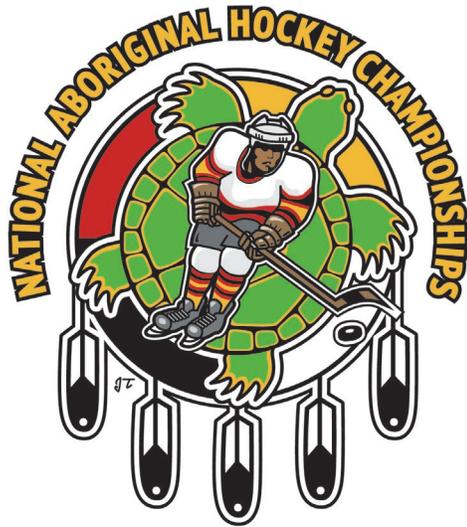


NAHC 2024



BID MANUAL

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NAHC 2024

BID MANUAL

SECTION ONE

National Aboriginal Hockey Championships 2024

The ASC is seeking a Host Community to serve as the location for the National Aboriginal Hockey Championships in May 2024.

About the NAHC

The Aboriginal Sport Circle (ASC) established the National Aboriginal Hockey Championships (NAHC) in 2002 to serve as the premier competition for young Indigenous hockey players in Canada. The ASC owns the event and annual co-hosts with a Host Community.

An exciting blend of sport and culture, the NAHC provides a forum for elite Bantam/Midget aged Indigenous youth to not only compete for sport glory, but to also come together in ceremony and comraderies. This annual event fosters cultural unity and pride as it celebrates Aboriginal athletes from across the country.

Many NAHC players, both female and male have gone on to notable careers in hockey and sport. Below are a few:

- Ethan Bear (NHL Current Team: Vancouver Canucks)
- Sydney Daniels (US Hockey, Pro Scout Winnipeg Jets)
- Bridgette Laquette (Team Canada, Pro Scout Chicago Blackhawks)
- Jocelyne Larocque (Team Canada Olympic Gold Medalist)
- JL Rattray (Team Canada Olympic Gold Medalist)
- Zach Whitecloud (NHL Current Team: Vegas Golden Knights)

About the ASC

Acting as a national voice for Indigenous sport, recreation and physical activity since 1995, the ASC is a member-based organization with representative members in each province or territory. As well as annually hosting the NAHC, the ASC also is the Canadian Domestic Steward for the North American Indigenous Games and manages the Tom Longboat Award, which annually recognizes the country's most outstanding male and female Indigenous athletes. The ASC works with its members, the PTASBs, on delivery of the

nationwide Aboriginal Coaching Program, as well as Indigenous athlete development programs. <https://www.aboriginalsportcircle.ca/>

SECTION TWO

Bid Invitation and Conditions for Eligibility

The information and bid process outlined below provides guidance to those interested in hosting this prestigious event.

INVITATION TO BID

The ASC is seeking bids from communities or organizations (Host Societies) interested in hosting the 2024 National Aboriginal Championships.

To be eligible, the submitted bid must be endorsed by the local Provincial or Territorial Aboriginal Sport Body (PTASB). See **Appendix B: PTASB Contact List** for listing of provincial and territorial PTASBs and designated contact.

Only one bid per province or territory will qualify for consideration.

NAHC EVENT DATES

As a Hockey Canada-sanctioned event, the NAHC typically takes place in the first two weeks in May. This ensures that the NAHC tournament does not conflict with Hockey Canada Branches Provincial / Territorial U15 and U18 Championships, Hockey Canada's U18 Telus Cup and the Esso Cup National Championships.

BIDDER ELIGIBILITY AND REQUIREMENTS

Commitment to Create a Host Society

The Host Society must be a local, insurable, incorporated and not-for-profit entity, often created prior to NAHC event and dissolved within 6 months post-event.

The Host Society's role is to stage the NAHC. It will typically have volunteer directors and numerous volunteers, although salaried employees in leadership roles are not uncommon.

The Society is responsible for staging the event in accordance with the Hosting Agreement, Event Guidelines, Technical Package Requirements and in cooperation with the ASC and the ASC Hockey Committee. For the role and responsibilities of the Host Society please see Section Three.

The Host Society is strongly encouraged to include, but not necessarily be limited to, representation from the following groups:

- Local Indigenous Communities
- Local government
- Local business
- Fundraisers or potential local sponsors
- Experts in risk management, security, finance and event production

- It is also strongly recommended that local minor hockey organization representatives be included

At times, the Host Society will be required to include, for certain matters and on a non-voting basis, at its meetings:

- ASC staff or board representatives
- ASC Hockey Committee representative
- Local PTASB representative

The Host Society cannot include individuals who are directly employed by or who volunteer with a provincial or territorial team competing in the tournament.

