



**Northern BC Winter Games Society
2013 and 2015
Bid Application Package**



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1. The Bid Application

This document will assist interested municipalities in understanding the Northern BC Winter Games. It will also provide the necessary guidelines to prepare a Bid Application to host a Northern BC Winter Games. A community or a joint bid of more than one community in northern BC (100 Mile House and north) are invited to apply to host the Northern BC Winter Games in 2013 or 2015.

2. The Northern BC Winter Games

Originally staged to create new opportunities for students, and to encourage grassroots sport programs, the Northern BC Winter Games, under the leadership of the Northern BC Winter Games Society, have become a sport, social, and cultural exchange among the people of northern BC.

Since their inception through to 2010, the Games are annual Games. Beginning in 2011 the Northern BC Winter Games will move to biennial Games. See section *Changes to the Games* for more details.

As a regional multi-sport event, the Northern BC Winter Games provide northern BC athletes with opportunities to prepare for higher levels of competition as well as competitive and sport for life opportunities for athletes of all ages and abilities. The Northern BC Winter Games also present opportunities for communities in northern British Columbia to successfully stage a major event and for the development of officials, coaches, and other community volunteers.

Each set of Northern BC Winter Games involves as many as 1,000 and up to 1,500 or more participants from northern BC. The size of the Games are tailored to the availability of sport venues in the community and the ability for a community to access and secure resources, including volunteers and billet homes. The Games could be expanded when hosted in large communities (the 2002 Games brought over 1,800 participants to Smithers) and reduced in size when hosted in smaller communities (the 2006 Games saw just over 1,000 participants in 100 Mile House).

Sports in the Games may include the familiar winter sports such as curling and hockey, but may also include events like seniors curling and seniors bowling, activities that promote life-long recreational participation. Participants come from six regions beginning at 100 Mile House (see Appendix II for the regional structure).



3. The Northern BC Winter Games Society

The Northern BC Winter Games Society develops policy and establishes processes for the planning, staging, and operation of the Northern BC Winter Games and awards the Host Community Board the “franchise” for their Games, through the bid process.

Mission Statement

To be the northern opportunity for community and sport development.

Vision Statement

To gain province-wide recognition as a respected, dynamic leader and partner in community and sport development because of our achievement in fostering successful Games.

Purpose

It is the purpose of the Northern BC Winter Games Society to provide an opportunity for all northern residents to compete in organized sport.

Objectives

- To promote awareness of good health, physical fitness, individual achievement, community pride, and sport in the northern communities of British Columbia.
- To encourage grassroots sport development programs involving the greatest number of people possible participating in their own community.
- To provide basic and intermediate levels of competition for those sports presently or not presently established in the northern areas.
- To provide a stimulating opportunity for officials and coaches to receive further training and experience.

4. Partnerships

The Ministry of Healthy Living and Sport, the BC Games Society, the Host Municipality and School District, a number of Corporate Partners, and Provincial Sport Organizations are the major partners of the Games.

In November of 1994, the Minister responsible for Sport announced an alliance of BC's five multi-sport Games. It was at that time, the Northern BC Winter Games partnered with the BC Games Society, who manage and stage the BC Summer and BC Winter Games and also provide support to the BC Disability Games and the BC Seniors Games. This partnership with the BC Games Society allows the Northern BC Winter Games Society and its Host Community volunteers to draw on lengthy event management history and to access administrative support, and information on Games marketing, volunteer management, and financial administration.



5. Changes to the Games

In February 2007, the Northern BC Winter Games Society unanimously approved a motion to change their Games from an annual to a biennial event. The Games will continue to be the celebration of sport and community that they have been since 1975, they will just be held every two years, in odd calendar years. In 2010, the Northern BC Winter Games were held annually for the last time. The next Games will be held in 2013.

The change in hosting rotation recognizes the energy and resources required to host a Northern BC Winter Games and the limited communities available to host the Games in the north.

Moving the Games to every second year provides time for Host Communities to build up their internal resources while considering all sport and cultural events available for hosting across the north. An overall review of sport participation will be conducted in 2010 to determine how Provincial Sport Organizations will fit within this two-year cycle.

The Northern BC Winter Games are the fourth Games to move to a biennial model, with the BC Winter and BC Summer Games having moved in 1997 and the BC Disability Games realigning in 2006.

To bridge the gap of a "no Games year", the Society plans to host an educational event in the even-calendar years to enhance the contributions of volunteer and sport resources available in northern BC. The Society envisions the off-year event as a large-scale sport-related educational forum focused on building upon the skill sets of athletes, coaches, and volunteers throughout the region. This event will not only enhance and compliment many aspects of the Games related to hosting, volunteering, and participating, but it will draw additional interest in the Games themselves and serve as a catalyst for sport development in northern BC, in general.

The decision to move to biennial Games was made with the support of the Ministry of Healthy Living and Sport, the Northern BC Winter Games Society's principle funder and the BC Games Society, our partner in the delivery of the Games.

"Hosting the Northern BC Winter Games is like choreographing a dance that challenges and rewards each participant, whether they are an athlete, a volunteer, or a billet. The collective struggle and the shared achievement build community. Talents are discovered, applied, and celebrated."

***Charlie Parslow, President
Dawson Creek 2008 Northern BC Winter Games***



6. Sport Criteria

To ensure that sport development in northern BC is enhanced and that the Northern BC Winter Games are an integral part of the overall sport system in British Columbia, the Northern BC Winter Games Society has formed partnerships with the Provincial Sport Organizations (PSOs) who are responsible for the governance of their sport in the province. These partnerships have enhanced the competition at the Northern BC Winter Games and also provide opportunities for sport and athlete development.

The final list of sports included in the Games is determined by the Northern BC Winter Games Society in consultation with the Host Community based on the Primary and Secondary sport lists in Appendix III and in consideration of the Host Community's ability to host the sports (i.e. the availability of suitable venues). The number of participants allocated to each sport is determined by the Provincial Sport Organization in consultation with the Northern BC Winter Games Society Director–Sport.

