



# **BID GUIDELINES FOR HOSTING THE SPECIAL OLYMPICS CANADA SUMMER GAMES 2022**



# BID GUIDELINES

## SPECIAL OLYMPICS CANADA SUMMER GAMES 2022

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## **SPECIAL OLYMPICS CANADA GAMES OVERVIEW**

**Welcome to the Special Olympics Canada National Games Program!** Special Olympics Canada (SOC) is very excited to present our National Games Bid Guidelines for the Special Olympics Canada Summer Games 2022. The Games offer participants, volunteers and spectators an opportunity to experience the excitement of the Games, while leaving behind an important legacy of community pride and sport tourism development. Since 1974, the Games have brought some of the best athletes in the country together from each of our 12 Provincial/Territorial Chapters to reach for their dreams and pursue excellence in sport.

**Special Olympics Canada**, in partnership with the Canadian Sport Tourism Alliance, conducted an economic impact study of our recent Special Olympics Canada Summer Games 2018 using the industry recognized STEAM (Sport Tourism Economic Assessment Model). The results from the study demonstrated the significant economic impact the National Games have for the Host Province and Host Municipality. The recent Special Olympics Canada Summer Games 2018 resulted in an \$8.7 million economic impact in Antigonish, Nova Scotia. That is an incredible return on the financial investment, but the social return on investment is just as rich.

The Special Olympics Canada Summer & Winter Games started in 1974 and are national multi-sport Games for athletes with an intellectual disability. Over 47,000 athletes participate in programs and competitions all across Canada supported by over 22,000 volunteers. It is the country's largest multi-sport event for people with intellectual disabilities and provides our athletes with a development and competitive opportunity that prepares and qualifies them for Special Olympics World Games. There are participants competing in 10 sports for our Summer Program. The Summer and Winter Games are held every other year alternating between Summer and Winter (i.e. 2018 Summer, 2020 Winter, 2022 Summer etc.).

**PROPOSED DATES OF THE GAMES** – The Games are traditionally held in late June or early July but can also go into August.

### **OBJECTIVES OF THE NATIONAL GAMES**

- Provide the country's athletes with an intellectual disability a competitive opportunity and a venue to pursue excellence and qualify for World Games;
- Provide athletes with a venue to participate in a healthy, active lifestyle through friendly competition;
- Provide an athlete centered environment that promotes competition and fair play;
- Host competitive opportunities that allow citizens to see our country's athletes perform;
- Establish a community legacy for volunteer capacity for future event hosting;
- Establish a community legacy for sport development for people with intellectual disabilities and;

- Provide an opportunity for communities across Canada to showcase Special Olympics athletes as well as their community's infrastructure and hosting abilities.

## **HOSTING AGREEMENT**

The Hosting Agreement is the legal or contractual document signed by Special Olympics Canada and the Host Municipality.

The agreement defines each party's responsibility in the following areas:

- Operating contributions
- Self-generated revenue targets
- Payment schedules
- Responsibilities of the Games Organizing Committee
- Conflict of interest
- Purchasing and tendering policy
- Insurance requirements
- Distribution of assets
- Use of financial surplus
- Responsibilities for financial deficit
- Transportation, meals and accommodation
- Communications
- Official languages
- Use of rights and properties
- Any other areas deemed necessary

While many of the requirements are noted in this document, the details of the Hosting Agreement are negotiated, under the lead of Special Olympics Canada, by representatives of each of the party's so that the agreement is custom designed for the needs of each Games.

Any deviations from the Bid Document that are not specifically addressed in the Hosting Agreement must be approved by Special Olympics Canada.



## **SPECIAL OLYMPICS CANADA SUMMER GAMES 2022 BID PROCESS**

- **Letter of Interest** – Municipalities interested in submitting a bid to host the Special Olympics Canada Summer Games 2022 are required to submit a letter of interest to the VP Sport at **Special Olympics Canada** by the date outlined below under Critical Dates for the National Games Bid Process. The letter of interest will provide an opportunity for SOC to make direct contact with you to provide any necessary assistance in preparation for the bid. **Submitting a letter of interest does not commit a community to submitting a bid, but provides an opportunity to consult with SOC to determine if it is the right opportunity for your community.**
- **Bidders Conference Call** – Depending on the number of letters of interest received, we will conduct a bidder’s conference call to address any questions regarding the bid process.
- **Bid Submission** – Municipalities must prepare a Bid Submission that includes ALL items listed under the Bid Requirements section. One (1) hard copy and one (1) electronic copy of the Bid Submission must be received at SOC by the deadline set out under Critical Dates for the National Games Bid Process. One original copy of each Letter of Support is required in the hard copy of the Bid Submission.
- **Bid Review and Site Visits** - SOC will appoint a Bid Review Committee (BRC), which will evaluate the Bid Submissions based on the mandatory requirements outlined in these Bid Guidelines. The BRC is comprised of individuals from SOC, the Chapter of the Province/Territory bidding and professionals with experience in hosting multi-sport games and bid evaluation. The BRC will identify a short list of communities for site visits based on the written submission and evaluation. **Your bid MUST include a letter of support from your local Special Olympics Program and Chapter as well as a resolution of council outlining support for the bid including being responsible for any financial deficit from the Games. It is important to note that all past National Games have resulted in a surplus of funds.**
- **Recommendation** - After completion of the bid evaluation and site visit process a recommendation will be put forward to the SOC Board of Directors for approval.
- **Official Announcement of Successful Community** - Following the evaluation of the written submission and site visits, and upon receiving the necessary final approval, the BRC will notify the successful community and arrange for a formal announcement.



## **Critical Dates for the National Games Bid Process**

- **Letter of Interest – June 13th, 2019 (for those that have submitted already there is no need to submit again)**
- **Bid Submission – August 22, 2019**
- **Site Visits – Week of September 9th, 2019**
- **Recommendation and Announcement of Host – Week of September 23<sup>rd</sup>, 2019**

## **SITE VISIT**

### **GENERAL INFORMATION**

Special Olympics Canada shall conduct a Site Visit as per the timelines outlined above under Critical Dates. The Site Visit provides the opportunity for a detailed assessment of the strengths and weaknesses of each bid relative to the basic requirements for hosting the Games and relative to the other bids. The Site Visit brings to life all details described in the Bid Document and gives the community a chance to demonstrate its support of the Games. It also provides the Bid Review Committee with an opportunity to question the Host Bid Committee about details within the bid.

It is highly recommended that all members of the Host Bid Committee are present for the Site Visit.

### **OVERVIEW OF THE SITE VISIT**

At the beginning of the Site Visit, key representatives from the Host Bid Committee will brief the Bid Review Committee on the day's itinerary, provide a map of the community to highlight the routes to be taken and location of venues to be viewed and identify the key people that will be met during the day.

