

# NAHC 2024



# BID SUBMISSION GUIDE

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<p>This Guide is designed to assist in filling out the Bid Submission Form.</p> <p>If the section number of the Bid Submission Form is not found below, it was believed no extra information was needed.</p> <p>If you have questions about the Bid Submission Form that is not answered below, please contact the NAHC Coordinator at <a href="mailto:rfp@aboriginalsportcircle.ca">rfp@aboriginalsportcircle.ca</a></p>	
<b>NAHC 2024 Bid Submission</b>	
<b>Section A: Event Details</b>	
<b>This section shows details regarding infrastructure and facilities that can support the event in your community.</b>	
A.1*	<p>Proposed Event Dates</p> <p><b>Enter the dates on which you want to host the NAHC. Feel free to provide as many alternatives as you wish.</b></p> <p><b>Remember that the dates cannot conflict with other Hockey Canada events drawing on the same age group.</b></p> <p><b>Also note that the venue needs to be available the day before the event date starts.</b></p>
A.2*	<p>Host Community Name</p> <p><b>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).</b></p>
A.2.a*	<p>Host Community's Average Temperature/Meteorology in May</p> <p><b>Show the typical high and low temperature for the Community or area.</b></p> <p><b>If available, also indicate the weather (snow, rain, wind, etc.).</b></p>

	<p><b>This information can be usually found on the internet. Try Environment Canada.</b></p>
A.2.b*	<p>Host Community Demographics Area</p> <p><b>Square area of community, municipality or territory.</b></p> <p>Traditional Indigenous Peoples/Territory</p> <p><b>The established and/or traditional people who live(d) on in the Community location.</b></p>
A.4*	<p>Local Airport</p> <p>Name and Address: Click or tap here to enter text.</p> <p>Typical Number of Daily Inbound Flights in May: <b>This may be difficult information to obtain, but the goal is to understand how active the airport is.</b></p> <p>Percentage of Cancelled Flights in May: <b>Again, may be hard to obtain, but shows the reliability of flights actually getting there during the event dates.</b></p> <p>Main Feed-In Hubs (Toronto, Calgary, Vancouver, etc.): <b>Where do most of the flights come from and depart to?</b></p> <p>Largest Plane Size/Type that can be accommodated <b>In case a team charters a plane.</b></p> <p><b>Important to know what size can be accommodated, e.g., can the team and gear fit on that plane type.</b></p>
A.4.a*	<p>Optional Methods of Host Community Access (e.g., nearby airports and transfers, etc.)</p> <p><b>Enter options such as bussing in from a different airport.</b></p> <p><b>This also can be presented as a backup plan if reliability of local airport is uncertain at time of year.</b></p>
A.5*	<p>Proposed Hotels (confirmed hold due May 30, 2023)</p> <p><b>Note that quad occupancy may not be acceptable to all teams.</b></p>

A.6.e*	<p>Ride Share Available? If yes, list companies</p> <p><b>Insured, reputable firms.</b></p>
A.7*	<p>Hospitals and Clinics (names, addresses and websites):</p> <p><b>Please indicate whether the hospital or clinics have:</b></p> <p><b>X-ray</b></p> <p><b>MRI</b></p> <p><b>Physiotherapist</b></p> <p><b>Surgeon</b></p>
A.8*	<p>Major Events Previously Hosted in Host Community:</p> <p><b>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.</b></p>
A.9*	<p>Commitment to Form a Host Society</p> <p>The successful bidder must create a standalone not-for-profit corporation with which the ASC will contract to mount the event. <i>(See Bid Manual for further detail on qualifications)</i></p> <p>The bidder agrees to the above: <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p><b>To protect the Host Society and the ASC from liability and ensure accountability, this is a critical requirement. This often a temporary entity that is dissolved after the event.</b></p> <p>Notes <a href="#">Click or tap here to enter text.</a></p> <p>Proposed or Existing Host Society Organizational Structure</p> <p><b>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. And also indicate any planned change in size and function as NAHC gets closer.</b></p>
<b>Section B: Event Vision</b>	
<p><b>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.</b></p>	
B.1*	<p>Host Objectives</p> <p><b>Why do you want to host the 2024 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?</b></p>
B.2*	<p>Community and Government Support</p> <p><b>Note wherever you have included a letter from the below in your Bid Submission.</b></p>

	<p>Indigenous Leadership and Community Support</p> <p><b>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.</b></p> <p>Council or other Government Support</p> <p><b>Elected support via resolution or endorsement by elected official.</b></p> <p>Governmental Financial Support</p> <p><b>Committed or promised funding or support for grant applications.</b></p> <p>Other Financial Support</p> <p><b>Committed funders such as sponsors, philanthropic organizations, etc.</b></p> <p>Media Support</p> <p><b>Can include TV, radio stations, online hosted streaming, etc.</b></p>
B.6*	<p>Cultural Experiences Available in Host Community</p> <p><b>These are for self-directed free time for participants, families and visitors.</b></p>
B.7*	<p>Community Engagement</p> <p><b>Describe how do you envision the community will be engaged, e.g., participants, volunteers, performers, artisans, audience.</b></p>
B.8	<p>Legacy Statement</p> <p><b>Outline post-event direct and indirect impacts in the Host Community.</b></p> <p><b>Also include how any profit would be invested to support legacy.</b></p>
B.9*	<p>Event Capture</p> <p><b>Explain photography, videography or other “leave-behind” material provided for tournament and participant experience.</b></p>
<b>Section C: Event Planning</b>	
C.1*	<p>Accommodation and Hospitality Plan <i>(detailed plan due June 30, 2023)</i></p> <p><b>Outline the approach to attaining accommodations. Has May occupancy been checked? Are they holds at any hotels? 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?</b></p> <p><b>Also think about amenities. Are there gyms, pools, or other attractive amenities youth might enjoy?</b></p> <p><b>The eventual detailed plan in June will need to specifically show how the rooming</b></p>