6.1 Primary Sports

The proposed list of sports for each year is determined based on discussions with the PSOs and are subject to future partnerships with the PSOs being negotiated, as well as in consideration of the number of venues available in each Host Community. The rationale for the Primary Sport policy is to ensure that the Northern BC Winter Games honours its partnerships with the PSOs and to facilitate athlete development and planning on the part of the PSOs.

Host Communities must host all Primary Sports (if a suitable venue is available). Refer to Appendix III for the list of Primary Sports.

Note that as the Games move to biennial Games there will be changes to the Sport Package for the Games. As these details are finalized, the implications will be discussed with the Host Communities awarded the 2013 and 2015 Games.

For the bid application process, the list of sports on the Sport Package, as outlined in Appendix III, should be used.

6.2 Secondary Sports

Secondary Sports may be added to the Sport Package at the discretion of the Host Community and with approval from the Northern BC Winter Games Society if the Primary Sports are first accommodated, additional suitable facilities are available in the Host Community, and the ability to host the additional athletes (i.e. sufficient budget resources, potential billet homes, etc.) can be demonstrated.

The final list of sports will be determined by the Northern BC Winter Games Society in consultation with the Host Community after the Games have been awarded and the Host Community Board is in place. Refer to Appendix III for the list of Secondary Sports.



6.3 Process for Adding Sports

Space and facilities permitting, a Host Community may also propose to host other sports that have support and interest in their community. Note that where a sport has a PSO, the Sport Technical Package established by the PSO will be used.

The final list of sports will be determined by the Northern BC Winter Games Society in consultation with the Host Community after the Games have been awarded and the Host Community Board is in place.

7. Operational Procedures

The Host Community, through a Nominations Committee Process, is responsible for establishing the Games Board of Directors as outlined in Appendix I. The Board of Directors, which may include representatives from the local municipality, school district, and other supporting agencies, work in close cooperation with BC Games Society staff to ensure the successful operation of the Northern BC Winter Games.

7.1 Budget

The Ministry of Healthy Living and Sport funds the Northern BC Winter Games Society. The Northern BC Winter Games Society also receives support and resources from partnerships with provincial and northern businesses and the BC Games Society. These partnerships enable the Northern BC Winter Games Society to provide financial resources to the Host Community. The funding provided to the Host Community from these sources is approximately \$90,000.

The hosting municipality is required to commit resources to the Northern BC Winter Games. A minimum of \$30,000 cash and \$40,000 in-kind services and facilities is required to be provided for the planning and staging of the Games. Refer to Appendix IV for a sample municipal resolution.

Total cash budgets for past Northern BC Winter Games have been in the range of \$200,000, which includes the above-mentioned sources, as well as local fundraising initiatives, and souvenir sales. A sample budget is provided in Appendix V.

"As the Host Community for the 2006 Northern BC Winter Games we are all so proud of our community. Hosting the Games is a big job, but it is also a lot of fun. It brings the community together, it provides an economic engine for winter sports and shows the rest of the world what you have. Friendships are made that are everlasting. Our youth received an opportunity to look at the bigger picture and see how they can continue to pursue their dreams. It just brings out the best in everyone. Thank-you for giving our community the opportunity to rise above the crowd."

*District of 100 Mile House
Host Community 2006*



7.2 Accountability

The financial operation of the Games will be the responsibility of the Host Community President and the Director of Administration. The Director of Administration will provide monthly financial statements on the operation of the Games to BC Games Society staff. An independent audit of the financial records of the Host Community operations will be arranged, and paid for, by the Northern BC Winter Games Society, after the conclusion of the Games.

The Host Community budget is managed by the Director of Administration within the established chart of accounts and is approved by the Northern BC Winter Games Society. Any major changes in spending must be approved by the Northern BC Winter Games Society.

The Northern BC Winter Games Society requires the Host Community to follow certain procedures when dealing with specific tasks or services. These protocols are important to the integrity and consistency of the Northern BC Winter Games and the recognition of the many partners involved in the staging of a Northern BC Winter Games. All protocols will be clearly defined as the Games operation unfolds and include the effective recognition of the Northern BC Winter Games Corporate and Funding Partners.

7.3 Gender Equity

The Host Community will demonstrate a commitment to gender equity and representation that reflects the diversity of the community in the following areas:

- The make-up of the Bid Committee.
- The make-up of the Nominations Committee.
- The composition of the Host Society Board of Directors and selection of Committee Chairs.
- Employment opportunities.
- Volunteer recruitment.
- The use of language that is both gender neutral and sensitive to cultural diversity in all publications and documents.
- The positive portrayal of girls and women and representation of the diversity of the community in any Northern BC Winter Games publication, document, or presentation.

7.4 Insurance

Comprehensive general liability insurance for the Northern BC Winter Games participants and volunteers is provided by the Northern BC Winter Games Society through the BC Games Society.

The Host Community will provide insurance for the physical property and inventory that they acquire/lease leading up to and including the Games. This includes the Northern BC Winter Games Society inventory that travels from Games to Games.



7.5 Staffing

The Host Community must be prepared to employ one full-time Operations Manager for approximately 8 months. The Operations Manager will be a paid employee of the Host Community Society, not retained under contract. The remuneration for this employee will come from the Host Community budget.

Two to four temporary office assistants should be hired for the three to five months leading up to the Games, with funding typically coming from available Provincial and/or Federal grants.

7.6 Legacy

Legacies from the Northern BC Winter Games include facility upgrades, sport and athlete development (both in the Host Community and throughout the north), volunteer skill development, enhanced community cohesions and pride, and potentially, financial legacies from budget savings, realized through local fundraising efforts. The financial legacies are disbursed in the Host Community based on the Northern BC Winter Games Society Legacy policy found in Appendix VI. Past Games Legacy disbursement figures are provided in Appendix VII.