The following areas will be reviewed:

- a. *Technical*
  - Sport Venues
  - Sport Resource Personnel (potential sport chairs, officials, etc.),
  - Community Sport Infrastructure, etc.
  - Information/Computer Services (hardware and software expertise, results plans)
  - Media and Results Centers
  - Special Event venues, expertise, theme ideas, strategies
  - Special Olympics knowledge and expertise
- b. *Care and Comfort*
  - Athlete's Village (sleeping areas, dining hall, polyclinic, mission centre, recreation/service areas)

- Medical personnel (availability of physicians, therapists, nurses, etc.; sport experience; equipment; local hospital services)
  - Accommodation for Honoured Guests, Officials, Families/Supporters
- c. *Budgets*
- Operating Budgets (all revenue sources, all expenditures, deficit management plan)
  - Merchandising, special events, marketing and sponsorship plans
  - Marketing resource people (expertise, related experience, etc.) and strategies

### **BID REVIEW COMMITTEE**

Special Olympics Canada shall select a group of individuals to serve on the Bid Review Committee. Representation shall include:

- Two to three (2-3) Special Olympics Canada – National Office Staff
- One (1) Special Olympics Canada – National Board of Director
- Two (2) Special Olympics Canada – National Team Program Committee Member
- One (1) Special Olympics Chapter Representative
- One (1) Special Olympics athlete

Special Olympics Canada shall incur all costs for the Bid Review Committee to attend the site visit, including transportation, accommodation and meals.

### **COMMUNITY SUPPORT**

While a display of public support for the Games is essential, it must be sincere and representative of the entire community – community leaders in sport, arts, business, the public sector, etc. The Host Bid Committee must demonstrate that volunteers will be forthcoming and that local financial support will be available.

Thank you for your interest in hosting the Special Olympics Canada Summer Games 2022. We welcome you to contact SOC for further information.

**Blair McIntosh**  
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## **ELEMENTS OF YOUR BID SUBMISSION**

The Bid Submission must provide a clear indication of how your community would successfully host the Games. Each of the following sections summarizes the critical areas of responsibility for a successful Games. At the end of each area of responsibility, there is a list of mandatory requirements for your Bid Submission.

### **INTRODUCTION**

The delivery of the Games is a partnership between the Host Community and SOC. It is an exciting opportunity to showcase your community to the rest of the country. It is important to provide a rationale for your municipality's decision to bid for the National Games. Each Host Community will be responsible for forming a Games Organizing Committee (GOC) and developing a transition plan between the Bid Committee and a working GOC. The GOC will be comprised of dedicated volunteers who will deliver on the various components of the Games as outlined in the sections to follow.

#### **Mandatory Bid Requirements:**

- Community Overview (including previous event hosting achievements)
- Community Support
- Resolution from City Council indicating support for the bid with financial deficit guarantee
- Proposed Financial Contribution (cash or value in kind) of City/Municipality to ensure mandatory minimum of break even budget
- Games Organizing Committee Structure (Appendix B – Sample GOC Structure)
  - Organization chart identifying GOC members
  - Brief GOC member biographies
  - Transition plan between Bid Committee and a working GOC
- Identify the proposed dates of the Games

### **FINANCE**

Special Olympics Canada (SOC) provides an operating grant in the amount of \$650,000. In addition, each Host Community will collect the registration fees outlined below for each participant, which provides an additional financial contribution to the Games. SOC also pays for all the external transportation of participants to and from the Games as outlined in the chart below. **The City/Municipality is the deficit guarantor of the event.**

National Summer Games	<b>\$650,000</b>	Hosting grant provided by SOC
External Travel for participants	<b>\$800,000</b>	Paid by SOC directly to Chapters



Registration Fees	<b>\$80,000 approx.</b>	Paid directly to the Host and can be included in Games revenue
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**Mandatory Bid Requirements:**

- Proposed Budget including all anticipated revenues & expenditures (Appendix C – Sample Summer Games Budget)
- Provide a staffing plan for the Games including hiring timelines
- Potential sources of revenue generation with letters of commitment and list of corporate support
- Legacy Plan: 30% of any financial surplus must be provided to SOC following a financial audit of the Games. The remaining 70% remains with the Host Municipality. We encourage that it be used as a legacy to advance the Special Olympics movement.

**SPORT TECHNICAL**

Participant numbers for each of the Summer Games sports as well as sport technical information (minimum and ideal standards) specific to each sport is outlined later in this document. A Host Bid Committee must identify how their designated facilities meet the technical requirements. It is the intention that a selected community will have the ability to host all sports included in the Games. However, SOC also understands that this is not always possible. It is important to outline which sports your community is able to accommodate and identify possible alternative solutions for those sports that cannot be accommodated in your community (i.e. Satellite sites). It is also important to list travel time and distances between each sport competition venue and the accommodation sites.

**EQUIPMENT**

Each GOC is responsible for obtaining (purchase or rental) and transporting all of the equipment required for each sport.

In addition to Opening Ceremonies, athletes must be recognized through medal ceremonies organized by the GOC. We encourage you to be creative in your plan to award medals that will profile our athletes such as a central celebration square location.

If required, we encourage you to be creative when determining how to play host to the Games such as collaborating with surrounding communities for a Regional Bid. It is beneficial to secure tentative contracts or written agreements with designated venues, which will also enhance your bid submission.

## **DIVISIONING**

Divisioning is the process by which athletes and/or teams are grouped by gender, ability and age. Divisioning ensures a competitive structure, which enables athletes and teams of a certain ability to compete against athletes and teams of similar ability levels. SOC in consultation with the GOC shall appoint a Divisioning Team of technical support to the Games.

Special Olympics Canada shall provide the GOC (without charge) a copy of the Games Management software package (GMS), which the Divisioning Team will use to create the competitive divisions for the National Games. The software package is to be used for the sole purpose of divisioning athletes for the Games. This software package is the exclusive property of SOC and may not be modified, reproduced or distributed without SOC's written approval. The GOC may supplement the package only with approval of the SOC National Office.

The process of divisioning, and the final divisions established, are the sole responsibility of Special Olympics Canada.

### **Mandatory Bid Requirements:**

- A Venue/Sport evaluation form for each sport identifying designated venues (i.e. playing surface dimensions)
- A map outlining facility locations including travel distances between accommodations and venues
- Identify a plan for timely collection of results from each venue and posting these results on line
- Outline how medals will be presented

## **ACCOMMODATION AND MEALS**

The quality of an athlete's accommodation is critical to their performance. It is important to provide the appropriate care and comfort for all participants based on the following requirements.

