

Bid Selection Guide for 2016 Alberta Provincial Championships



Athletics Alberta

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The Alberta Provincial Championships are awarded to a Host Organizing Committee (HOC) for 2016. An HOC can apply and host multiple and consecutive championships, however they must go through the bid process each year.

It is our goal for the bid process to be “user-friendly.” Therefore if you are unable to meet certain suggested criteria or guidelines as set forth in this document or any related materials, we urge you to continue on a positive course of action by submitting a counteroffer for consideration. If you have any questions regarding this process please contact Athletics Alberta.

BID PROCESS INSTRUCTIONS

It is important that all prospective bidders review these instructions closely and comply with each specific request. Athletics Alberta will not review submitted proposals that are incomplete.

Following is an explanation of the instructions, processes, and Athletics Alberta’s expectations of the bidding entity.

One electronic copy of the Alberta Championships proposal must arrive to the Athletics Alberta Provincial Office no later than **December 01, 2014**. Please send bid applications to:

Technical Manager

Athletics Alberta

11759 Groat Road,

Edmonton, AB,

T5M 3K6

Email: info@athleticsalberta.com

INTRODUCTION

Athletics Alberta is the recognized and authorized sport governing body for athletics competitions in Alberta. An Athletics Alberta sanction is an agreement to host an athletics competition and is awarded to competitions which meet the needs of our sport.

By accepting the sanction the event organizer agrees to the rules, regulations and conditions outlined herein as per our Hosting, bidding procedures for the Alberta Track and Field Championships. In this agreement, the Host Organizing Committee is accountable to run the event in accordance with the International Association of Athletic Federation (IAAF), Athletics Canada’s (AC), and Athletic Alberta’s (AA) rules to ensure the accuracy of results and validity of records.

It is important to note that the sanctioning of this competition thus ensuring firm standards of measurement, equipment and facility accountability and program management are in place. (The IAAF has recognized and adopted this level of sanctioning as its standard for Road Racing, Cross Country and Track and Field.) Sanctioning is also provided for insurance purposes and for participants’ safety.

CHAMPIONSHIPS

Athletics Alberta offers the following annual championships; bids will be accepted for all the following championships:

1. Alberta Indoor Games
2. Alberta Indoor Provincial Championships
3. Alberta Outdoor Track & Field Provincial Championships
4. Alberta 10km Road Running Provincial Championship
5. Alberta 21.1km Road Running Provincial Championship
6. Alberta 42.2km Road Running Provincial Championship
7. Alberta Race Walking Provincial Championship
8. Alberta Cross Country Provincial Championships

In some cases Athletics Alberta will determine the best suited date for the provincial championship based on provincial, national, and international fixtures.

TIMELINES & PROCESS

1. For organizations wishing to host the Alberta Track and Field Championships, a written bid proposal must be submitted to the Athletics Alberta Provincial Office by **December 01, 2015**.
2. A host site for each Championship will be selected at the Competitions Development Committee's fall meeting from the written bid proposals submitted to the Athletics Alberta Provincial Office.
3. Following the Competitions Development Committee's meeting in January, all organizations that have submitted a written bid proposal and that are successful in their application will be notified by the Athletics Alberta Technical Manager.
4. As part of Athletics Alberta's responsibility in providing the Alberta Track and Field Championships to its membership, the Technical Manager will be in communication with the HOC to review key competition elements for the event.

HOST ORGANIZATION COMMITTEE'S OUTLINE OF REQUIREMENTS

The Host Organizing Committee

The Host Organizing Committee is the catalyst for executing a successful provincial championship, there are many roles within a championships and each is important in hosting a successful championship.

The primary goals of the HOC are to:

1. Oversee the planning and presentation of the Alberta Track and Field Championships;
2. Provide the best possible conditions for athletes to achieve their optimum performance;
3. Create a positive atmosphere for the sport and all those involved in the event;

4. Promote public awareness for the event within the community;
 5. Raise funds to support the staging of the Championships;
 6. Create outreach opportunities that engage the local and regional community;
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CHAMPIONSHIP BID PROPOSAL

Please provide the following information in your bid:

- 1 Please specify the championship you wish to host, age categories to be offered, suggested date or range of dates, and the location where the championships will be held.
- 2 The key people involved in the bid, and their roles within the event. If the person is new to the Athletics Alberta scene a brief bio would be appreciated.
- 3 The legal name, address, web page address, telephone and fax numbers of the organization bidding for the Alberta Provincial Championships.
- 4 The scope and vision of the event; any relevant information to hosting the championship such as prizing, surrounding events, atmosphere, etc. can be included. *This section is where the bidding organization pitches itself.*
- 5 Name of other organization(s), if any that will conduct or assist in the hosting of the event (i.e. XXX Tourism Office, University of XXX, etc.) Explain the relationships and responsibilities of any additional organization(s).

Please keep bids to a maximum of two pages and submit to the Athletics Alberta Technical Manager by the deadline.

Athletics Alberta will also provide key staff people to support the planning and development of the meet, including the Technical Manager, Programs Manager, VP Programs and Chairperson of the Competitions Development Committee.

Athletics Alberta staff will act as advisors and liaisons between the HOC and the Provincial Association. They are there to assist the HOC and ensure that all Athletics Alberta rules and regulations are being followed.