7.7 Economic Impact

The four-day Northern BC Winter Games brings significant economic impact to the Host Community. Economic Impact Assessments of the Northern BC Winter Games identified the following:

- Dawson Creek 2005 Northern BC Winter Games¹: 1250 participants, 1147 spectators, and 850 volunteers collectively spent \$426,000. Games organizers collectively spent \$266,000. Total direct economic impact to Dawson Creek: \$682,000.
- Kitimat 2004 Northern BC Winter Games²: 1536 participants, 1035 spectators, and 1067 volunteers collectively spent \$340,000. Games organizers collectively spent \$216,200. Total direct economic impact to Kitimat: \$556,000.
- Prince Rupert 1999 Northern BC Winter Games³: 2000 participants, 1910 spectators, and 1258 volunteers collectively spent \$586,380. Games organizers collectively spent \$281,000. Total direct economic impact to Prince Rupert: \$850,000.

A summary of the most recent Economic Impact Assessment can be found in Appendix VIII.

¹ Dawson Creek 2005 Northern BC Winter Games Economic Impact Assessment. The Economic Planning Group of Canada, Research and Planning Analysis, Victoria BC 2005

² Kitimat 2004 Northern BC Winter Games Economic Impact Assessment. The Economic Planning Group of Canada, Research and Planning Analysis, Victoria BC 2004

³ Prince Rupert 1999 Northern BC Winter Games Economic Impact Assessment. The Economic Planning Group of Canada, Research and Planning Analysis, Victoria BC 1999



Northern BC Winter Games 2013 and 2015 Bid Application



Northern BC Winter Games Bid Application

Please submit this form with your bid application.

Communities interested in hosting the Northern BC Winter Games are asked to prepare a formal Bid Application for submission to the Northern BC Winter Games Society. The application must be computer-generated in a document of no more than 12, single-sided 8½ x 11 pages. Completed facility evaluation forms and letters of community support should be included in a separate appendix and submitted with the document. Guidelines for the Bid Application are provided in the following section of this package.

The community(s) of _____ is(are) bidding on

Check all that are appropriate:

- 2013 Northern BC Winter Games, February 7 - 10, 2013.
- 2015 Northern BC Winter Games, February 5 - 8, 2015.

Should there be any questions regarding the information submitted as part of the bid package, the Northern BC Winter Games Society should contact:

Contact Name: _____

Position / Title: _____

Address: _____

Phone: () _____ Fax: () _____

E-mail: _____

Bid Application Check list

Please ensure the following has been submitted as part of your bid application.

- This form
- Four copies of the Bid Application, including the following:
 - Resolution from the City - stating funding (joint bids require resolutions from all municipalities involved)
 - Resolution from the School Board - stating commitment to provide facilities/resources at no cost to the Games and the agreement to close schools on the Friday of the Games (joint bids require resolutions from all School Boards involved)
 - Sport facility evaluation forms, for each sport on the Primary Sport list as well as any additional sports the community would consider adding to the Games
 - Letters of support

Bids submitted without all of the above information will not be considered.



Northern BC Winter Games Bid Application Guidelines

1. Introduction

As an introduction to your Bid Application, please include the following information:

- The name, population, and items of general interest in your community.
- The names of the members of your Bid Committee.
- Hospitality information including:
 - The number of hotel/motel beds available in your community and the surrounding areas, including a list of hotel/motels in your community and the surrounding areas. For premises outside of your community indicate the distance from your community.
 - A list of restaurants in your community.
- Public transportation available in your community.
- Tourist attractions available in your Host Community that will be operational during the Northern BC Winter Games.

2. Municipal Support

Due to the magnitude of the Northern BC Winter Games, municipal support is critical to the success of the event; therefore, it is important to indicate the type of support your municipality is prepared to commit to the Host Society Board of Directors. Please include the following in your Bid Application:

- **Resolutions** (Sample resolutions can be found in Appendix IV):
 - Resolution of Municipal Council indicating support for the Bid Application. This resolution should include support for a financial contribution to the Northern BC Winter Games of at least \$30,000 in cash, and a minimum of \$40,000 in additional in-kind services and facilities.
 - Resolution from the local school board, stating support for the Northern BC Winter Games and a willingness to provide free of charge, the necessary school facilities that are required for competition purposes and the necessary school buses for transportation of participants during the Games, as well as the willingness to close the schools for the Friday of the Games.



- List of major events (including provincial, national, and international sporting events where possible) previously hosted by your community. Please include the following:
 - Name of the event
 - Participant numbers
 - Volunteer numbers
 - Approximate budget
 - Name and address of a contact person

3. Human Resources

To stage a successful Northern BC Winter Games, the Host Society Board of Directors will need to recruit, train, and direct the efforts of approximately 1,000 community volunteers. With these numbers in mind, outline the human resources available.

- The names and phone numbers of municipal government, recreation department, and school board contacts.
- Include documented interest and support of local sports groups, service clubs, and participating labour unions in hosting the Northern BC Winter Games.
- Describe a plan for recruiting and coordinating Northern BC Winter Games volunteers.
- Taking place following the Games, the Volunteer Appreciation Event is an opportunity for the community to say thanks to the thousands of volunteers. Please provide information on the location and plan to host this event.

4. Operation of Games

The Northern BC Winter Games is a four-day community celebration involving as many as 1,500 participants from across northern BC. A breakdown of potential participant numbers is provided to assist you with your planning (see Appendix III). Please address the following areas of Games operations in your Bid Application:

4.1 Registration/Accreditation

- Identify your plans for recruiting, registering, and acknowledging the 1,000 volunteers required for your Northern BC Winter Games.
- Identify a suitable location to welcome and accredit the 1,000+ participants as they arrive in your community. Registration is managed by the Northern BC Winter Games Society. Accreditation software and training will be provided by the BC Games Society. The registration deadline date for all sports is early January. Participants are registered prior to arrival in the Host Community.



4.2 Accommodation/Billeting

The Northern BC Winter Games is unique, in that it requires all participants under the age of 19 to reside with a billet family in the Host Community. The billet families are responsible for providing breakfast and dinner, as well as local transportation during the Games.

An anticipated Sport Package of approximately 1,500 will require approximately 250-300 billet homes.