- Athletes, Coaches, Managers will reside within close proximity to one another creating an Athlete's Village atmosphere (i.e. University residences, close hotels, etc.) wherever possible.
- Athletes, Coaches & Managers can be accommodated in a school setting with a maximum of 18 per room (based on 30 sq ft per person). Coaches & Managers can share rooms with athletes of the same gender in a dormitory style setting, in which case two or more adults must be accommodated in a dormitory with all athletes regardless of age. The Host must be able to provide foam pads/mattresses/cots – subject to approval of SOC.
- All linens must be provided by the host community
- In a standard room at a hotel, one person per bed with a maximum of three per room. If a larger than standard room is used to accommodate athletes, the maximum number of athletes per room may be negotiated with SOC.

- Due to varied sport schedules no more than one team or sport can be roomed together (i.e. participants must be separated by sport, team, or region where possible)
- Participants must be separated by gender within rooms (Ideal target – gender based floors)
- Accommodations must be made available to participants for the duration of the Games (Traditionally Monday to Sunday – 6 nights). Some early arrivals may require a 7<sup>th</sup> night depending on location of the Games.
- Identify an accommodation plan for VIP's and for family and friends of the participants so they can come and enjoy the experience

Athletes' performances are very dependent on the quality and quantity of food they receive. As many sports' competition schedules differ, it is important to be flexible to meet the needs of all sports. It is also important that all meals are well balanced and nutritious. Plenty of water must be made available. The GOC must also accommodate any athlete's dietary needs/restrictions.

SOC requires all host communities to provide three meals per day based on the Meal Requirements and Guidelines. Sample menus have been provided in Appendix D of this document. Feeding a large number of participants can be a challenge with various competition schedules. Be sure to include any partnerships with caterers, restaurants, box lunch plans etc.

#### **Mandatory Bid Requirements:**

- Identify proposed location(s) for the Athlete's Village
- Identify accommodation location(s) on a venue map and travel distance to each venue from accommodation site
- Address all requirements outlined above and how they will be taken into account when selecting accommodations
- Identify the number of fully and partially accessible rooms
- Provide a meal plan for all registered participants, officials and volunteers

## **TRANSPORTATION**

**External Transportation:** Special Olympics Canada will be funding external Provincial/Territorial Team Travel for the 2022 Summer Games.

**Internal Transportation:** It is the responsibility of the GOC to make all necessary transportation arrangements to and from the host airport, to and from venues and the Athlete's Village, Opening and Closing Ceremonies for accredited Games participants. The internal transportation schedule must take into account the competition schedule of the sports and what would provide an optimal competition environment for the athletes.

**Mandatory Bid Requirements:**

- Provide a transportation plan for registered participants from accommodations to sport venues and ceremonies (NOTE: Accessible transportation must be provided if required)
- Within the transportation plan, identify the closest airport, train and bus station and how participants will be transported to and from each.

**VOLUNTEERS**

No event would be a success without the support of numerous volunteers in the community! In hosting the National Games, the GOC must recruit, train, schedule and recognize the efforts of approximately 600 volunteers.

**Mandatory Bid Requirements:**

- A plan to recruit, train, schedule and recognize the volunteers
- Outline a meal plan for volunteers (volunteers working over a certain number of hours and/or over a meal time must be fed)
- A plan to do police record checks and screen all volunteers who will be working in direct contact with Games participants
- Identify local sport groups or clubs that would have volunteers available to provide sport technical support during the Games

**MARKETING & COMMUNICATIONS**

An important part of any event is awareness building not only within the community but also across the region, province and country. This is accomplished through a comprehensive marketing and communications plan. This can be done through television, radio and/or print ads, website, social media and much more. In addition, this area works with Sport Technical services and results in the development of a plan to appropriately distribute information while the Games are ongoing. In accordance with SOC's French Language Services requirements, it is important to note that all of the materials for the National Games must be provided in both official languages. SOC Communications staff will be an integral part of the communications team for the Games and can assist with all forms of media including website and social media.

**Mandatory Bid Requirements:**

- Identify a Media and Communications Centre location and set up
- Include a Media and Communications Plan including Social Media
- Identify a plan to address French Language Services Requirements

**SPONSORSHIP AND FUNDRAISING**

The GOC shall develop a sponsorship and fundraising program to acquire sponsors and fundraise for the Games. The sponsorship program will outline the levels of Games sponsorship, based on dollar amounts, which can be cash or budget relieving value-in-kind goods and services. The recognition acknowledgements accorded to sponsors at each level are to be established in writing prior to the marketing of any Games sponsorship. In addition to securing sponsors, the GOC is encouraged to coordinate programs of general public donations and fundraising, official suppliers

and licensees, and merchandise sales. Cash and value-in-kind goods and services directly related to budget items and generated by this committee will help offset operating expenses.

The national partnership program established by Special Olympics Canada provides certain National Partners with exclusive rights and others with the right of first refusal in their industry category at the National Games. The GOC shall provide recognition to both SOC National Partners and Games Sponsors, as set forth in the sponsorship program established for the National Games. **Appendix A includes a chart indicating our current list of National Partners and categories.**

The Law Enforcement Torch Run program is a grassroots fundraising program, which provides financial support to Provincial/Territorial Special Olympics programs. The Law Enforcement Torch Run (LETR) program is not to be involved with any direct fundraising/sponsorship activities to support the operational budget of a National Games, unless prior approval to do so is received from the Host Provincial/Territorial Chapter and Provincial/Territorial Law Enforcement Torch Run officials.

Each Special Olympics Chapter has a LETR Co-coordinator who works with the Canadian Co-coordinator to ensure that all elements of the LETR are incorporated within the Special Olympics Canada National Games. Specifically, the LETR has a presence at the Opening Ceremonies of the Games.

Within the sponsorship/fundraising area, the GOC should consider establishing a "Friends of the Games" program. Such a program involves the collection of donated cash or in-kind goods and services for the GOC. It is emotionally based and focused within the host community. The "Friends of the Games" program should be developed to allow everyone who wishes to contribute an opportunity to do so. A list of modest recognition benefits should be developed for the "Friends of the Games" contributors including a tax receipt and some local public recognition.

The sponsorship and fundraising program identifies potential prospects, including corporations, foundations, individuals and other agencies that can provide support to cover the operating costs of the Games (including cash and in-kind budget-relieving items). The GOC shall create sponsorship categories with fees and associated rights and benefits commensurate/appropriate for the categories. The GOC should consider sponsorship levels and benefits employed by previous Games. However, the sponsorship levels should ultimately be based on what the market in the community/province can support using other similar events held in the community as a benchmark to set the categories and sponsorship fees. The sponsorship package should be finalized and in market 18 months in advance of the Games. Platinum and Gold Level National Partners of Special Olympics Canada have exclusivity in their categories while Silver and Bronze level partners are provided with a first right of refusal. The full list of National Partners will be shared with the GOC. Where available, Special Olympics Canada will work with its National Partners to secure budget relieving product to support the Games and will also provide its National Partners

with the Games sponsorship package and the opportunity to support the Games should they so desire (in addition to its National support of Special Olympics Canada).