Cultural Representation

First Nations, Métis and Inuit representation on the Host Society is strongly encouraged wherever possible. The Host Society should commit to building capacity among Indigenous businesses, organizations, artists and volunteers.

Host Society Organizational Structure

Each Host Society must create an organizational structure that demonstrates a comprehensive and efficient approach to event planning and staging.

The Host Society should include in its organizational structure a number of committees, led by volunteer or paid experts in the relevant area, which will be responsible for key aspects of the event.

Host Society Location and Contact Information

The Host Society must have a primary physical address acting the central office. The Host Society must also provide stakeholders with email addresses and phone numbers by which to received and disseminate information. Proprietary email addresses are highly recommended.

Commitment to Enter a Hosting Agreement

The Host Society must be willing to and legally able to enter a Hosting Agreement with the ASC. While some aspects are negotiable, the responsibility to meeting the hosting requirements outlined here and in other event documents, to ensure the venue and other event aspects, and to indemnify the ASC is non-negotiable.

HOST COMMUNITY REQUIREMENTS

When preparing the bid, the following needs to be seriously considered.

Conflicting Events

The ASC will only entertain bids from communities that can guarantee no other major event will be locally staged at the same as or potentially overlap with NAHC Event Dates.

Flight Access

The Host Community is strongly preferred to be within 150 kilometers of a regional airport offering daily flights from major airlines.

For bidding communities outside of that radius, a detailed travel plan, outlining logistical and financial support for the participating teams, should be submitted with bids.

Event Venue

The event venue must have a minimum two quality ice surfaces, with at least one being National Hockey League regulation size (85' x 200') with seating for a minimum of 500 spectators.

Bid Value Adds

The following will be considered an asset when included in initial bids.

- Publicly accessible online streaming
- Organized social events for participants, particularly athletes

SECTION THREE

Roles and Responsibilities

The roles and responsibilities of the three key organizational entities involved with staging of the NAHC are listed below.

These three entities work cooperatively and collaboratively together to ensure the success of the event and the safety of the participants. Constructive and regular communication via meetings, emails and calls occurs regularly during the planning stages, the event and after the competition is complete. These three entities are expected to identify any emerging risks or issue and address them in a timely manner.

ABORIGINAL SPORT CIRCLE ROLE:

The ASC acts as the guardian and steward of the NAHC. The NAHC is a key ASC asset and is one of most public ways it realizes its mandate to increase the number of and expand the capacity of Indigenous athletes, coaches, officials, and volunteers as well as create health and well-being in Indigenous communities.

- Invites and reviews hosting bids for NAHC.
- Organizes and attends Host Community site and venue inspections.
- Enters into a Hosting Agreement with Host Society.
- Assists and supports Host Society with preparations for upcoming NAHC.
- Leads monthly pre-event planning meetings with PTASBs.
- Oversees registration of teams for tournament and helps review rosters.
- Acquires the letter of sanction from Hockey Canada.
- Promotes and supports local and national marketing and promotion of NAHC.
- Keeps and protects NAHC logo, marks and other intellectual property.
- Attends the Championships and performs various functions related to accreditation, dispute and harassment resolutions, and on-ice scheduling and results tracking.
- Distributes post-event survey, conducts analysis, develops recommendations and improves planning and staging processes for upcoming games.

- Prepares (next) event bid packages and oversees the bidding and selection process.
- Initiates and manages strong supportive relationships with the hockey and general sport sector.

ASC HOCKEY COMMITTEE ROLES AND RESPONSIBILITIES:

Although it performs other functions, in regard to the NAHC, the ASC Hockey Committee's role is as an agent of the ASC. Often acting in shared leadership, the ASC Hockey Committee plays a key role pre-, during and post-event.

- Assists in review of Hosting Bids and selection of
- Accompanies the ASC on site visits
- Determines tournament schedule
- Develops technical package
- Supports logistical planning
- Receives and reviews progress reports and plans, as submitted and to schedule
- Participates in monthly pre-event planning meetings with PTASB
- ASC Hockey Committee Chair responsible for managing and overseeing tournament on-ice competition, including but not limited to, scheduling, results tracking, technical rule, disputes and issues and risk mitigation.

HOST SOCIETY ROLES AND RESPONSIBILITIES

The NAHC is a week-long event that requires months of planning. The Host Society is responsible for the overall planning and staging of the NAHC with the exception of on-ice play and sport tournament management which is undertaken by the ASC or their agent.