	<p><b>blocks, the process for making reservations, etc. will be managed, as well as established and ongoing reservations.</b></p>
C.2*	<p><b>Budget</b> <i>(detailed budget due June 20, 2023, detailed update due September 30, 2023)</i></p> <p><b>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.</b></p> <p><b>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.</b></p>
C.3*	<p><b>Communications, Marketing and Promotion Plan</b> <i>(preliminary plan due June 30, 2023, final plan due September 30, 2023)</i></p> <p><b>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?</b></p> <p><b>Also this will tie into your Sponsorship and Revenue Generation plan, re: generating exciting and the incentive to sponsor or fund.</b></p> <p><b>The preliminary plan in June should include a schedule and audiences you want to capture. Also should include a “plan to fill the stands!” The detailed plan in September takes the plan into further information and a provides a report on acquired media, online interest and anticipated coverage.</b></p>
C.4*	<p><b>Event Medical Services and Support</b> <i>(detailed plan due September 30, 2023, update due March 31, 2024)</i></p> <p><b>At bid time, this is a fairly light entry. All that needs to be shown at this point is what you think will be needed and what your approach would be.</b></p> <p><b>The detailed plan is not due until September, but by then you should have commitments from some of the more difficult to secure personnel in place. The March 2024 plan will be fully fleshed out with schedules, names and roles and responsibilities laid out.</b></p> <p><b>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</b></p>

	<b>Community has. (See section A7)</b>
C.5*	<p data-bbox="326 191 1279 258"><i>Safety, Security and Risk Plan (detailed plan due June 30, 2023, update plan due September 30, 2023 detailed plan due January 30, 2024)</i></p> <p data-bbox="418 285 1390 625"><b>This is a critical part of putting on a safe event and touches on both the participants and attendees. Whether planning on using volunteer, paid 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 is in charge of what critical decisions when? And how is that information shared? And then there is 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 deal with.</b></p> <p data-bbox="418 653 1390 877"><b>In the bid, outline what the scope of your future plan will be and how you plan to address safety and security priorities. The detailed plan in June should demonstrate that your Safety and Security committee or the Host Society itself is staring 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.</b></p> <p data-bbox="418 905 1365 1056"><b>The January 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.</b></p> <p data-bbox="418 1083 1377 1192"><b>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 a something that work well to defend the Host Society from any successful litigation against them.</b></p>
C.6*	<p data-bbox="326 1262 1357 1329"><i>Sponsorship and Revenue Generation Plan (detailed plan due June 30, 2023, detailed update due September 30, 2023)</i></p> <p data-bbox="418 1356 1382 1507"><b>Making a bid for an event like this usually means you are already thinking about how to get the money to do it! At this bidding stage 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)).</b></p> <p data-bbox="418 1535 1390 1738"><b>The detailed plan in June will show your sponsorship strategy (levels at what level, naming, 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 appetite for a ticketed event in the Host Community? What is the projected take.</b></p> <p data-bbox="418 1766 1341 1854"><b>And by September it will be important to know if your costs are being met by your projected revenue.</b></p>

	<p><b>The ASC is happy to work with the Host Society on Sponsorship planning, acquisition and amplification.</b></p>
C.7*	<p>Transportation Plan <i>(preliminary plan due June 30, 2023, detailed plan due January 31, 2024)</i></p> <p><b>In the bid, outline the resources and approach is envisioned.</b></p> <p><b>The preliminary plan must outline how teams will get to and from hotels. It will be quite high level focusing mostly on who will be organizing and creating the plan as well as progress to date.</b></p> <p><b>The detailed plan should start to show schedule, number of vehicles, etc. Very dependent on team and hotel confirmations.</b></p>
C.8*	<p>Volunteer Engagement Plan <i>(preliminary plan due June 30, 2023, interim plan due September 30, 2023, final plan due January 30, 2024)</i></p> <p><b>NAHC 2024 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.</b></p> <p><b>Your preliminary plan should show how recruitment and engagement will be approached. What will the clearing process, in regard to background checks. What special expertise to 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?</b></p> <p><b>The interim and detailed plans, which are expected later 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.</b></p>
C.9*	<p>Venue Amenities and Usage <i>(preliminary plan due June 30, 2023, detailed plan due September 30, 2023)</i></p> <p><b>This should describe the various areas in the venue 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.</b></p>
<p><b>Section D: Competition Venues</b></p>	
D.2.k*	<p>Medical Facilities (on-site)</p> <p><b>Also indicate any Venue-contracted medical staff that are present during events.</b></p>
D.2.l*	<p>Venue Advertising Capabilities</p> <p><b>Please note, ice, rink boards and areas within immediate spectator area must be free of advertising.</b></p>



	<b>Please indicate where this may be a problem.</b>
D.2.m*	Multi-Purpose Rooms  <b>Note what will be available, re: type of room, number of rooms, sizes, amenities within (tables/chairs, whiteboards, projection, food prep areas, sinks, etc.).</b>