

Alberta Curling Federation



Alberta Championship Bid Package

2017 & 2018

Events



Alberta Curling Federation Championship Site Selection Committee

Contact Information

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Questions or inquires pertaining to the bid application process, the material required to properly evaluate a submitted bid or ideas or concepts not included in the bid application may be directed to the above.

Questions regarding receiving regional association sanctioning should be directed to the regional office your club is affiliated with:

SACA
(403) 246-9300

NACA
(780) 440-4270

PCA
(780) 532-4782

Bid Criteria

Potential sites will be evaluated on the following general criteria:

1. Economic Viability
2. Exposure of the event
3. Quality of venue and playing surface
4. Overall level of community support
5. Overall value to the curling community
6. Strength of the organizing committee
7. Reputation for hosting previous high profile events
8. Media services at the venue
9. Provincial sponsorship fulfillment
10. In good standing with the regional association
11. Willingness to combine or bundle events of varying stature

Revenue Distribution

A hosting fee for all provincial championships will be assessed. The current hosting fees are as follows:

- | | | |
|----|----------|-------------|
| 1. | Men's | \$12,000.00 |
| 2. | Women's | \$ 6,000.00 |
| 3. | Juniors | \$ 4,000.00 |
| 4. | Mixed | \$ 1,000.00 |
| 5. | Seniors | \$ 2,000.00 |
| 6. | Masters | \$ 500.00 |
| 7. | Juvenile | \$ 500.00 |

A cheque, payable to the bidding club's regional association for 10% of the applicable hosting fee dated September 1st, 2016 should accompany the bid package. The regional associations will make arrangements with the successful applicants regarding a payment schedule for the remainder of the fee. Hosting fees are split between the respective regional association (**95%**) and the ACF (**5%**).

The Alberta Curling Federation shall retain all proceeds from provincial sponsorship agreements, unless otherwise stated in the applicable sponsorship agreement.

All profits from the operation of each championship after applicable fees are paid remain with the host club.

Alberta Championships Site Selection Process ~ 2017 and 2018 Championships ~

Bid Process

1. Master bid application forms and criteria will be forwarded to each affiliated curling club prior to April 15th, 2015. Forms can be downloaded from the ACF webpage at www.albertacurling.ab.ca.
2. Completed application forms must be returned to the respective regional offices for regional association sanction.
3. The regional offices will forward all sanctioned bid applications to the ACF as received.
4. To be considered, bids **MUST** be fully completed and provide all information required.
5. Bids must plainly state the year or years that the application covers. The ACF encourages clubs to bundle combined event bids that include a secondary and major event in successive years.
6. Applications **MUST** include:
 - Detailed pictures and floor plans of the venue
 - Letters of support from the community
 - Transportation accessibility information
 - The name of the Host Committee Chair
 - Proposed event budget
 - Letter(s) of confirmation for accommodation availability
 - A 10% refundable deposit of the hosting fee dated September 1st, 2016 (payable to the Regional Association)
 - A letter from the host club agreeing that the application and awarded event will follow the current hosing guidelines and sponsor/partner conditions in the year the event takes place
7. Five copies of the bid application and attached material shall be bundled for forwarding to the ACF. In addition one copy of the application should be forwarded for permanent record at the regional association office.
8. Championships will be awarded and announced based on the timing of the successful applications.

~ Specific Criterion For Bid Comparison ~

A Location and Accommodations

- Curling population
- Host city/town population
- Area population
- Travel accessibility
- Proximity to major population centre
- Number of rooms at host hotels/motels
- Number of hotel/motel rooms in the host town/city
- Room pricing (including taxes)
- Available room guarantees

B Playing Surface - Quality of ice and rocks

- Speed
- Amount of curl
- Quality of rocks (based on recent sharpening, inserting)
- Amount of room around playing surface

C Facility

- Type of facility (i.e. arena, curling club, part of recreation complex)
- Age of facility
- Condition of facility
- Lighting
- Type of seating available
- Temporary seating availability
- Condition and type of player locker room(s)
- Proximity of players' locker rooms(s) to ice surface
- Concession facilities
- Concession capacity
- Bar facilities
- Bar capacity
- Banquet facilities
- Banquet capacity
- Officials room availability
- Officials room capacity
- Parking capacity
- Proximity of parking to facility

