



## PREPARING A “**BID**” TO HOST AN OFSAA CHAMPIONSHIP

### 1. SELECT A CONVENOR

Attempt to choose an individual who is well-organized and interested in doing an OFSAA Championship for the right reasons and not someone who is looking ahead to when his/her team will be a potential OFSAA champion.

As part of a bid to host an OFSAA Championship, the presenter must include a preparatory budget outlining realistically estimated costs for the major items of the event (e.g. facility, officials, sponsorship, etc.). The attached sheet, entitled “Preparatory Championship Information” must be submitted at the time of your bid.

### 2. PREPARE THE “**BID**”

#### a) Facilities

- X site(s) for Championship available
- X adequate spectator space
- X accommodation available, group rates, deposit waived, check re: conflicts with conferences
- X phone calls must be made to verify availability for regulation OFSAA dates
- X site for special function

#### b) Dates

- X must comply with OFSAA regulations
- X avoid conflict with the hosting of other OFSAA events (i.e. one OFSAA event per season) - check the boys, girls and co-ed activities

#### c) Officials

- X check re: conflicts with other events requiring officials
- X indicate number of qualified officials available locally or from adjoining Associations

#### d) Transportation

- X if air flight is required for the majority of participants, then a special package must be worked out and a payment structure outlined before bid is made

#### e) Fundraising

- X all fundraising must occur prior to the championship
- X an individual should be named to handle this aspect specifically
- X some strategy for raising funds should be presented
- X any special financial consideration or requests should be made at this time

f) Special Events

- X special function for all to get together
- X information/outing to give participants some knowledge of that area of the province
- X indicate if area/Association is celebrating a special event (e.g. 25<sup>th</sup> year of Association)

**3. PRESENTATION OF THE BID**

- X For events on the third year of the calendar, the bid application form is presented at the April AGM and submitted to the appropriate Committee (CGA/CBA). If 2 or more Associations submits a bid for the same Championship/Festival presentations will be heard at the November Representative Council meeting the following school year. A maximum time limit of five minutes will be enforced for each presentation.
- X The CGA or CBA representative must be prepared to do the presentation. No other person will be permitted to do so; please do not bring guests. This will eliminate an unjustified expense and ensure that no unfair advantage exists between Associations.
- X For OFSAA Championships, the rep is the liaison and becoming well-versed about the Championship in the initial planning stage should enable him/her to do a good presentation and to be involved from the beginning.
- X If you wish, a three-minute audio-visual presentation may be used.
- X A maximum of two written pages with the main outline of the event is permitted as the only supportive document for the presentation - no pins, no Chamber of Commerce material, etc.
- X Convenors must be reminded that these are not the Olympics and that excellent OFSAA Championships can be hosted in school facilities with minimal fundraising. The presenter should emphasize the use of school facilities (when relevant).
- X If all the major aspects of the event have not been looked into, the bid is not considered complete and cannot be accepted:
  - sites
  - regulation dates
  - officials
  - submission of Preparatory Championship Information sheet
  - accommodation availability
  - transportation venues (if flights required)

## **CONSIDERATIONS WHEN REVIEWING BIDS TO HOST OFSAA CHAMPIONSHIPS**

### **1. The Specific Bid**

- X Definite convenor named.
- X Preparatory Championship Information sheet submitted.
- X All requirements for a bid included, i.e. specifics.
- X A general presentation should not be considered as a bid.
- X The basics are more important than the all specific details.

### **2. OFSAA Championship Calendar**

- X Avoid overloading one Association in one season or one year.
- X Spread events throughout the province, avoiding an abundance of Championships in the peripheral. areas in the same year (especially the Championships involving large participation).

### **3. Previous Hosting of the Same Event**

- X Associations applying to host an event for the first time should be given greater priority if their bid application meets all requirements.

### **4. Association Involvement in Hosting OFSAA Events**

- X Look at the overall picture to see whether the Association hosts all kinds of OFSAA Championships, not just the high-profile profit-makers.
- X Additional OFSAA Staff assistance provided for those Associations who host a championship/festival when no others would.
- X Past record.
- X Other events being hosted by the Association in that year (look at Boys, Girls and Co-ed).

## PREPARATORY CHAMPIONSHIP INFORMATION

Please submit the attached Bid Application Form to your Association Representatives when requested. They will be contacting you in the near future.

The purpose of the form is to give the Association Representatives and the OFSAA office a general idea of the large budget items of your Championship.

### Committee Chairpersons

It is important that the convenor delegates responsibilities. It is impossible to coordinate a successful OFSAA Championship without a strong committee. Please indicate the chairpersons of your sub-committees on the following form and ensure they have experience in the designated responsibility.

### Preparatory Budget

#### Projected Income

Sponsor/supporter revenue should be secured early in the organization of the Championship.

The price of the souvenir T-shirts should be set at a reasonable amount so that most participants will be able to purchase them. A 10% profit should be realized through the sale of souvenir T-shirts.

Gate receipts are always variable. It is better to estimate on the low end.

The entry fees are pre-determined by OFSAA. (NEW)

Include the OFSAA Hosting Fee in budget. (NEW)

#### Projected Expenses

Facility costs are often one of the highest expenditures. Please indicate on the form what type of facility you will be using.

Officials should be secured early by contacting the provincial and local officials' organizations.

Souvenir T-shirt sales are very important. Bids should be secured from at least three companies.

Banquet arrangements should be made early in the organization of the Championship. Participants can be charged a maximum of \$30.00 for the social fee.

Please note that the information requested is an indication of how "prepared" the committee is financially to convene the Championship/Festival. The information you give, at this state, does not preclude changes as the event draws closer and as discussion occurs with your OFSAA staff contact.

**OFSAA CHAMPIONSHIP/FESTIVAL APPLICATION FORM**

Championship \_\_\_\_\_ Championship Date (MM/YY) \_\_\_\_\_

Convenor(s) Name(s) \_\_\_\_\_ School / City \_\_\_\_\_ Association \_\_\_\_\_  
(Must be school or board-based employee)

School Phone \_\_\_\_\_ School Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

**COMMITTEE CHAIRPERSONS**

Treasurer \_\_\_\_\_ Media \_\_\_\_\_

Fundraising \_\_\_\_\_ Website \_\_\_\_\_

Banquet \_\_\_\_\_ Program \_\_\_\_\_

**HOTELS AND FACILITIES**

Hotels: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

Facilities: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_

**CONVENOR RESPONSIBILITIES**

**I / We agree to the following requirements for hosting an OFSAA Event:**

- Have read the convenor manual
- Confirmed the availability of facilities and accommodations for the projected event dates
- Plan to attend convenor workshop (February or June). OFSAA will cover travel/accommodation for 2 committee members
- To submit a preliminary budget (using the OFSAA template) 60 days prior to the event
- To abide by OFSAA policies and playing regulations
- Understand supply coverage is NOT an eligible expense for OFSAA events
- To submit a Convenor Evaluation 30 days following event
- To submit final financial statement signed by principal, association rep, treasurer, and convenor (on provided OFSAA template) and sent in the OFSAA Hosting Fee within 60 days of completion of the event

Convenor(s) Signature(s) \_\_\_\_\_

**By signing, you are endorsing and supporting the convenor(s) to host an OFSAA Championship/Festival, This may require time out of school and supply coverage, which cannot be included as part of an OFSAA budget.**

Principal Signature \_\_\_\_\_

Association Representative Signature \_\_\_\_\_