- Outline a plan to advertise for, recruit, screen, and register billets for the participants for your Games based on the Northern BC Winter Games Society Billet Policy provided in Appendix IX.
- Provide information about the number of homes in your community.
- If the plan is to utilize residences in neighbouring communities, identify the number of residences and the distance (in km) from your community.

Adult participants will reside in local hotels, motels, and bed and breakfast facilities at their own cost. The Host Society should be prepared to provide Northern BC Winter Games Society an up-to-date list of available accommodation, rates, and other information regarding accommodation closer to the Games.

- Provide information about the hotel/motel/bed and breakfast facilities and beds available in your community.
- Provide information about the vacancy rate of these facilities in your community.
- Provide details about alternate accommodations that may be suitable for adult participants (camps, dorms, etc.).

4.3 Transportation

The Host Community is not responsible for getting participants and/or guests to their community, but is responsible for transporting them around the community during the Games.

- Describe the accessibility to your municipality via highway.
- Include details for the transportation of participants within the Host Community, bearing in mind that the cost of buses will be shared between the Host Community and the Northern BC Winter Games Society.
- Indicate the number of local school buses and local city transit buses (if applicable) that could be made available during the Games.

4.4 Public Relations

- Include details of local media facilities and the plan for involving each in the promotion of the Northern BC Winter Games.



4.5 Games Village

The Games Village will be a cultural and community centre of the Northern BC Winter Games. It is an area that may include exhibits of local artists, craftspeople, souvenir sales, displays of local cultural organizations, as well as medal presentations and other examples of Games and community spirit.

- Include details for a plan for the Games Village in your community.

4.6 Medical Services

- Provide information regarding the proximity, capacity, and capabilities of local medical facilities, as well as details of provision for first-aid treatment and physiotherapy at competition venues and a medical clinic at a private facility.

5. Sport

Refer to the Primary Sport list (see Appendix III) in order to prepare the sport technical information for this bid submission. A Host Community must be able to host the Primary Sports based upon the specifications outlined in the Sport Facility Requirements found in Appendix X, unless a suitable facility is not available in close proximity to the community. All sport venues must be within a reasonable distance from your community.

Sport and participant estimates are based upon past Northern BC Winter Games and should not be viewed as a commitment to any particular sport or a total number of participants. To show your community's capacity for hosting the Primary Sports, please ensure all the Sport Facility Information Forms are completed in their entirety, for each sport.

The Host Community can also request to host Secondary Sports (see Appendix III) or other sports that are popular in the community. Please complete Facility Evaluation Forms for each additional sport that your Host Community may wish to host.

Note that as the Games move to biennial Games there will be changes to the Sport Package for the Games. As these details are finalized, the implications will be discussed with the host communities awarded the 2013 and 2015 Games.

For the bid application process, the list of sports on the Sport Package, as outlined in Appendix III should be used.

Note that the final list of sports will be determined by the Northern BC Winter Games Society in consultation with the Host Community after the Games have been awarded and the Host Community Board is in place.

- Complete a Sport Facility Information Form for each sport, based on the Primary Sport list (see Appendix III) and the Sport Facility Requirements (see Appendix X). The Sport Facility Information Form (which can be copied for each sport) can be found in Appendix XI.



- Include details of existing and proposed facilities capable of hosting competitions for the list of Primary Sports as provided in Appendix III. School gymnasiums and other public facilities such as stadiums, arenas, airplane hangers, and theatres have been used to host Games sport competitions.
- Please provide a map of the community illustrating the location of the proposed sport facilities.
- Include a brief description of any proposed facility renovations or plans for upgrades (and how these plan to be financed and completion dates).
- Provide details of any joint or “shared use” agreements between the school board and the municipality or between local sport organizations, private facilities, and school board/municipality.

6. Bid Submission

Please forward four copies of your bid application, no later than 4:00 p.m. on Friday, November 19, 2010, to:

President
Northern BC Winter Games Society
c/o 200 - 990 Fort Street
Victoria, BC V8V 3K2

Additional information about the Northern BC Winter Games can be found at www.northernbcwintergames.org. Should you have any questions regarding the bid process or in the completion of your bid application, please feel free to contact the BC Games Society by phone at (250) 387-1375 or email: info@northernbcwintergames.org.



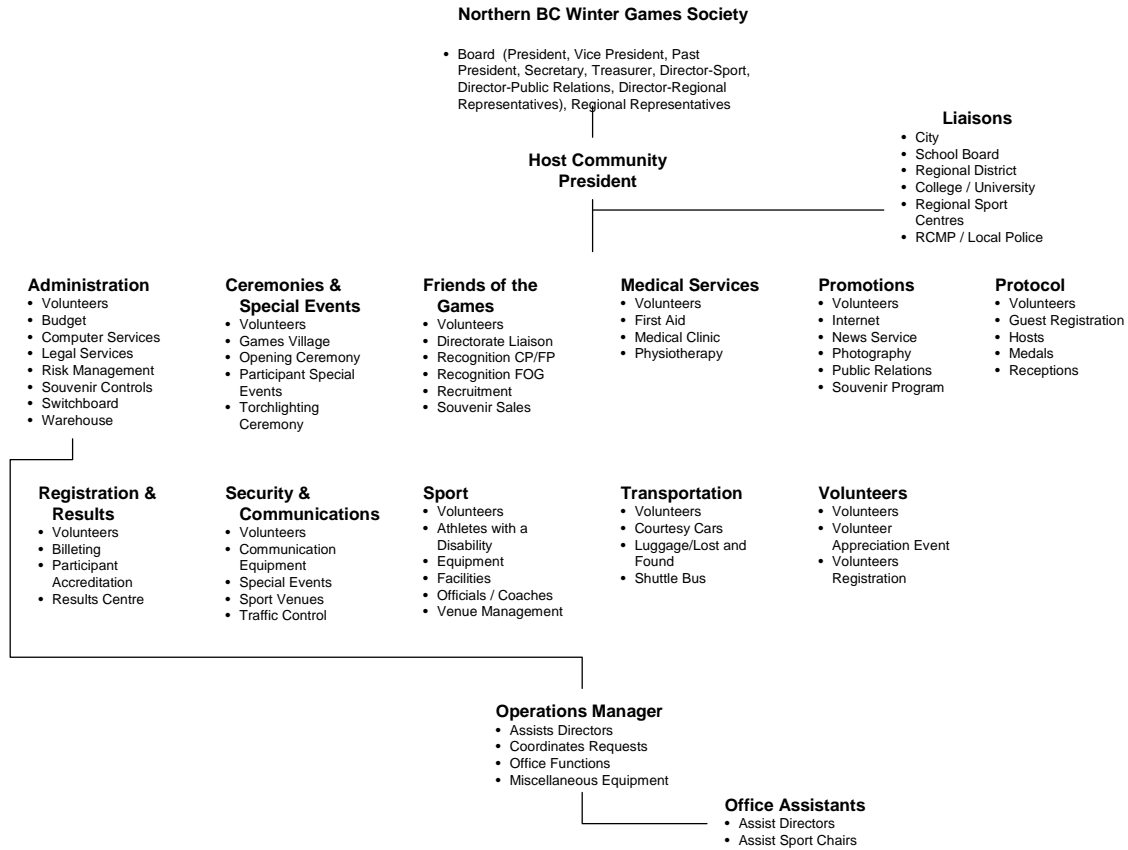
**Northern BC Winter Games Society
2013 and 2015
Bid Application Appendices**