- Establishes and maintains event offices, workers (paid or volunteers) and budget
- Raises funds to support the staging of the NAHC
- Creates and oversees the committees, select and meet with committee leads and ensure meeting of key milestones and deadlines
- Undertakes responsible and transparent financial management and accounting practises.
- Provides regular and accurate information (public, operational and technical) via an effective communications plan
- Promote, markets and creates local excitement for the tournament while maximizing the local economic, social and community impact
- Utilizes proprietary marks and logos, as well as other intellectual property, in respectful and compliant manner.
- Secures the care and comfort and physical and emotional safety of NAHC participants in regard to accommodation, meals, social gatherings as well as standards for off-ice conduct.
- Imbues the event with cultural spirit and ceremony, in particular by creating and staging opening and closing ceremonies, visual pageantry, and cultural authenticity.
- Designs and produces medals and other awards.
- Applies strong environmentally friendly practices with the goal of reducing the event's climate impact

- Tracks opportunities best practises as well as emerging risks and threats and addresses in post-event report to the ASC and ASC Hockey Committee
- Enhance and protects the reputation of the event, its participants, the Host Community and the wonderful sport of hockey.
- Ensures that safe change rooms, toilets, and other facilities are accessible to all gender non-conforming individuals (as outlined in ASC’s Gender Policy).

SECTION FOUR

NAHC 2024 Bid Timeline

BIDDING AND SELECTION SCHEDULE

Communities or organizations interested in hosting the NAHC are required to prepare and submit a formal bid. The bid must provide the required information and be submitted by deadline. Below are the key dates and deadlines required related to the bid and selection process. For more detail, see Section Five.

DATE	ACTION	NOTES
January 13, 2023	Bid Process Declared Open	Bid package available by request @ rfp@aboriginalsportcircle.ca
February 10, 2023	DEADLINE: Letter of Intent and Bid Fee Submission	Electronic or mail Submission. Accompanied by \$1,500 bid fee (non-refundable) NOTE: Bids cannot proceed is this step is not complete.
February 24, 2023	DEADLINE: Bid Submissions	All bids must include supporting letters, as well as letter of endorsement from provincial or territorial PTASB. Only one bid per province or territory will be accepted.
February 27 – March 6, 2023	Bid Review and Clearing	By ASC non-voting staff. Incomplete bids will not move forward.
March 7 – 10, 2023	NAHC Selection Committee Review	Individual members confidentially score bid.
March 13 – 17, 2022	ASC non-voting staff compile scores and rank bids	Bids ranked 1 st through 3 rd .
March 20 – 22, 2023	Virtual interviews with top three bidders.	Conducted by NAHC Selection Committee.
March 23 – 27, 2023	Site visits undertaken	Conducted by NAHC Selection Committee Representative.
March 28 – 29, 2023	Final scoring and submission to NAHC Selection Committee	By ASC Staff.
DEADLINE: March 31, 2023	Selection of and offer to Host (CONFIDENTIAL)	Presented to the selected Host Society.
March 31, 2023	Letter of Undertaking	Selected Host and ASC sign letter of undertaking. Preliminary planning and agreement negotiations begin.
April 1 – May 6	Pre-Planning Period	Logistics, workplans, event planning, announcement communication preparation
May 13, 2023	Announcement: NAHC 2024 Host	Public announcement.

June 30, 2023	DEADLINE: Host Agreement Executed	Execution of Agreement will be dependent on submission of certain event plans.
September 30, 2023	DEADLINE: Progress Report	Progress report must accompany certain detailed event plans.

SECTION FIVE

Submitting a Bid

There are multiple steps and parts to submitting a bid

ACQUIRING THE BID PACKAGE

The Bid Package will be available on January 13, 2023. Please email the NAHC Bid Coordinator at rfp@aboriginalsportcircle.ca to receive the Bid Package.

The Bid Package will consist of 3 documents:

The Bid Manual: Please review prior to sending in a Letter of Intent.

The Bid Submission Form: Please review prior to sending in a Letter of Intent, as this shows the format in which the bid is to be submitted as well as the information expected. It also shows what level of detail is required at bid time, with notes on when further detailed plans are due.

The Bid Guide Submission Guide: This form provides more information regarding what to consider when writing your bid.

THE LETTER OF INTENT AND BID FEE (FORM 1)

NOTE: Only bids from and to be hosted within Canada will be considered.

A sample of a Letter of Intent can be found in **Appendix A**.