Special Olympics Canada will provide guidance to the GOC as it develops a marketing and sponsorship framework, including the vetting of all prospects prior to approaches to any potential sponsors, and to assist the GOC in generating non-government revenues. This framework will include elements such as the structure of the sponsor/supplier program, advertising benefits, servicing plan, etc. Special Olympics Canada can also provide assistance to the GOC in how to research, identify, and cultivate prospective sponsors and suppliers of the Games and steward Games Sponsors and supporters.

In order to deliver appropriate benefits to major sponsors, suppliers and National Partners, the GOC should make best efforts to provide “clean venues”. Where possible, this would enable both Games and National Partners (that are providing support in the form of cash or product) to avoid and/or minimize any conflict with existing venue sponsors or suppliers that are in place and secured and negotiated separately by the venue (e.g. food and beverage). The GOC will advise SOC of any pre-existing suppliers that have venue contracts and that are in conflict to any Games Sponsors or National Partners and will work with SOC to develop a plan to help mitigate and reduce any association that is in conflict with an existing SOC sponsor(s).

**Mandatory Bid Requirements:**

- Submit plans and objectives for the sponsorship/fundraising program in the Bid Document.
- Provide a list of any current sponsorship commitments including municipal, provincial and federal government funding.
- Provide a list of potential sponsors and fundraising initiatives for vetting and approval

**SPECIAL EVENTS**

The GOC is responsible for organizing Opening and Closing Ceremonies, a Special Event(s) for athletes, a VIP Reception, and an event for families and friends. The Opening Ceremonies is an opportunity for the GOC to be creative and set the tone for the Games. For many athletes the National Games is the highlight of their athletic career and this is an opportunity to recognize them and their achievements. In addition, it is also an opportunity to recognize the support of sponsors, family and the community for everything they have done to make the event possible. The Opening Ceremonies should include a cultural component that captures the flavor of the community and Province/Territory. The Closing Ceremonies is more informal and includes an athlete dance. The maximum time for the Opening Ceremonies inclusive of the Parade of Athletes is 90 minutes. See sample Opening and Closing Ceremonies Program in Appendix E.

**Mandatory Bid Requirements:**

- Identify suggested programs and a proposed venue for the Opening and Closing Ceremonies



- Provide a plan for a VIP Reception during the event
- Identify if any other special events are planned (i.e. banquet, BBQ, dances, family event)

## **REGISTRATION & ACCREDITATION**

SOC has an existing Games Management System (GMS) and website server that must be used by each Host Community. Special Olympics Canada is responsible for organizing registration for all participants using this system and will work in partnership with the Host GOC. It is our goal to ensure the registration process is a simple and quick process. It is equally important that all participants, volunteers, medical staff, etc are properly identified and accredited in order to participate in the Games. On-site registration is the first impression participants have of the Games; therefore, an effective and efficient plan is necessary to ensure they will have a positive experience.

### **Mandatory Bid Requirements:**

- Identify plans for Games registration including teams, volunteers, VIPs and media
- Provide a plan for on-site registration and accreditation including venues, etc.

## **MEDICAL**

The need for medical support during any Games is essential. It is important to develop a plan for medical emergencies. SOC has established standardized medical policies and procedures that are to be adopted by the Host. It is beneficial to connect with medical professionals in your community to establish potential partnerships and identify those interested in joining the medical committee for the Games.

### **Mandatory Bid Requirements:**

#### **Provide an overall medical plan for the Games including:**

- Identify medical suppliers in the community that have committed their support to the Games (i.e. physio and athletic therapists, doctors, etc)
- Identify local hospitals and medical services available in the community
- Identify plans for any other medical support provided (i.e. Physio/Massage clinics at Athlete's Village).

## **HEALTHY ATHLETES SCREENINGS**

Special Olympics Canada (SOC) requires that any successful bid must include the Healthy Athletes (HA) program to compliment a meaningful competition model as part of a well-rounded athlete experience at National Games. Healthy Athletes offers athletes the opportunity to receive a variety of health and medical screenings in a fun and safe environment at no charge to the athlete, team or Provincial/Territorial chapter. We encourage all successful bids to use the HA as a means to network with healthcare providers in your community to build awareness and resources as part of the legacy plan.

## FINANCING

Healthy Athletes will be funded entirely by SOC, in partnership with grant funding available through SOI and should not be accounted for in the Games budget.

### Mandatory Bid Requirements:

- Selection of a minimum 5 of 8 Healthy Athlete screenings; Opening Eyes, Special Smiles, Fit Feet, Healthy Hearing, Health Promotion, Fun Fitness, Medfest, Strong Minds.
- Designated space of sufficient size to accommodate minimum 5 screenings. As each screening differs in the amount of space needed, it is recommended that the allocated space be no smaller than 1000 sq. ft. It is also recommended that all screenings take place in the same building; schools, community centres and large conference spaces are ideal

## GREEN GAMES/SUSTAINABILITY PLAN

SOC encourages the Host Community to strive towards making the National Games a Green Games. Many steps can be taken to move in this direction. It is important to look at the possible options available to make the Games more environmentally friendly. Our Games have received National Awards such as the Sustainable Event of the Year by Canadian Sport Tourism Alliance for the Special Olympics Canada Summer Games 2014.

### Mandatory Bid Requirements:

- Identify plans to make the Games a green one for all those participating.
- Identify any current environmentally friendly initiatives within your community that could be applied to the Games (no plastic water bottles permitted etc.).



## **SPORTS & SPORT VENUE GUIDELINES**

Special Olympics Canada has selected the following sports for the Special Olympics Canada Summer Games 2022. Any sports clinics or other demonstration sports proposed by the GOC must be approved in advance by the SOC National Office.

### **2022 Summer Games Sports**

- Athletics
- Basketball
- Bocce
- 10-pin bowling
- Golf
- Powerlifting
- Rhythmic gymnastics
- Soccer
- Softball
- Swimming

**\*NOTE:** The ensuing sport venue specifications are guidelines only. Bids with less than optimal sport venue specifications will be considered.

# SPECIAL OLYMPICS CANADA SUMMER GAMES COMPETITION VENUE SPECIFICATIONS ATHLETICS



## COMPETITION AREA

The facility shall include a 400m rubberized, all-weather surface oval track with eight lanes and eight sprint hurdle lanes. The sprint and hurdle lanes ideally shall be wind reversible. An area for throwing competitions with concrete shot put circles. Two separate jump approaches: one long jump approach, and one standing long jump approach, and a high jump area with pits covered with the same rubberized, all-weather surface.