Appendix I

Host Community Board Structure



Nominating Committee Process

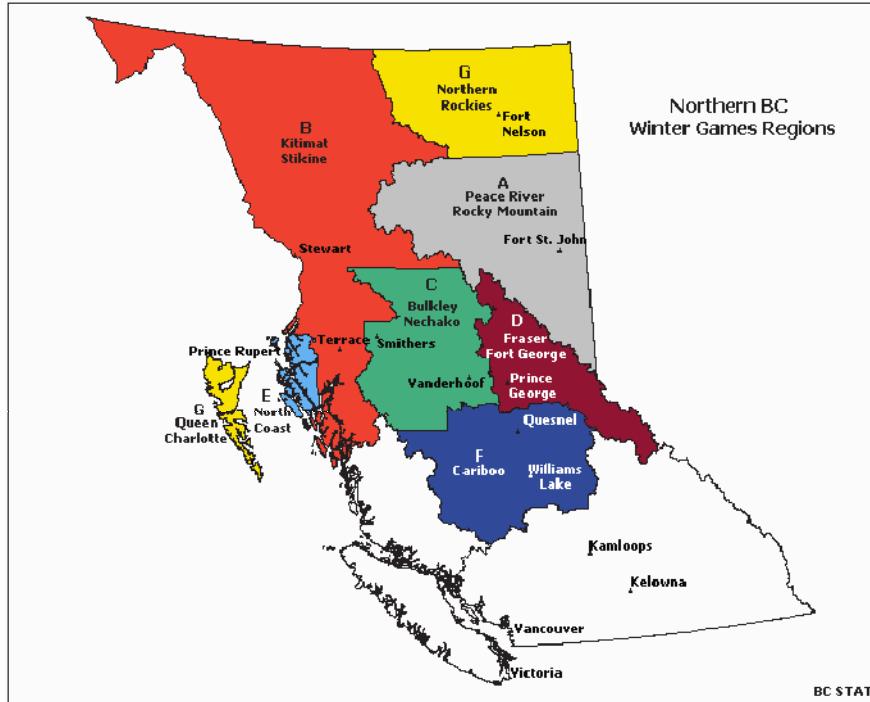
General Timeline

ACTION	WHEN	WHO
Phone contact made with Host Community to begin process (typically the Parks and Recreation Director)	20 months prior to the Games	BC Games Society President and CEO
Letter to Mayor(s) outlining Nominations Committee process, selections (copy of package also sent to community contact person)	20 months prior to the Games	BC Games Society President and CEO
<p>Mayor(s) selects/appoints the Nominations Committee.</p> <p>This committee is made up of key leaders including the Mayor, members of Council, Regional District representatives, Parks and Recreation senior staff, School District Board and/or staff, Chamber of Commerce President, etc. (9 - 12 people). This committee should have representation from all communities involved in hosting the Northern BC Winter Games.</p>	19 months prior to the Games	Mayor
First meeting of Nominations Committee	19 months prior to the Games	BC Games Society President and CEO and Mayor
Nominations Committee completes selection of Northern BC Winter Games Board of Directors	18 months prior to the Games	Nominations Committee
Determine date and time for Election Evening	18 months prior to the Games	BC Games Society President and CEO and Mayor
Election Evening – invited guests and general public are invited to an evening to formalize the Board of Director's nominations process	17 months prior to the Games	Mayor
Games overview for President and Board	16 months prior to the Games	BC Games Event Managers



Appendix II

Northern BC Winter Games Regional Structure



The Northern BC Winter Games encompass the boundaries of the six northern Regional Districts. There are six regions (A – F) that send participants to the Games, but there are eight berths (A – H) for each sport to send teams/contingents to the Games. The seventh berth was established for the Queen Charlotte and Northern Rockies to address the issue of athletes from these areas travelling long distances to participate in playdowns. The eighth berth is given to the Host Community to develop local athletes and to celebrate the community. Each sport is entitled to field athletes in eight berths. Athletes may try out and/or compete for only one Region.

Region A: Peace River

Major Centres: Charlie Lake, Chetwynd, Dawson Creek, Fort St. John, Hudson's Hope, Pouce Coupe, Taylor, Tumbler Ridge

Region B: Kitimat – Stikine

Major Centres: Terrace, Kitimat, Stewart, Kitwanga, the Hazeltons

Region C: Bulkley – Nechako

Major Centres: Smithers, Houston, Burns Lake, Vanderhoof, Fort St. James, Fraser Lake, Fort Fraser

Region D: Fraser – Fort George

Major Centres: Mackenzie, Prince George, McBride, Valemount, Hixon

Region E: North Coast

Major Centres: Prince Rupert, Port Edward, Port Simpson, Kitkatla, Masset, Port Clements, Tlell, Sandspit

Region F: Cariboo

Major Centres: 100 Mile House, 108 Mile House, 108 Mile Ranch, Quesnel, Williams Lake

Region G: Queen Charlotte - Northern Rockies

Major Centres: Fort Nelson, Queen Charlotte City, Queen Charlotte Islands

Region H: Host Community

Appendix III Sport

Primary Sports

This is the current list of Primary Sports for the Games. The Sports included in the 2013 and 2015 Games will be determined closer to the Games.