D Host Committee

- Experience
- Size of volunteer pool
- Budget
 - Projected profit
 - Sponsorship plans
 - Admittance charge
- Promotional opportunities
- Access to courtesy vehicles
- Availability of Officials

E Media Coverage

- Local newspaper, radio and TV coverage
- Regional newspaper, radio and TV coverage
- Accessibility of host town/city for regional media
- TV broadcast capabilities (if applicable)

F Special Events

- Opening ceremonies
- Banquet
- Closing ceremonies
- Special events (i.e. hospitality rooms, entertainment, etc.)
 - Competitors
 - Sponsors
 - Media
 - Spectators
 - Competitors' guests
 - Officials

G Provincial Sponsorship Fulfillment

- Proximity to Provincial Sponsors head office, regional office or branch locations
- Access for Provincial Sponsors to participate

H Letters of Recommendation

- Local government
- Local volunteers organizations
- Past participants in hosted events
- Business affiliates
- Quality of playing surface

~ Bid Criteria – Minimum and Preferred Requirements ~

It is understood that different events must meet different sponsor/partner requirements, and as well, meet different standards regarding size of venue, accommodations, etc. The outline below indicates the minimum and preferred requirements for each provincial championship. It will also note special requirements of the *current* event sponsor. The host committee understands that if a sponsor or partner changes that some modifications to these requirements may be required. The host committee also understands that regarding those events with no provincial sponsor that the title and presenting sponsor positions remain ACF property and that these sponsors may be added prior to an awarded event.

<u>Men's</u>	<u>Minimum</u>	<u>Preferred</u>
▪ Number of sheets of ice	4 in arena or 6 in club	Arena
▪ Type of Venue	Curling Rink	Arena
▪ Spectator Seating	1000	1200+
▪ Confirmed accommodation	50 rooms	60+
▪ Access to air travel	Within 1 hour	Host site
▪ Locker room capacity	32 people	40+
▪ Officiating availability	20 Level 1, 4 Level II	30+, 8+
▪ Officials room capacity	20 people	30+
▪ TV Broadcast capability	Facility Suitable	
▪ Media area capacity	10 people	10+
▪ Media viewing	Direct, with electrical and data lines	

Special Notes:

1. Host committee responsible for Head Official and assistants honorariums.
2. Host committee responsible for officials, training if required.
3. Bids with arena as host venue to take priority.
4. Host committee understands that all in-ice logos, ice surface advertising and ice area advertising rights remain with the title sponsor and the ACF.
5. Banquet must take place as directed in the ACF Hosting Guide.
6. Pending contract renewal, Best Western Hotels retains first right of refusal regarding rooms and banquet if they retain a property in your community.
7. Venue must be located north of Airdrie

<u>Women's</u>	<u>Minimum</u>	<u>Preferred</u>
▪ Number of sheets of ice	4 in arena, 6 in club	Arena
▪ Type of venue	Curling Rink	Arena
▪ Spectator seating	250 people	500+
▪ Confirmed accommodation	50 rooms	60+
▪ Access to air travel	Within 1 hour	Host site
▪ Locker room capacity	32 people	40+
▪ Officiating availability	20 Level 1, 4 Level II	30+, 8+
▪ Officials room capacity	20 people	30+
▪ TV Broadcast capability	Facility suitable	
▪ Media area capacity	10 people	10+
▪ Media viewing	Direct with electrical and data lines	

Special Notes:

1. Host committee responsible for Head Official and assistants honorariums.
2. Host committee responsible for officials training if required.
3. Host committee understands that all in-ice logos, ice surface advertising and ice area advertising rights remain with the title sponsor and the ACF.
4. Banquet must take place as directed in the ACF Hosting Guide.
5. Pending contract renewal, Best Western Hotels retains first right of refusal regarding rooms and banquet if they retain a property in your community.