## WARM-UP AREA

A general warm-up area and a pre-competition warm-up area is required. Ideally, a rubberized, all-weather warm-up strip located adjacent to the main track is preferred.

## COMPETITION FORMAT

The events are scheduled over a four-day period. The exact events and time schedules shall be developed by Special Olympics Canada and the Meet Director to balance the competition over the four days plus 1 or 2 practice days. Divisioning events are required in many of the track events.

## SPECIAL REQUIREMENTS AND EQUIPMENT

- Public Address System
- Starting blocks
- Two throwing circles
- Electronic Timing
- Athlete marshalling area
- Shade Tents

- One (1) awards area for 1<sup>st</sup> to 3<sup>rd</sup> place
- Two (2) rooms for officials/administration
- One (1) coaches meeting room
- Change rooms
- Press box and media are on-site

### **SUPPORT FACILITIES**

- Medical Room
- Washrooms
- Concession stands
- Equipment room
- Volunteer room
- Results room

### **OFFICIAL EVENTS**

- 50m, 100m, 200m, 400m, 800m, 1500m, 3000m, 5000m, 10,000m
- Hurdles
- Running Long Jump
- Standing Long Jump
- High Jump
- Shot Put
- Mini Javelin
- Pentathlon
- 25m Wheelchair Race
- 4 x 100m Relay
- 4 x 400m Relay

**RECOMMENDED SPECTATOR AREA:** 250-500 people

# SPECIAL OLYMPICS CANADA SUMMER GAMES COMPETITION VENUE SPECIFICATIONS BASKETBALL



## COMPETITION AREA

A minimum of two basketball courts are needed for the competition. The playing surface (basketball court) shall be a maximum of 28m x 15m and a minimum of 24m x 12m. The hoop must be 3.05m above the floor.

## WARM-UP AREA

The facility shall have ample room outside of the courts for stretching and general warm-up. Teams will receive sufficient pre-game on court warm-up time.

## COMPETITION FORMAT

There will be four days of competition plus 1 or 2 practice days. A divisioning round shall be held on the first day of competition, with tournament play commencing on the second day of competition. The exact events and time schedules shall be developed by Special Olympics Canada and the Meet Director.

## SPECIAL REQUIREMENTS AND EQUIPMENT

- Qualified Officials
- Scoreboard
- Timing system
- Players' benches
- Public address systems
- Score Table



- Locker rooms
- Equipment storage room
- Officials room
- Changes rooms

#### **SUPPORT FACILITIES**

- Results room
- Washrooms
- Concession stands
- Medical room
- Volunteer room
- Equipment room

**RECOMMENDED SEATING:** 200 spectators

# SPECIAL OLYMPICS CANADA SUMMER GAMES COMPETITION VENUE SPECIFICATIONS BOCCE



## **COMPETITION AREA**

10 bocce courts measuring 3.66m wide by 18.29m long are needed. Backyard bocce courts laid out on grass are used for national games.

## **WARM-UP AREA**

The facility shall have ample room outside of the courts for stretching and general warm-up. Teams will receive pre-game on court warm-up time.

## **COMPETITION FORMAT**

There will be four days of competition plus 1 or 2 practice days. The divisioning process shall be held on the first day of competition, with tournament play commencing on the second day of competition. The exact events and time schedules shall be developed by Special Olympics Canada and the Meet Director.

## **SPECIAL REQUIREMENTS AND EQUIPMENT**

- Officials room
- Scoreboard
- Measuring device
- Shaded Players' benches
- Bocce balls (from 107mm to 110mm in size)
- Pallina (from 48mm to 63mm in size)
- Public address systems

- Equipment storage area
- Change rooms

**SUPPORT FACILITIES**

- Results area
- Washrooms
- Concession stands
- Medical services
- Volunteer area

**RECOMMENDED SEATING:** 100 spectators

# **SPECIAL OLYMPICS CANADA SUMMER GAMES COMPETITION VENUE SPECIFICATIONS 10-PIN BOWLING**



## **COMPETITION AREA**

Bowling alley (minimum 16 lanes) with wheelchair access. The alley should meet Canadian Tenpin Federation Inc. specifications.

## **WARM-UP AREA**

The lanes should be available for pre-competition warm-up.

## **RECOMMENDED SURFACE**

Wood floor or synthetic floor are acceptable.

## **VENUE MARKINGS**

Foul lights, overhead scoreboard for each lane (computer score system required)

## **COMPETITION FORMAT**

The events are scheduled over a three-day competition format plus one practice day. The exact events and time schedules shall be developed by the Special Olympics Canada and the Meet Director.

## **SPECIAL REQUIREMENTS AND EQUIPMENT**

- Public address system
- Bowling shoes (rental)
- Bowling House balls
- Technician on-site

- Coach area behind the field of play
- Athlete/coach only area
- Ability to restrict access to the field of play
- Awards area for 1<sup>st</sup> to 3<sup>rd</sup> places
- One coaches meeting room
- Change rooms

### **SUPPORT FACILITIES**

- Washrooms
- Concession
- Medical room
- Results room
- Volunteer room

### **OFFICIAL EVENTS**

- Singles competition
- Doubles competition (a doubles team consists of two participants)
- Team competition (a team consists of four participants)

**RECOMMENDED SEATING:** 200 spectators

# SPECIAL OLYMPICS CANADA SUMMER GAMES COMPETITION VENUE SPECIFICATIONS GOLF



## COMPETITION AREA

Par 36 9-hole golf course with the following requirements:

- Avoid any shots that require the golfer to carry a distance of greater than 47 meters (50 yards) over hazards or other obstacles, anywhere on the golf course.
- Create holes that do not exceed following measurements:
  - Par 3:140 metres (150 yards)
  - Par 4:326 metres (350 yards)
  - Par 5:419 metres (475 yards)

## WARM-UP AREA

A driving range and a practice putting green are required

## COMPETITION FORMAT

The events are scheduled over a three-day competition format plus 1 or 2 practice days. The exact events and time schedules shall be developed by Special Olympics Canada and the Meet Director.

## SPECIAL REQUIREMENTS AND EQUIPMENT

- Public address system
- Athlete/coach only area
- Public Address System
- Marshalling area
- Shade Tents
- Equipment storage area



- One head official, one course marshal and five rules officials.
- Access to 10 electric golf carts and 50 pull carts
- Awards area for 1<sup>st</sup> to 3<sup>rd</sup> places
- One coaches meeting room
- Two rooms for officials/administration

#### **SUPPORT FACILITIES**

- Concession stands
- Washrooms
- Medical room
- Results room
- Volunteer room
- Equipment room

#### **OFFICIAL EVENTS**

- Level 4 as per golf technical packages

# SPECIAL OLYMPICS CANADA SUMMER GAMES COMPETITION VENUE SPECIFICATIONS POWERLIFTING



## COMPETITION AREA

Auditorium or Gymnasium

## WARM-UP AREA

Warm-up area adjacent to competition area. Must be separated by a wall or partition. In lieu of warm-up area in close proximity to competition platform, an audio-visual hook-up must be provided to warm-up area.

