

HOSTING - BID PROCESS

POLICY

Associations may offer to host an OFSAA Championship. This is done according to the Three-Year Calendar process. Associations may also compete with each other to host an OFSAA Championship. This is done according to the process noted below.

1. Prepare the Bid

a) Facilities

- Site(s) for Championship available and comply with playing regulation requirements
- adequate spectator space
- accommodation available, group rates, deposit waived, check re: conflicts with conferences
- phone calls must be made to verify availability for projected OFSAA event dates
- site for special function/banquet (when applicable)

b) Dates

- must comply with OFSAA regulations

c) Officials

- conflicts with other events requiring officials
- obtain estimated quote with details regarding any travel, meals, etc. that may be included.
- indicate number of qualified officials available locally or from adjoining Associations

d) Transportation

- If air transportation is required for the majority of participants, then a special package should be worked out and a payment structure outlined before bid is made.

e) Fundraising

- all fundraising must occur prior to the championship
- an individual should be named to handle this aspect specifically
- some strategy for raising funds should be presented

f) Special Events

- provide ideas or outline for your special event or banquet
- provide information on activities and events in the area (sporting events, festivals etc.)

2. Presentation of the Bid

- For events where two (or more) associations have submitted an OFSAA Championship/Festival application form or expressed interest in hosting, bids will be heard at the next CBA/CGA meeting. A maximum time limit of five minutes (not including a question period) will be enforced.
- The CBA or CGA representative must be prepared to do the presentation. No other person will be permitted to do so; guests are not permitted. This eliminates an unjustified expense and ensures that no unfair advantage exists between Associations.
- 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.

HOSTING - SELECTION

CONSIDERATIONS WHEN REVIEWING BIDS TO HOST OFSAA CHAMPIONSHIPS/FESTIVALS

1. General Information

- Convenor named
- Preparatory OFSAA Championship/Festival application form submitted
- All requirements for a bid included

2. OFSAA Championship Calendar

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

3. Previous Hosting of the Same Event

- Schools applying to host an event for the first time should be given greater priority if their bids are sound.
- Priority should also be given to those Associations who have not hosted the event for an extended period of time.