Letter of Intent

To be eligible to bid, the bidder must provide a “Letter of Intent” to bid. The letter should outline your Host Society name (if applicable) and/or the Host Community in which you want to host NAHC 2024.

The Letter of Intent should be addressed to the NAHC Bid Coordinator and sent to rfp@aboriginalsportcircle.ca . Or the Letter of Intent can be mailed to: Attn: NAHC Bid Coordinator, Aboriginal Sport Circle, c/o House of Sport RA Centre, 2451 Riverside Drive, Ottawa, Ontario, Canada K1H 7X7.

Bid Fee

The bid fee is non-refundable.

If the Letter of Intent is sent by mail, the letter must be accompanied by a non-refundable cheque of \$1,500 made out to the Aboriginal Sport Circle.

If the Letter of Intent is sent via email it will not be considered until a non-refundable cheque of \$1,500 made out to the Aboriginal Sport Circle is received via mail. The cheque

should be sent to: Attn: NAHC Bid Coordinator, Aboriginal Sport Circle, c/o House of Sport RA Centre, 2451 Riverside Drive, Ottawa, Ontario, Canada K1H 7X7.

PTASB Endorsement

The Letter of Intent must be accompanied with a letter of PTASB endorsement. Each PTASB will only endorse 1 bidder per province or territory. The ASC will not review bids that do not have the endorsement of the PTASB from the bidder's province or territory. See **Appendix B** for PTASB contact information.

Authority to Provide Notice

The Letter of Intent must be signed by a person who has been granted the authority to do so by the organization or society they represent.

THE BID SUBMISSION FORM (FORM 2)

Accompanying this package is the **Bid Submission Form**. This is the form to be filled to submit a bid.

The Bid Form must be signed by a person granted the authority to do so.

If the bidder wishes, they can use their own standalone document for their Bid Document, but that document **must mirror the format of the Bid Submission Form** and provide the same information asked for in that form. This will allow for fair comparison at the bid review stage.

Supporting documents can accompany a bid; such cases, the bidder should clearly note in the Bid Submission form that there are other forms to be referred to.

The key goal at the initial bidding stage **is to demonstrate that the Host Society is capable of staging the NAHC and that the Community has the infrastructure and desire to host the Championships.**

The PTASB must provide a Letter of Support for the final bid and that letter must accompany your Bid Submission. The bid, therefore, must be provided to the PTASB for review. It is highly recommended that communication be well-managed between the Host Society and the PTASB as the bid is being built.

IMPORTANT! The Bid Submission Guide (Form 2a)

To help with filling out the Bid Submission Form, this bid package includes the "**Bid Submission Guide**". This guide provides section-by-section guidance on what to consider when filling out the "**Bid Submission Form**" and submitting a bid.

BID DEADLINE

All bids must be received by 4:00 PM Eastern Standard Time (EST) on February 24, 2023. No bids will be accepted after the deadline has passed.

BID CONTACT AND QUESTIONS

Any questions regarding the bid can be directed to the NAHC Bid Coordinator at rfp@aboriginalsportcircle.ca.

Any questions will be answered as promptly as possible.

All bid-relevant questions and answers will be shared with all entities that have qualified and are actively bidding in the form of a NAHC 2024 Bid FAQ format. Questions and answers will be added as they are received during the bid phase. It is important to ensure that your contact information is correctly registered with the NAHC Bid Coordinator.

THE BID REVIEW AND HOST SELECTION

Ranking the Bids

After the bid deadline occurs, non-voting ASC staff reviews all bids for completeness. Complete bids, along with scoring sheets, are then distributed to each individual on the NAHC Selection Committee.

Each NAHC Selection Committee member confidentially and independently scores each bid and then return the scores to the non-voting ASC staff.

ASC staff compile all the scores for each bid and identify the 1st, 2nd and 3rd highest scoring bids.

Interviews with Bidder

Each of the top three proponents are interviewed by the NAHC Selection Committee. This allows each bidder to provide more information and also lets the NAHC Selection Committee receive answers to any questions they may have.

The interviews are then scored and added to the previous ranking scores.

Site Visits

After the interviews, some bidders will be informed of a site visit by a NAHC Selection Committee representative(s). At this stage, a tour of the community, venues and facilities takes place.

NOTE: A site visit may not be determined as needed if Host Community is a location already familiar to representatives on the NAHC Selection Committee.

The representatives then return and submit the sites visit score to the ASC staff person. The bid, all previous scores, and the site visit results are all packaged and given a final ranking. The bids are provided to the NAHC Selection Committee.