## SPECIAL REQUIREMENTS & EQUIPMENT

- On-site weigh-in room (with locked door)
- Calibrated weigh scale
- Equipment check station
- Scoring Table
- Score board in both competition and warm up area
- Signs
- Weigh-in
- Public address system – must have warm-up area hook-up
- Photocopy facilities on-site
- Change rooms

## SUPPORT FACILITIES

- Washrooms
- Concession stands
- Medical room

- Volunteer room
- Equipment room
- Results room

### **COMPETITION FORMAT**

Competition should occur over a one day period with competition in each of the weight classes. Athletes should have access to a gym in the days prior to competition day. The exact events and time schedules shall be developed by Special Olympics Canada and the Meet Director.

### **OFFICIAL EVENTS:**

- Squat
- Bench press
- Deadlift

**RECOMMENDED SEATING:** 300 spectators

# SPECIAL OLYMPICS CANADA SUMMER GAMES COMPETITION VENUE SPECIFICATIONS RHYTHMIC GYMNASTICS



## COMPETITION AREA

A regulation size competition surface (refer to FIG competition manual) with carpet over the hardwood floor platform. The ceiling height shall be a minimum 12.1 metres.

## WARM-UP AREA

A facility to allow for stretching and general warm-up. In addition, the facility should be available for pre-competition warm-up.

## COMPETITION FORMAT

Two days of competition is required. Athletes should have access to the competition mat a day prior to competition for practice. The exact events and time schedules shall be developed by Special Olympics Canada and the Meet Director.

## SPECIAL REQUIREMENTS AND EQUIPMENT

- One floor exercise area (for practice)
- Public address system
- Music system
- Judges Table
- Scoring Table
- Score Board
- One awards area for 1<sup>st</sup> to 3<sup>rd</sup> place
- One coaches meeting room
- Two rooms for officials/administration

- Press box and media area on site
- Computer and photocopy facilities on site
- Change rooms

#### **SUPPORT FACILITIES**

- Washrooms
- Concession stands
- Medical room
- Results room
- Volunteer room

#### **OFFICIAL EVENTS**

- Levels 1 to 4 (Ribbon, Hoop, Ball, Floor, Clubs, All Round)

**RECOMMENDED SEATING:** 300 spectators

# SPECIAL OLYMPICS CANADA SUMMER GAMES COMPETITION VENUE SPECIFICATIONS 7-A-SIDE SOCCER



## **COMPETITION AREA**

The competition area should include three playing surfaces. The 7-a-side field shall be a rectangle: maximum dimensions of 70 meters by 50 meters, minimum dimensions of 50 meters by 35 meters. The smaller field is recommended for lower ability teams.

The goal size shall be 5 meters by 2 meters and the goal area shall be 8 meters by 20 meters.

## **RECOMMENDED SURFACE**

Grass cut to a height of 1.3cm

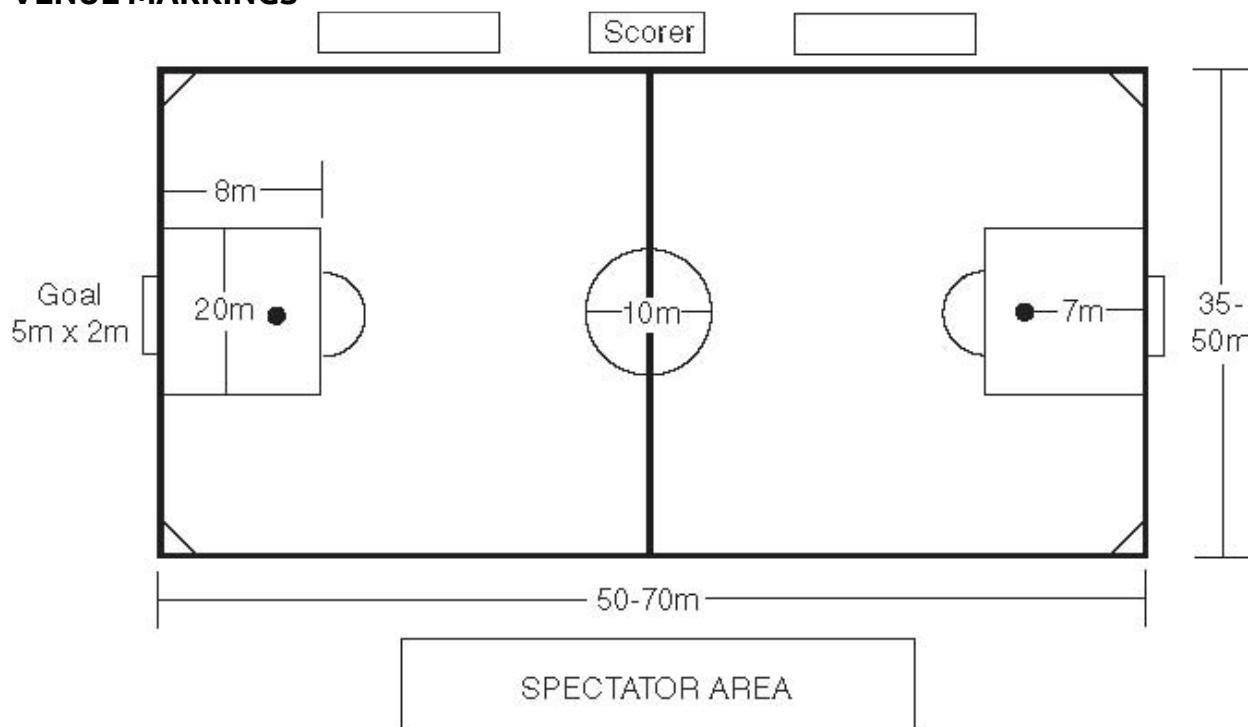
## **WARM-UP AREA**

A fenced warm-up area is required between the pitches. Open green space should be available on the outer limits of the venue site.

Pre-competition warm-up time shall be allotted on the playing field.



## VENUE MARKINGS



## COMPETITION FORMAT

There will be four days of competition plus 1 or 2 practice days. Divisioning rounds shall be held prior to the competition rounds. The exact events and time schedules shall be developed by Special Olympics Canada and the Meet Director.