Sport	Categories	Maximum Participants
Archery	M & F; Cubs (12-14), Cadets (15-16), Jr. (17-18), Sr. (19+)	116
Badminton	M & F; Jr. (under 16 & under 19); Adult Open (19+)	116
Basketball	M & F; Junior	240
Curling	M & F; Juv. (16 & under), Jr. (under 21); Sr. (50+), Special O (13+)	198
Futsal	M & F; 12 – 14	200
Hockey	Pee Wee (11 - 12); House Team	192
Karate	M & F; 8 - 9 (Host Community only), 10 -17, 18+	188
Swimming	M & F; 13 & under, 14 & over, Special O & SWAD (12+)	216
Volleyball	M & F; 16 and under	246
Wrestling	M & F; 12 - 18	184
	Total	1896

Notes:

1. Participants include athletes, coaches, managers, officials, and chaperones.
2. Anticipated participation numbers are 75% of the maximum numbers.

Secondary Sports

Sport
Bowling
Figure Skating
Gymnastics
Hockey – Women's
Judo
Ringette
Speed Skating
Skiing - Alpine



Appendix IV

Sample Resolutions – Northern BC Winter Games

Municipal Resolution

At their Council meeting held on (date), the _____ City/District Council passed the following resolution:

“the _____ (City/District) of _____ bid to host the (year) Northern BC Winter Games and that an expenditure of \$30,000.00 cash and \$40,000.00 of in-kind be committed if the Games are awarded.”

School Board Resolution

At the regular meeting of School District # _____, held on (date), the Board of Trustees adopted the following resolution:

“that the Trustees of School District # _____ endorse (city) bid to host the (year) Northern BC Winter Games and have agreed to allow the use of school facilities to stage sport competitions, at no cost to the Games, and the use of school buses to transport Northern BC Winter Games participants, at no cost to the Games. In addition, it is agreed that the School District will close all schools for the Friday of the Games: Friday, February __, 20XX.”

Appendix V
Sample Northern BC Winter Games Host Community Budget

REVENUE (Cash Sources only)

City	\$30,000.00
NBCWG Society	90,000.00
Fundraising (cash)	78,000.00
Souvenir Sales	2,000

TOTAL REVENUES

\$200,000.00

EXPENSES

Administration	60,500
Ceremonies & Special Events	11,000
Friends of the Games	7,500
Medical	4,500
Promotions	13,000
Protocol	21,000
Registration & Results	18,000
Security & Communications	5,000
Sport	41,000
Transportation	9,000
Volunteers	9,500

TOTAL EXPENSES

\$200,000.00



Appendix VI

Northern BC Winter Games Legacy Policy

To ensure that any surplus revenue from the Games benefits the Host Community and the Northern BC Winter Games Society in general, the Northern BC Winter Games Society has developed the following legacy policy:

The Host Community Board will operate the Games to develop, foster, and encourage interest and participation in sport and sporting activities in northern British Columbia.

In the event that the Host Community Board has a surplus of funds at the conclusion of the Games, sixty percent (60%) of the surplus is retained with the community and forty percent (40%) up to the total operating grant issued by the Northern BC Winter Games Society, is to be forwarded to the Northern BC Winter Games Society for the betterment of future Games. The Northern BC Winter Games Society will not be responsible for any debts incurred by the Host Community Board. Withhold payment until legacy is determined.

Disbursement of Host Community Games Legacy funds:

- A community-based Committee will be formed consisting of at least two (2) Host Community Society Directors, as well as representation from the regional district/city council, Regional Sport Centre (if applicable) and other community groups.
- Criteria will be set by the Committee that will reflect the mission, vision, and values of the Northern BC Winter Games Society and the criteria will be used to allocate the surplus funds. The criteria will be approved by the Northern BC Winter Games Society before it is released.
- An advertisement will be sent out in the Host Community(ies) for a call for proposals for projects that benefit the sport and recreation community (facility enhancement, KidSport Fund, ProMOTION Plus, etc.).
- Northern BC Winter Games Society and City Council of the Host Community have final approval of disbursements within the Host Community, which includes a process of a proposed list of disbursements, recipient organization, amount and a brief overview of the project(s) being funded.
- Seventy-five percent (75%) of the Host Community funds will go to sport (as defined below), while twenty-five percent (25%) may go to recreation, culture, or other non-sport projects.

Definition of Sport:

For the purposes of establishing a legacy policy and the distribution of legacy funds, sport shall be defined as sports that are included in the Northern BC Winter Games as either Primary or Secondary sports and/or those that are included as Core or Optional Sports (or the equivalent) in any of the BC Family of Games (BC Summer Games, BC Winter Games, BC Disability Games, BC Seniors Games).

Appendix VII Northern BC Winter Games Legacy Totals

At the conclusion of the Northern BC Winter Games, a financial legacy may be left in the Host Community. The legacy is comprised of a percentage of the savings from the Host Society operating budget as described in the Legacy Policy in Appendix VI. Legacy funds are distributed at the discretion of the Host Society with the Northern BC Winter Games Society Legacy Policy detailed in Appendix VI.