<u>Mixed</u>	<u>Minimum</u>	<u>Preferred</u>
▪ Number of sheets of ice	4	6 – 8
▪ Spectator seating	150	250+
▪ Confirmed accommodation	30 rooms	40+
▪ Access to air travel	Within 1 hour	Host site
▪ Locker room capacity	2 X 16 people	20 X 20 people
▪ Officiating availability	20 Level I, 4 Level II	30+, 8+
▪ Officials room capacity	20 people	30+
▪ Media area capacity	6 people	10+
▪ Media viewing	Direct, with electrical and data lines	

Special Notes:

1. Host committee responsible for Head Official and assistants honorariums.
2. Host committee responsible for officials training if required.
3. Host committee understands that all in-ice logos, ice surface advertising and ice area advertising rights remain with the title sponsor and the ACF.
4. Banquet must take place on the Tuesday evening.
5. Pending contract renewal, Best Western Hotels retains first right of refusal regarding rooms and banquet if they retain a property in your community.

Junior Men’s and Women’s / Senior Men’s and Women’s

	<u>Minimum</u>	<u>Preferred</u>
▪ Number of sheets of ice	4	6+
▪ Spectator seating	200 people	300+
▪ Confirmed accommodation	60 rooms	80+
▪ Access to air travel	Within 1 hour	Host site
▪ Locker room capacity	2 X 32 people	2 X 40+
▪ Officiating availability	30 Level I, 4 Level II	40+, 8+
▪ Officials room capacity	30 people	40+
▪ Media area capacity	6 people	10+
▪ Media viewing	Direct, with electrical and data lines	

Special Notes:

1. Competition will consist of 2 eight-sheet draws per day, 3 six-sheet draws per day or 4 four-sheet draws per day.
2. Host committee responsible for Head Official and assistants honorariums.
3. Host committee responsible for officials training, if required.
4. Host committee understands that all in-ice logos, ice surface advertising and ice area advertising rights remain with the title sponsor and the ACF.
5. Banquet must take place on the Tuesday of the competition.
6. Pending contract renewal, Best Western Hotels retains first right of refusal regarding rooms and banquet if they retain a property in your community.
7. Bids from 2 clubs (4 sheets minimum) in close proximity will be considered.

(Please note – 2017 Juniors has already been awarded)

<u>Juvenile</u>	<u>Minimum</u>	<u>Preferred</u>
▪ Number of sheets of ice	4	6+
▪ Spectator seating	150 people	250+
▪ Confirmed accommodation	30 rooms	40+
▪ Access to air travel	Within 1 hour	Host site
▪ Locker room capacity	2 X 16 people	2 X 20+
▪ Officiating availability	1 X Level I	1 Level II+
▪ Media area capacity	2	3+
▪ Media viewing	Direct	

Special Notes:

1. Banquet to be held Thursday evening.
2. Host committee responsible for Head Official honorarium.
3. Host committee understands that all in-ice logos, ice surface advertising and ice area advertising rights remain with the title sponsor and the ACF.
4. Pending contract renewal, Best Western Hotels retains first right of refusal regarding rooms and banquet if they retain a property in your community.

(Please note – 2017 Juveniles has already been awarded)

<u>Masters</u>	<u>Minimum</u>	<u>Preferred</u>
▪ Number of sheets	6	6+
▪ Spectator capacity	150 people	200+
▪ Confirmed accommodation	35 rooms	40+
▪ Access to air travel	Within 1 hour	Host site
▪ Locker room capacity	2 X 20 people	2 X 24+
▪ Officiating availability	1 X Level I	1 X Level II+
▪ Media area capacity	2 people	3+
▪ Media viewing	Direct	

Special Notes:

1. The format for the provincial masters is subject to change for 2017 and 2018.
2. Host committee responsible for Head Official honorarium.
3. Host committee understands that all in-ice logos, ice surface advertising and ice area advertising rights remain with the title sponsor and the ACF.
4. Pending contract renewal, Best Western Hotels retains first right of refusal regarding rooms and banquet if they retain a property in your community.
5. Banquet to be held Tuesday evening.