## SPECIAL REQUIREMENTS AND EQUIPMENT

- Goal posts and nets (FIFA approved)
- Shaded players' benches
- Ability to restrict access to field of play
- Public address system
- Scoreboard/times (1 per playing field)
- One room for officials/administration
- Access to photocopying on site
- Change rooms

## SUPPORT FACILITIES

- Washrooms
- Concession stands
- Volunteer room
- Equipment room
- Medical area
- Results Room

**RECOMMENDED SEATING:** 300 spectators

**SPECIAL OLYMPICS CANADA SUMMER GAMES  
COMPETITION VENUE SPECIFICATIONS  
SLO-PITCH SOFTBALL**



**COMPETITION AREA**

Three softball diamonds are required. The field shall conform to Softball Canada standards.

**WARM-UP AREA**

The facility shall have ample room outside of the diamonds for stretching and general warm-up. Teams will receive sufficient pre-game infield warm-up time.

**RECOMMENDED SURFACE**

The infield should be a skinned area of dirt and topsoil but is not a requirement. The outfield should be grass. Foul territory should be a dirt area, but not required.

**COMPETITION FORMAT**

There will be four days of competition plus 1 or 2 practice days. A divisioning round shall be held on the first day of competition, with tournament play commencing on the second day of competition. The exact events and time schedules shall be developed by Special Olympics Canada and the Meet Director.

**SPECIAL REQUIREMENTS AND EQUIPMENT**

- Home plate should be a rubber mat
- The pitcher's rubber must be movable
- 1<sup>st</sup> base safety base

- Scoreboard
- Fences
- Shaded Dugouts
- Three public address systems
- Three electronic scoreboards
- Bathroom facilities
- First aid attendants
- One (1) awards area for 1<sup>st</sup> to 3<sup>rd</sup> place
- Practice fields
- Locker rooms for umpires
- Change rooms

#### **SUPPORT FACILITIES**

- Medical room
- Washrooms
- Concessions stands
- Results room
- Equipment room
- Volunteer room

**RECOMMENDED SEATING:** 200 spectators

# SPECIAL OLYMPICS CANADA SUMMER GAMES COMPETITION VENUE SPECIFICATIONS SWIMMING



## **COMPETITION AREA**

The competition pool shall have eight lanes, a 25 metre bulkhead and large deck area.

## **WARM-UP AREA**

A warm-up area and pool (if possible) is required to allow for stretching and pre-competition warm-up.

## **VENUE MARKINGS**

Lanes must be numbered with #1 starting on the right, facing the course. The centre line of each lane must be marked with a clearly visible line along the bottom of the pool. The lines should contrast the basic colour of the pool. The lanes must be separated by ropes strung with floats.

## **COMPETITION FORMAT**

The events are scheduled over a four-day period. The exact events and time schedules shall be developed by Special Olympics Canada and the Meet Director to balance competition over the four days plus one or two practice days. Divisioning races are required. Medals are awarded to the first three finishers in each event.

## **SPECIAL REQUIREMENTS & EQUIPMENT**

- Scoreboard
- 1<sup>st</sup> to 8<sup>th</sup> places
- Electronic timing system with touch pads and starting sound incorporated.
- Starters platform
- Public address system
- One (1) awards area for 1<sup>st</sup> to 3<sup>rd</sup> places

- Change rooms
- Two (2) rooms for officials/administration
- One (1) coaches meeting room
- Computer and photocopy facilities on site

### **SUPPORT FACILITIES**

- Medical Room
- Results Room
- Volunteer Room
- Washrooms
- Concession stands

### **OFFICIAL EVENTS**

- Freestyle: 25m, 50m, 100m, 200m, 400m, 800m, 1500m
- Backstroke: 25m, 50m, 100m, 200m
- Individual Medley: 100m, 200m
- Breaststroke: 25m, 50m, 100m, 200m
- Freestyle Relay: 4 x 25 m
- Butterfly: 25m, 50m, 100m, 200m 4 x 50 m
- Medley Relay: 4 x 100m, 4 x 50 m

**RECOMMENDED SEATING:** 300-500 spectators

**APPENDIX A – NATIONAL PARTNERS**

## NATIONAL PARTNERS PARTENAIRES NATIONAUX

*Special Olympics*  
*Olympiques spéciaux*  
Canada 

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COURSE AU FLAMBEAU







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**GOLD**

















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**SILVER**













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**BRONZE**



Canadian Progress Club  
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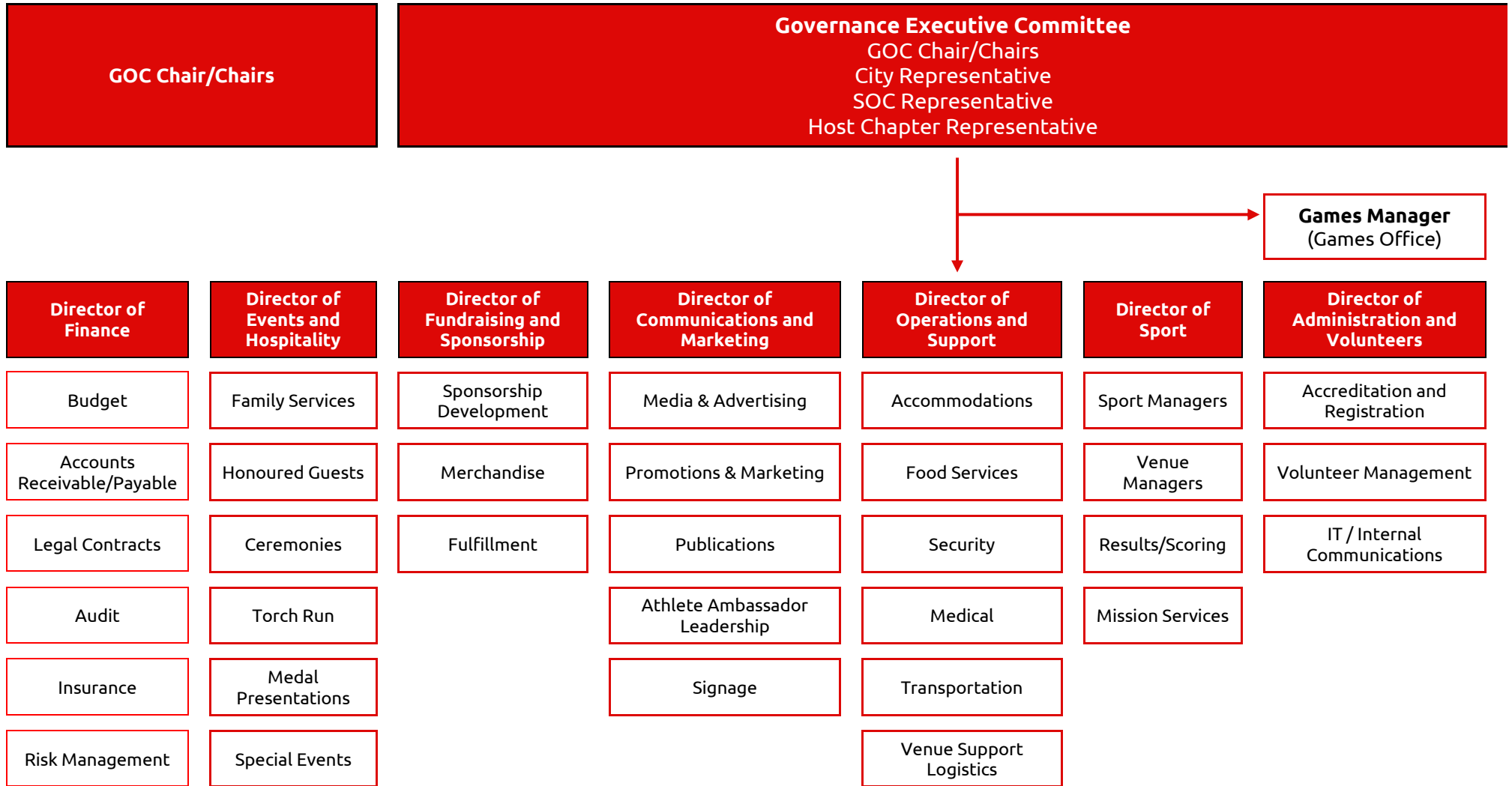
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**FRIENDS**