Selection of Host

NAHC Selection committee conduct a final review the rankings and officially select the bid to which the offer to host will be sent.

Once the offer to host is accepted, the ASC will present a “Letter to Undertake” for the Host Society’s signature.

Non-Disclosure of Selection

The Host Community selection remains non-public at this time until the announcement for on the final day of NAHC 2023 (May 13, 2023, Winnipeg, Manitoba).

LETTER TO UNDERTAKE

The Letter to Undertake outlines the activities that need to take place and the planning that needs to be developed before the selected Host Society and the ASC can enter into a hosting agreement. At this stage the standard ASC Hosting Agreement is provided to the Host Society for review, response, discussion and negotiation.

HOSTING AGREEMENT

To ensure the security of the bid and the event, the Hosting Agreement **must be executed by June 30, 2023**. The ASC can only enter into a Hosting Agreement with a not-for-profit entity that can attain insurance and is willing to indemnify the ASC.

PART SIX

BID PACKAGE CHECK LIST

Use the checklist below to ensure the bid submission is complete.

Step One

- Letter of Intent (Form 1) emailed or mailed
- PTASB Letter of Endorsement emailed or mailed
- \$1,500 bid fee cheque (non-refundable) mailed

Step Two

- Bid Submission Form (Form 2)
- Venue Floorplans
- PTASB Letter of Support for Bid
- Other Letters of Support (governmental, business organizations)
- Optional: Notice of incorporation for Host Society

APPENDIX A: Sample Letter of Intent (Form 1)

Note: << >> symbols mean information is required to be inserted.

<<DATE>>

RE: Intent to Bid for NAHC 2024

Dear NAHC Bid Coordinator

Please accept this letter as notification that <<HOST SOCIETY NAME and/or HOST COMMUNITY/CITY in << Province/Territory>> intends to bid for the NAHC 2024 tournament. I confirm that I am authorized to submit this Letter of Intent on the behalf of this <<Organization and/or Community>>

I have attached the Letter of Endorsement from <<PTASB Name>>, which has been signed by <<PTASB Signatory and Title>>

A \$1,500 cheque accompanies this letter. I am in the full understanding that this Bid Fee is not refundable.

OR

A \$1,500 cheque has been mailed, under separate cover, to the Aboriginal Sport Circle. I am in the full understanding that this Bid Fee is not refundable.

Should this Letter of Intent be accepted, you can contact me throughout the bid process at:

Email:<<INSERT>>

Phone:<<INSERT>>

Mailing Address:<<INSERT>>

Please do not hesitate to reach out with any questions you may have.

<<SIGNATURE, name typed>>

APPENDIX B: PTASB Contact List

Province/Territory	PTASB	Contact Person	Email
Alberta	Indigenous Sport Council Alberta	Shannon Dunfield (780) 382-2000	s.dunfield@isportab.com
British Columbia	Indigenous Sport, Physical Activity & Recreation Council	Rick Brant (250) 388-5522	rbrant@isparc.ca
Manitoba	Manitoba Aboriginal Sports & Recreation Council Inc.	Mel Whitesell (204) 925-5941	mel.whitesell@masrc.com
New Brunswick	Aboriginal Sport and Recreation New Brunswick	Cathy Ward (873) 353-277	cathy.ward@asrnb.ca
Newfoundland & Labrador	Aboriginal Sport and Recreation Circle of Newfoundland and Labrador	Jerry Wetzel (709) 896-9218	mgwetzel@gmail.com
Northwest Territories	Aboriginal Sports Circle of the Northwest Territories	Aaron Wells (867) 669-8338	aaron@ascnwt.ca
Nova Scotia	Mi'kmaw Sport Council of Nova Scotia	Tex Marshall (902) 567-0336	tex@kinu.ca
Nunavut	Sport and Recreation – Government of Nunavut	Jeff Seeteenak (867) 975-7867	jseeteenak@gov.nu.ca
Ontario	Indigenous Sport and Wellness Ontario	Stephen Kwinter (905) 412-0325	venga@rogers.com
Prince Edward Island	PEI Aboriginal Sports Circle	Lynn Anne Hogan (902) 438-2108	lahogan@mcpei.ca
Quebec	First Nations of Quebec and Labrador Health and Social Services Commission	Geneviève Voyer (418) 842-1540 x 2703	genevieve.voyer@cssspnql.com
Saskatchewan	Federation of Sovereign Indigenous Nations	April Tipewan (306) 956-6914	april.tipewan@fsin.com
Yukon	Yukon Aboriginal Sport Circle	Gaël Marchand (867) 668-2840	ed@yasc.ca