~ Application to Host Provincial Championship ~

Championship Requested

Event(s)	_____	Year(s)	_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____

Application Information

(If this is a joint application by two or more clubs, please attach the following information for each club)

*Host Club _____

*Mailing Address _____

*Shipping Address _____

*City _____

*Postal Code _____

*Phone _____

*Fax _____

*E-mail _____

Web Site _____

*Club Contact _____

*Position _____

Address _____

City _____

Postal Code _____

Phone (Res) _____

*Phone (Bus) _____

*E-Mail _____

*Fax _____

*Bid Contact _____

*Position _____

Address _____

City _____

Postal Code _____

Phone (Res) _____

*Phone (Bus) _____

*E-Mail _____

*Fax _____

Application District Affiliation _____

(Northern Alberta Curling Association, Peace Curling Association, Southern Alberta Curling Association)

Number of Club Members _____ Number of Regular Participants _____

*Management System _____

(Volunteer Board of Directors and Mgmt., Volunteer Board of Directors and Professional Mgmt., etc.)

(*must be provided)

General

Briefly describe why your club wishes to host a Provincial Championship.

Is this championship(s) part of a larger community event or celebration? If so, please describe.

Club and Community Experience

Provincial Championships	Yes/No	Years	Other Curling Events	Yes/No	Years
Women					
Men					
Junior Women/Men					
Senior Women/Men					
Mixed					
Master Men/Women					
Intermediate Youth					
District Championships	Yes/No	Years			
Women					
Men					
Junior Women					
Junior Men					
Senior Women					
Senior Men					
Mixed					
Master Women					
Master Men					
Intermediate Youth					

List previous non-curling events hosted by your community and the years in which they were hosted.

List future curling events planned for your club.

List future non-curling events planned for your community.

Geographic Location and Demographics

(include provincial map showing site location)

Population: City/Town _____ Trading Area _____

◆ Distance from major population centers:

City: _____	Distance: _____ km
_____	_____ km
_____	_____ km
_____	_____ km

◆ Major Highway Accessibility:

North # _____	South # _____
East # _____	West # _____

◆ Other travel accessibility:

Air Yes _____ No _____

Number of daily scheduled flights _____

Distance from airport to host hotel _____ km

Which airline(s) service nearest airport _____

Bus Yes _____ No _____

Number of daily scheduled buses _____

Distance from bus depot to host hotel _____ km

Which bus companies service nearest airport _____

Distance from nearest sponsor's location (if applicable) _____ km

Services

Does your community have a Best Western Hotel? Yes _____ No _____

◆ Host Accommodation(s):

1. Name _____
 Hotel _____ Motel _____ Suites _____
 Rate (incl. taxes) _____ Number of Rooms _____
 Irrevocable confirmation attached? Yes _____ No _____

2. Name _____
 Hotel _____ Motel _____ Suites _____
 Rate (incl. taxes) _____ Number of Rooms _____
 Irrevocable confirmation attached? Yes _____ No _____

3. Name _____
 Hotel _____ Motel _____ Suites _____
 Rate (incl. taxes) _____ Number of Rooms _____
 Irrevocable confirmation attached? Yes _____ No _____

◆ General Accommodation(s):

Number of Local Hotels _____ Number of Rooms _____
 Number of Local Motels _____ Number of Rooms _____

◆ Transportation:

Courtesy Vans _____ Team Drivers _____

◆ Local Media services:

Daily Newspaper Yes _____ No _____
 Weekly Newspaper Yes _____ No _____
 Radio Yes _____ No _____
 Television Yes _____ No _____

Facility

(please supply floor plans and color pictures)

◆ Playing Area:

Curling Rink _____ Arena _____
 Number of sheets of ice _____
 Type of granite in curling stones _____
 Inserted stones? Yes _____ No _____
 Date inserted or last sharpened _____
 Average speed _____ second hog to hog.
 Average amount of curl _____ feet
 Viewing capacity (ice area only) Permanent _____
 Temporary _____
 Type of lighting: Incandescent _____ Fluorescent _____
 Mercury Vapor _____ Metal Halide _____
 Brightness in lumen/metres (if available) _____
 Locker rooms size _____ sq. ft. Distance from playing area _____ ft.