## APPENDIX B – SAMPLE GOC STRUCTURE





## **APPENDIX C – SAMPLE GAMES BUDGET**

2018 National Summer Games Budget

	Total Budget
<b>REVENUE</b>	
Special Olympics Canada	550,000
Provincial Government	500,000
Antigonish Town/Municiple	100,000
St. FX	35,000
Sponsorships	765,000
Registration	134,000
VIK	60,000
<b>Total Revenues</b>	<b>2,144,000</b>
<b>EXPENDITURES</b>	
<b><u>Finance &amp; Admin</u></b>	<b>196,605</b>
Finance	15,605
Administration	140,500
Games Office	40,500
<b><u>Ceremonies</u></b>	<b>108,000</b>
<b><u>Special Events</u></b>	<b>69,500</b>
<b><u>Marketing</u></b>	<b>117,000</b>
Promotions	96,000
Public Relations	7,500
Publications	12,500
<b><u>Media</u></b>	<b>6,000</b>
<b><u>Volunteer Committee</u></b>	<b>96,250</b>
Volunteers	60,500
Accreditation	15,750
<b><u>Operations</u></b>	<b>1,114,250</b>
Accommodations/Village	455,000
Food & Beverage	424,250
Security	3,500
Transportation	158,500

Logistics	15,000
Overlay	48,000
Contingency	-
<b>Sport</b>	156,150
Sport Operations	
Sport Production	
Scoring & Results	
<b>Medical Services</b>	36,000
<b>Technology</b>	32,080
Mission Office	10,580
Communications	21,500
<b>Surplus</b>	200,000
<b>Total Expenditures</b>	<b>2,131,835</b>

## APPENDIX D – SAMPLE MENUS

### Sample Menus

#### DAY ONE

BREAKFAST	LUNCH	DINNER
Assorted chilled juice Assorted dry cereals Pancakes Maple flavoured syrup Assorted fruit low fat yogurt Assorted muffins Bagels Sliced bread Assorted fruit Milk 1% and Skim	Box Lunch Shaved Roast Beef (3oz) on Whole Wheat 6' roll Vegetable pasta salad with low fat Italian dressing Raisin Oatmeal Cookies  Milk 1% & Skim Juice boxes (Pure) Fruit	Minestrone Soup with noodles Tossed salad with low fat dressing Herbed Grilled Chicken Breast (4oz cooked weight) Rice Pilaf with Red Pepper Italian Vegetable Medley Dinner Rolls Fruit salad Milk 1% & Skim Juice

#### DAY TWO

BREAKFAST	LUNCH	DINNER
Assorted chilled juices Hot oatmeal Scrambled eggs Hash brown potatoes (on grill, not fried) Assorted bagels with low fat condiments Fresh fruit Milk 1% and Skim Assorted Yogurt Assorted dry cereals	Box Lunch Shaved <b>ham (2oz) &amp; low                      fat cheese on Kaiser</b> Raw vegetables and low fat ranch dressing (dip) Triple berry squares (no nuts) Milk 1% and Skim Juice boxes Fruit	Tomato rice soup Tossed salad with low fat dressing Roast beet au jus (40z cooked) Duchess potatoes Green beans & baby carrots Assorted dinner rolls Strawberry shortcake (made with light topping and fresh berries) Milk 1% and Skim Juice Fresh fruit

### DAY THREE

BREAKFAST	LUNCH	DINNER
Assorted chilled juices Hot oatmeal Assorted dry cereals French toast Syrup Assorted low fat yogurt Assorted muffins Bagels and condiments Bread Milk 1% and Skim Fresh fruit	Box Lunch Shaved <b>turkey roast on multigrain bread</b> Chef's salad with grated carrots as garnish Fresh fruit Milk 1% and Skim Juice boxes Chocolate chip cookies	Chicken noodle soup Caesar salad with low fat dressing Meat lasagna Veggie lasagna Garden mixed vegetables Garlic bread Sherbert/Frozen yogurt Fresh fruit Milk 1% and Skim Assorted juices

#### NOTE:

- A vegetarian option must be provided at each meal.
- Food restrictions and allergies must also be taken into consideration such as diabetes, celiac, etc.

## **APPENDIX E - DRAFT OPENING AND CLOSING CEREMONIES PROGRAMS**

### **OPENING CEREMONIES - Total maximum time 90 min.)**

Key elements that must be included in the Opening Ceremony:

1. Parade of Athletes (30 – 40 minutes).
2. National Anthem – Choir or Solo Artist. (Both official languages)
3. Remarks from SOC Official.
4. Remarks from GOC Official.
5. Procession of raising of the SOC Flag.
6. Reciting of the Athletes, Coaches and Officials Oath by athlete, coach and official in both official languages.
7. Procession of the LETR Final Leg into the stadium of torch and lighting of the Games cauldron.
8. Declaration that Games are officially open by dignitary, chosen in consultation with SOC.

### **CLOSING CEREMONY- (Total Maximum time 30 min.)**

Key elements that must be included in the Closing Ceremony script:

1. National Anthem (in both official languages)
2. Special Olympics Athlete speaks about their Championship experience;
3. Remarks from GOC official;
4. Remarks by SOC official;
5. Lowering of SOC Flag and passing of flag to the next GOC;
6. Distinguishing of cauldron and official declaration of Closing of the Games.