans, audience, spectators and residents.

## **Legacy Statement**

Outline post-event direct and indirect impacts in the Host Community.

Also include how any profit would be invested to support legacy.

## **Event Capture**

Explain photography, videography or other “leave-behind” material provided for tournament and participant experience.







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# Event Planning

This section outlines your plans for accommodation, marketing, safety, transportation and financial plans in greater detail.

## Accommodation and Hospitality Plan

Outline the approach to attaining accommodations, including measures to ensure they are accessible, appropriate, and cost-effective. Will you be utilizing dorms or hotels? Has May's occupancy been checked? Are there any rooms held at this point? What kind of support is in place for the teams, coaches and officials? Are there adequate number of banquet rooms to support group meals or team meetings? Also think about amenities. Are there gyms, pools, or other attractive amenities youth might enjoy?

The eventual detailed plan will need to specifically show how the rooming blocks and reservation process will be managed.

## Transportation Plan

Outline the resources and approach envisioned for the event.

The preliminary plan must outline how teams will get to and from the airport, and to and from accommodations. It will be quite high level focusing mostly on who will be organizing and creating the plan as well as progress to date.

The detailed plan should start to show schedule, number of vehicles, etc.

Very dependent on team and hotel confirmations.

## Volunteer Engagement Plan

NAHC 2028 cannot succeed without volunteer support. The Host Society will be responsible for the recruitment, clearing and scheduling of the volunteers as well as their care and comfort.

Your preliminary plan should show how recruitment and engagement will be approached. What will the clearing process look like, regarding background checks. What special expertise do you think you will need? How will volunteers be scheduled and deployed? What will be the plan for attrition, re: no-shows. And how will they be cared for? And how will it be deployed?

The interim and detailed plans should enhance the above as well as provide an update on the number recruited, financial or in-kind, planned training sessions, a "plot" map of where the volunteers will be positioned and their roles and responsibilities, as well as the planned schedule.







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## **Communications, Marketing and Promotion Plan**

In your bid, outline first thoughts on how messaging, marketing and promotion of the event will work best in the Host Community and what needs to be in place to successfully realize those.

Also, this is the area to support media (wi-fi, production rooms, accreditation etc.) needs to be considered. And what do you think will drive people to the website

This will be tied into your Sponsorship and Revenue Generation plan, re: generating excitement and the incentive to sponsor or fund.

The preliminary plan should include a schedule and audiences you want to capture. Also, aim to include a “plan to fill the stands!” The detailed plan gets into further information and provides a report on acquired media, online interest and anticipated coverage.

## **Language Plan**

In your bid, outline your plan to encompass both English and French in signage and printed materials. This will allow The Host Society to identify and budget for translation services.

Translation of signage in the host community/city’s Indigenous language(s) is highly encouraged.

## **Budget**

In your bid, provide an overview of projected costs anticipated. This will allow the bid evaluators to determine your perspective on the completeness and scope of staging project.

The Host Society will be expected, due to the “co-hosted” model with the ASC, to share financial information. The ASC will not want excessive access into your event budget, but the Host Society, via the Hosting Agreement, will be expected to demonstrate that the event is financially stable and that risks (shortfalls or otherwise) are being mitigated.

## **Sponsorship and Revenue Generation Plan**

In this section, outline where you will be going to seek sponsorship or just straight funding and how much you will be seeking (directly connected the Budget item above (C2)).

The detailed plan will show your sponsorship strategy (levels, title sponsors, etc.) The Plan should indicate whether grants have been applied for and/or awarded. And additionally, what are the thoughts about entry fees for spectators? Is there an appetite for a ticketed event in the Host Community? What is the projected take.

In the final plan, it will be important to know if your costs are met by your projected revenue.

The ASC is available to work with the Host Society on Sponsorship planning, acquisition and amplification.





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# Competition Venues

Some sections below were pulled from Event Planning section. This can be removed.

This section outlines the competition venue, its amenities, and the safety and security of the event.

## Venue Amenities and Usage

Please describe the proposed venue including the name, address, the number of ice surfaces to be used, the capacity, the seating arrangements, the number of dressing room, and the various areas in the venue that will be used for the tournament. Dressing room rotations, equipment storage, check-ins, accreditation checks, rest and restore areas, room for daily briefings, AV set-up, and ASC and Host Society office space information is also appreciated.

## Multi-Purpose Rooms

Note what will be available, re: type of room, number of rooms, sizes, amenities within (tables/chairs, whiteboards, projection, food prep areas, sinks, etc.).

## Event Medical Services and Support

Please describe what you think will be needed and what your approach would be. Due to the nature of the competition, it is highly recommended to have medical professionals on-site for the duration of the event, such as Athletic Therapists.

The detailed plan, when due, should have commitments from some of the more difficult to secure personnel in place. The final plan will be fully fleshed out with schedules, names and roles and responsibilities laid out.)

Indicate any Venue-contracted medical staff that are present during events.

This is an area in which the Host Society will work very closely with the ASC. It will also be informed by the at-hand services (hospitals and clinics) the Host Community has.



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## **Safety, Security and Risk Plan**

This is a critical part of putting on a safe event and touches on both the participants and attendees. Whether planning on using volunteers, paid staff or a combination of both, have a clear plan for personnel scheduling and deployment. A key part of the is the security communications plan: who oversees what critical decisions when? And how is that information shared? within the physical space itself: An Event Site Map needs to show the position of all the services, facilities, entry and exit points; how will you keep only accredited people in the sensitive team spaces? What about the public? What conduct is acceptable and what needs to be addressed?

In the bid book, outline what the scope of your future plan will be and how you plan to address safety and security priorities. The detailed plan should demonstrate that your Safety and Security committee or the Host Society itself are starting to work with the venue, the hotels and the bus lines on risk and safety matters. Your event will need to align with practices and procedures already in place the venue.

The final plan will show what controls will be in place and demonstrate that the Host Society is starting work with the teams and ASC to ensure a safe event for all. The plan will also need a risk register that identifies emerging or existing risks and how they will be resolved or mitigated.

Having a good Safety, Security and Risk plan in place is something insurers will want to see. Having a plan that is well executed is something that works well to defend the Host Society from any successful litigation against them.

## **Venue Advertising Capabilities**

Please note, ice, rink boards and areas within immediate spectator area must be free of advertising.







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# Final Thoughts

Please utilize the Bid Book to showcase your community, and outline how you feel that hosting the National Aboriginal Hockey Championships will benefit your community, your province/territory and Indigenous participants from across Turtle Island.

If you have any questions or concerns, please do not hesitate to contact the NAHC Bid Coordinator at [nahc@aboriginalsportcircle.ca](mailto:nahc@aboriginalsportcircle.ca).