The following chart illustrates the legacy totals from previous Host Communities:

YEAR	COMMUNITY	TOTAL LEGACY DISBURSEMENT IN HOST COMMUNITY
2001	Mackenzie	\$37,188
2002	Smithers	\$38,252
2003	Stuart Nechako	\$49,468
2004	Kitimat	\$40,507
2005	Dawson Creek	\$9,292
2006	100 Mile House	\$53,064
2007	Fort St. John	\$28,398
2008	Dawson Creek	\$39,573
2009	Mackenzie	\$23,763



Appendix VIII

Economic Impact Assessments

An Executive Summary of the Economic Impact Assessment from the Dawson Creek 2005 Northern BC Winter Games is provided for your reference. A complete report of this, as well as other assessments, can be found at www.northernbcwintergames.org.

Dawson Creek 2005 Northern BC Winter Games Economic Impact Assessment

CONCLUSIONS GAMES RELATED EXPENDITURES

The Dawson Creek 2005 Northern BC Winter Games created direct economic impact in Dawson Creek of over \$680,000. Just over 60% of this impact was created by the spending of Games participants, while 40% was contributed by Games Society organizers.

Direct spending within these two categories was as follows:

Spending by participants	\$426,000
Spending by organizers	<u>\$266,000</u>
Total	\$682,000

Direct spending by Games participants was as follows:

Competitors	\$180,000
Spectators	\$189,000
Volunteers	<u>\$57,000</u>
Total	\$426,000

Direct spending in Dawson Creek by Games organizers was as follows:

Dawson Creek 2000 BC Winter Games Society	\$246,000
BC Games Society	<u>\$20,000</u>
Total	\$266,000

A range of retail and service sector businesses benefited from the spending of Games participants. The largest beneficiaries were restaurants (\$87,000), accommodation (\$80,000), automobile (\$62,000), and gifts (\$61,000). The summary of expenditures by sector and by type of participant is as follows:

Sector	Competitors	Spectators	Volunteers	Total
Accommodation	\$44,041	\$34,492	\$1,606	\$80,139
Automobile	\$20,059	\$31,008	\$10,873	\$61,940
Concession	\$12,656	\$13,658	\$10,445	\$36,758
Gifts	\$30,323	\$19,058	\$11,204	\$60,585
Local Transportation	\$3,392	\$348	\$244	\$3,984
Groceries	\$5,189	\$15,469	\$14,171	\$34,829
Restaurant	\$44,940	\$35,305	\$6,710	\$86,956
Rec./Entertainment	\$3,202	\$4,053	\$593	\$7,848
Shopping	\$13,782	\$33,981	\$122	\$47,886
Other	\$2,417	\$1,626	\$1,431	\$5,474
Total	\$180,000	\$189,000	\$57,400	\$426,400



Spending by Games participants occurred over the three to four days of the Games during the first week of February 2005. Spending by the Games organizers occurred over a longer period of time - prior to, during, and after the Games.

The demand survey technique used to measure the economic impact of the Games provided a defensible analysis process. Based on the survey sample sizes, the results are considered accurate to within +/- 5% for the overall survey and +/- 8% to 12% for the competitor, spectator, and volunteer surveys.

It is noted that the analysis focused entirely on direct spending. Additional indirect and induced effects would have been triggered by this direct spending. These impacts were not measured but would have increased the overall economic impact slightly. Furthermore, because they were not cash transactions, in-kind assistance were not included in this economic impact analysis although they represented a valuable contribution to the Games.

COMPARISON TO THE 1998 GAMES

Dawson Creek hosted the Northern BC Winter Games in 1998. These Games included a similar (although not identical) list of sports. They also catered to a larger contingent of competitors at 1,660 versus 1,255 in 2005. The spectator counts were similar at 1,250 in 1998 and 1,150 in 2005. The numbers of volunteers were 930 in the earlier Games and 880 in this year's Games.

The comparison of expenditures is as follows:

Category of Participant	1998	2005	% Change
Competitors	\$213,000	\$180,000	-15%
Spectators	\$102,000	\$189,000	85%
Volunteers	\$78,000	\$57,000	-27%
Total	\$394,000	\$426,000	8%

Appendix IX

Northern BC Winter Games Billet Policy

The purpose of the Northern BC Winter Games Society Billet Policy is to provide safe housing for athletes while they are participating at the Games.

Scope and Application Procedures:

- All participants 18 years of age and younger (as of December 31 prior to the Games) are required to be billeted in homes in the Host Community.
- No fewer than two participants will be assigned to a billet home. In the case where only two participants are assigned to one billet home and one of the participants cancels at the last minute, the remaining participant will be reassigned to another billet home or another participant will be assigned to that billet home.
- A coach or chaperone can choose to be billeted with some of their participants, if the Host Community can accommodate the request.
- Approval of billet homes shall be subject to all adults who may be alone in the home with the billet(s) completing a criminal record review. Those billet homes where one or more adults in the home have been found to have committed crimes of violence or abuse (physical, sexual or other) shall not be approved.
- Participants shall be given the opportunity to request a particular billet home in the Host Community (i.e. relatives, friends of the family etc). These billet homes are required to register with the Host Community and all adults who may be alone in the home with the billet(s) are required to complete a criminal records review.
- Permission to not stay in a billet home must be requested through, and approved by, the Regional Representative.
- Billeted participants are provided with suitable sleeping accommodation and two meals per day.
- Billeted participants will need to bring their own sleeping bag, pillow, foam mattress, etc.
- Use of alcohol or drugs is not tolerated by billets. Violation is to be reported to the Host Community Games Office immediately and is subject to disciplinary action by the Northern BC Winter Games Society.
- Curfew is 12:00 midnight; however, billet home adults or the athletes' coach(es) may set earlier curfews if they so choose, taking into consideration the athletes competition schedule. Any violations of curfew will be reported to the Host Committee Games Office immediately.
- Adult supervision is required in billet homes while participants are present.
- An athlete is not permitted to request another athlete as a billet partner.

Exclusions from the Policy:

1. Athletes with a disability may arrange and pay for their own accommodation.
2. For athletes under 10 years of age exceptions may be made.



Appendix X Sport Facility Requirements

Note this facility information is provided as a guide to assist with the Bid Application process. Venue selection will be made after the Games are awarded and the Host Community Board is in place.