◆ Interior Viewing Area:

Capacity: Upper _____ Lower _____
 Concession capacity: Upper _____ Lower _____ N/A _____
 Describe concession services offered: _____

 Licensed lounge capacity: Upper _____ Lower _____ N/A _____
 On site banquet capacity: Upper _____ Lower _____ N/A _____
 Media area capacity: Upper _____ Lower _____
 Number of communication lines in media area: Upper _____ Lower _____

◆ Facility Exterior:

Number of parking spaces available _____
 Distance from host hotel/motel _____

◆ Off-site banquet facilities: (if applicable)

Location _____
 Distance from playing facility _____
 Distance from host hotel/facility _____
 Seating capacity: _____ Licensed: Yes _____ No _____
 Other comments/descriptions: _____

◆ Off-site Hospitality Area: (if applicable)

Location _____
 Distance from playing facility _____
 Distance from host hotel/motel _____
 Seating capacity: _____ Licensed: Yes _____ No _____
 Other comments/descriptions: _____

Personnel

◆ Officiating

Number of certified officials in your area: Level I _____
 Level II _____
 Level III+ _____

Do you plan to offer officials training courses? Yes _____ No _____
 Officials room capacity _____ Distance from playing area _____ ft.

◆ Organizing Committee: (provide more details information if you wish)
 (*Indicates must be provided)

*Chairman _____
 Address _____
 City _____ Prov _____ Postal Code _____
 *Phone (Bus) _____ Phone (Res) _____
 *E-mail _____ Fax _____
 Occupation _____
 Relevant experience or qualifications _____

*Vice Chairman _____ *Contact phone # _____
 Contact email _____
 Relevant experience or qualifications _____

Finance _____ Contact phone # _____
 Relevant experience or qualifications _____

Event Ticket Sales _____ Contact phone # _____
 Relevant experience or qualifications _____

Sponsorship _____ Contact phone # _____
Relevant experience or qualifications _____

Banquet/Hospitality _____ Contact phone # _____
Relevant experience or qualifications _____

Advertising/Promotion _____ Contact phone # _____
Relevant experience or qualifications _____

Publicity/Media _____ Contact phone # _____
Relevant experience or qualifications _____

Souvenir Program _____ Contact phone # _____
Relevant experience or qualifications _____

Ceremonies _____ Contact phone # _____
Relevant experience or qualifications _____

Transportation _____ Contact phone # _____
Relevant experience or qualifications _____

Facilities _____ Contact phone # _____
Relevant experience or qualifications _____

Officials _____ Contact phone # _____
Relevant experience or qualifications _____

Other _____ Contact phone # _____
Relevant experience or qualifications _____

Other _____ Contact phone # _____
Relevant experience or qualifications _____

Other _____ Contact phone # _____
Relevant experience or qualifications _____

Other _____ Contact phone # _____
Relevant experience or qualifications _____

Other _____ Contact phone # _____
Relevant experience or qualifications _____

Community Support

List all letters of support attached to this application.

Other

The undersigned hereby apply on behalf of the _____
Curling Club for the Provincial Championship(s) indicated on the first page of this document. The
information provided on this form is correct to the best of our knowledge.

A post-dated cheque is attached in accordance with the schedule of hosting fees included as part of
this bid. We understand that if this bid is successful, the attached cheque will be cashed and the
remainder of the hosting fee becomes due and payable as per the schedule of hosting fees referred to
above.

In addition, we understand that all Provincial Championships awarded are to be operated under the
terms of the Alberta Curling Federation Hosting Guide that is applicable as of the date of the applicable
Provincial Championship. If successful, we agree to honor the terms of all sponsorship agreements in
place with the Alberta Curling Federation as they pertain to sponsorship exclusivity and fulfillment.

Finally, we pledge to operate any Provincial Championship awarded to the _____
_____ Curling Club to the best of our abilities and to make a reasonable effort to
accommodate requests and recommendations made by the Alberta Curling Federation, the three
District Curling Associations of Alberta and appropriate Provincial sponsors, regarding items not
covered in the Alberta Curling Federation Hosting Manual.

Host Club President _____

Per: _____

Bid Committee Chairman _____

Per: _____

Dated: _____