PROTOCOL INFORMATION

Award Ceremonies and Medals/ Ribbons

Athletics Alberta medals will be provided to the HOC for the Championships. The HOC is responsible for the cost of the medals distributed and will be invoiced accordingly. Medals not used can be returned for credit.

The Alberta Provincial Championship medals shall be awarded to registered Athletics Alberta members only in the case of track and field and cross country. For road running championships athletes must be residents of Alberta to receive provincial championship medals. Please note that “Day of the Meet” registration will not be permitted for the Alberta Track & Field Championships. Any out-of-Province competitors in the top three may receive meet medals as provided by the HOC.

Medals will be presented to the first three placed athletes in Alberta Championship events. Medals shall be presented in ascending order – 3rd, 2nd, 1st.

Pee Wees and Bantams will be awarded ribbons for individual events and medals for the overall placing after each day of competition.

A podium or stage shall be used in awarding medals and the awards ceremony should be announced.

The HOC will be responsible for providing an appropriate number of volunteers to ensure the athletes and presenters arrive on time at the designated awards area.

Flowers/ T-Shirts

The presentation of flowers/ T-Shirt to winners is optional and shall be at the discretion of the HOC. Athletics Alberta can provide assistance and advice in this regard.

Non-Championship Events within Alberta Track and Field Championships

Organizations wishing to host non-championship events within the Alberta Provincial Championships may do so but must ensure that these events are not championship events. This information should be provided to the Athletics Alberta Technical Manager.

RESULTS

1. Results should be done in a timely fashion.
 2. Results should be posted on-site once they have been verified.
 3. A copy of the results should be forwarded the Athletics Alberta Technical Manager or posted on the host website.
 4. For events using Meet Manager a back-up of the final meet database should be sent to the Athletics Alberta Technical Manager at the conclusion of the championships.
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EQUIPMENT

1. All equipment must meet IAAF and Athletics Canada's minimum standards.
2. The use of fully automatic timing equipment is mandatory for indoor and outdoor Track & Field Championships for Midget and older track and field age categories. It is recommended for the Pee Wee and Bantam indoor and outdoor Provincial Championships and Relay Championships. Chip timing is acceptable for provincial road running, cross country, and race walking championships however final placing must be done using "Gun Time."
3. In all outdoor track & field competitions, a wind gauge shall be used to measure wind conditions during sprint, hurdles and horizontal jump events. All wind readings are to appear on the official results.
4. An implement verification system shall be used in both outdoor and indoor competitions to ensure implements comply with the required specifications.
5. At least two legal throwing implement shall be provided by the Meet organizers for use by competitors during the competition.
6. Athletics Alberta has select equipment available for rent, for information on the Event Kit visit the Athletics Alberta website.

SCHEDULE OF EVENTS

1. Athletics Alberta can provide the meet director with schedule templates for competitions, if a schedule template is requested this should be noted in the sanctioning document.
 2. Provincial Championship events will be conducted and medals presented regardless of number of entrants. Allotments for medal presentation may be placed in the schedule.
 3. The start lists shall be posted prior to the start of the first event. Timed section finals shall be scheduled so that the section with the slowest seeded competitors is conducted first and the section with the fastest seeded competitors is conducted last.
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PROMOTION

The HOC shall collaborate with Athletics Alberta to develop an event promotional plan aimed at providing awareness of the event in the host community. Athletics Alberta can provide assistance and advice in this regard.

Logo

Athletics Alberta will provide the HOC with the Championship logo.

Social Media and Website

Athletics Alberta will have a dedicated page on the association's website to post information, news, and other relevant information for the championship. The HOC is encouraged to use their website along with social media sites (facebook, youtube, flotrack, etc.) to promote the event.

Local Media

The HOC is strongly encouraged to make arrangements with local newspaper, TV and radio outlets to promote the event. Athletics Alberta can provide assistance and advice in this regard.

Event Program

If an Event Program is produced by the HOC, Athletics Alberta should be included in the design at no cost. The HOC must ensure that Athletics Alberta approves the Event Program before printing. Athletics Alberta can provide assistance and advice in this regard.

Event Poster

If an Event Poster is produced by the HOC, Athletics Alberta should be included in the design at no cost. Final Event Poster designs must be approved by Athletics Alberta. Athletics Alberta can provide assistance and advice in this regard.

SPONSORSHIP

General

The operations and Provincial Teams of Athletics Alberta are dependent on the support it receives from corporate partners. Athletics Alberta has granted certain rights to its corporate sponsors in exchange for financial contributions, services and/or products. If there is a contractual obligation for a sponsor to be recognized at the provincial

championships Athletics Alberta will take the lead in this, the host organizing committee will also receive some form of support from the sponsor or Athletics Alberta.

Supply of Sponsor Products

While it is not an obligation of all Athletics Alberta Sponsors to provide product and/or services to the HOC, Athletics Alberta shall use its best efforts to secure products and/or services which are required by the HOC for the successful staging of the competition.

Rights Granted to the Host Organizing Committee

Athletics Alberta recognizes the need for the HOC to secure income and services/products through local sponsors. Communication between the HOC and Athletics Alberta will be critical to make sure that local and provincial sponsors will be serviced properly.