Sport	General Facility Requirements
Archery	Absolute minimum facility size is 70' x 70'. The light source must be artificial overhead lighting.
Badminton	Gymnasium with at least 3 courts of 20' x 44' with five feet clearance around the courts on all sides. Nine metres (30 feet) clearance to ceiling without obstructions. Walls should be free of protrusions from below 14 feet. Lines on the floor should be marked in white or yellow and be 40mm wide. Hardwood floor is preferred. Standard holes in floor for nets.
Basketball	Gymnasium 84' x 45' with one 28m x 15m court. Three point line measuring 7.82 meters from the baseline and 6.25 meters from the centre of the basket. Scoreboards with 30-second electronic clocks. Safety measure at each end line should include 1.25 meters of space or mats on end wall. Ceiling height 25'. Glass backboards are preferred.
Bowling	Preference is a minimum of eight lanes. The centre must have proper working foul lights.
Curling	A minimum of three sheets of ice are required.
Figure Skating	195' x 85' ft arena.
Futsal	Gymnasium that is a minimum of 25m to a maximum of 42m in length and a minimum of 15m to a maximum of 25m in width. If the gymnasium being used has basketball hoops that overhang the Futsal court these must be removed.
Gymnastics – Artistic	A gymnasium 80' x 100' would allow equipment for both men and women competitions to be set up simultaneously. A smaller facility would require set-up and take down between competition days. Ceiling height of at least 22' is required. 33m length required for the vault. Two or three floor plates is ideal, separated by a distance of 13'1" x 18'1". If floor plates are not available, freestanding equipment must be used. A meeting room for 12-15 adults for the judges is required.
Hockey	Ice surface of size 200' x 100' (ideal size); 195' x 85' will work.
Judo	Facility large enough to support one mat area - minimum 14m x 14m, prefer 16m x 16m. A warm-up area ranging in size from 5m x 5m to 6m x 6m is needed. It is preferred that this warm-up area is the same room as the competition.
Karate	Gymnasium or other open area capable of holding two (2) 10m x 10m karate mats, with a 1-metre safety zone around each mat with additional space for officials scoring tables.
Ringette	Indoor ice rink, can be shared with one other ice sport. Ice surfaces must be at least 85' x 190' and marked according to Ringette Canada regulations. Penalty box. Standard players benches.
Skiing – Alpine	Minimum vertical 200m; minimum width 30m. Machine grooming required. Lift service required.
Speed Skating	TBD
Swimming	25m pool – prefer 8 lanes.
Volleyball	High School or Middle School gymnasium with 2 courts (18mx9m) with a 3m free zone between the courts and any obstruction (wall or other court etc.). Ceiling height a minimum of 6m.
Wrestling	A venue with a flat one-room surface that can accommodate 2 mats (40 x 40 or 30 x 30 each).



Appendix XI

Sport Facility Information

Section 5 of the Bid Application, Sport, refers to the requirement that a community host all Primary Sports, provided a facility is within reasonable proximity of the community. Completed Sport Facility Information Forms for **each sport** will assist the Northern BC Winter Games Society in assessing your facilities and your community's ability to host the Primary Sports.

If you wish to host any Secondary Sports, please complete forms for these as well.

Please copy the Sport Facility Information Form (found on the next page) for each sport.

It is not necessary to provide details of additional sports (other than Primary and Secondary Sports) that your community may host. The Northern BC Winter Games Society, in consultation with the Host Community Board, will determine the addition of other sports at a later stage. If you wish to indicate other sports your community may be interested in hosting, please do so by providing a completed Sport Facility Information Form for each.

Be sure to refer to the Sport List to determine the Primary Sports (see Appendix III).



Northern BC Winter Games Sport Facility Information Form

Note: Complete one form for each Primary Sport, as well as any Secondary Sports or additional sports you propose to host in the Northern BC Winter Games.

EVENT / SPORT: _____

Facility Name: _____

Facility Address: _____

City: _____

Facility Contact (name and phone #): _____

FACILITY DESCRIPTION

Competition Area details: (size, # of lanes, courts, etc., floor type, ceiling height, score clocks (type), backboards, etc.)

Equipment available within your community for the sport, if applicable (i.e. curling rocks, nets, mats, etc.). Describe the equipment and indicate and who owns it.



Number of change rooms: Male: _____ Female: _____
Number of shower heads: Male: _____ Female: _____
Number of washrooms: Male: _____ Female: _____
Wheelchair accessible building? Yes No Washrooms? Yes No
Identification of room for Officials: _____
Permanent seating available: Yes No
Spectator capabilities: Sitting: _____ Standing: _____
Number of parking spaces available: _____

If the facility is not located in the Host Community, how far (in km) is it from your community?

** Please provide a letter of support for use of the facility from the private owner or neighbouring municipality or school district.*

Sport Information

Is there an existing program / club for this sport in your community? Yes No

If so, please provide the following:

Club/Program Name: _____

Contact Name: _____ Phone Number: _____



Appendix XII

Past and Future Host Communities

The Northern BC Winter Games have been hosted, or are scheduled to be hosted, by the following communities in northern BC:

1975	Fort St. John
1976	Fort St. John
1977	Dawson Creek
1978	Prince George
1979	Smithers
1980	Williams Lake
1981	Prince Rupert
1982	Quesnel
1983	Terrace
1984	Prince George
1985	Kitimat
1986	Smithers
1987	Vanderhoof, Fort St. James, and Fraser Lake
1988	Williams Lake
1989	Prince Rupert
1990	Chetwynd, Hudson Hope and Tumbler Ridge
1991	Terrace
1992	Fort Nelson
1993	Quesnel
1994	Fort St. John
1995	Williams Lake
1996	Prince George
1997	Terrace
1998	Dawson Creek
1999	Prince Rupert
2000	Fort St. John
2001	Mackenzie
2002	Smithers
2003	Vanderhoof, Fort St. James, and Fraser Lake
2004	Kitimat
2005	Dawson Creek
2006	100 Mile House
2007	Fort St. John
2008	Dawson Creek
2009	Mackenzie
2010	Prince Rupert