****

**CWBL National Championship**

**2018**

**Official Bid Form**

**Local Organizing Committee Information**

|  |  |
| --- | --- |
| Name of Organization Bidding |  |
| Provincial Sport Organization |  |
| Primary Contact |  |
| Organization address |  |
| Organization phone |  |
| Organization e-mail |  |

\*If the bid is by an organization other than the Provincial Organization please name the Provincial Organization under whose jurisdiction the event will be held:

**Registration**

|  |  |  |
| --- | --- | --- |
| Proposed Registration Fee | **$ per team** | |
| Included in the fee: | | |
| Welcome package | | **Y / N** |
| T-shirt (or other) | | **Y / N** |
| Banquet ticket | | **Y / N** |
| Transportation of Game Chairs  (Airport to Gym and Gym to Airport) | | **Y / N** |
| Parking | | **Y / N** |
| Other | | **Y / N** |

This bid **must** be accompanied by:

* + a booking confirmation from the facility venue
  + a booking confirmation from the hotel
  + a proposed budget
  + organizational chart with job descriptions
  + Provincial Organization Bid Authorization Form if required

\*Please include any additional information that will assist the Executive Committee in making a decision. Please use the hosting manual and bid assessment tool documents for background information on the responsibilities in hosting this event.

**Proposal Information**

**First choice**

|  |  |
| --- | --- |
| CITY |  |
| DATES |  |
| COMPETITION VENUE | Name: |
| Address: |
| ACCOMODATIONS | Name: |
| Address: |
| BANQUET LOCATION\* |  |

\* Wheelchair Basketball Canada Requires that the Banquet be held in, adjacent to, or in close proximity to the tournament accommodations.

**Distance**

|  |  |
| --- | --- |
| Airport 🡪 Accommodations | Kms: |
| Time: |
| Accommodations 🡪 Competition Venue | Kms: |
| Time: |

**Second choice**

|  |  |
| --- | --- |
| CITY |  |
| DATES |  |
| COMPETITION VENUE | Name: |
| Address: |
| ACCOMODATIONS | Name: |
| Address: |
| BANQUET LOCATION\* |  |

\* Wheelchair Basketball Canada Requires that the Banquet be held in, adjacent to, or in close proximity to the tournament accommodations.

**Distance**

|  |  |
| --- | --- |
| Airport 🡪 Accommodations | Kms: |
| Time: |
| Accommodations 🡪 Competition Venue | Kms: |
| Time: |

**Provincial Organization Bid Authorization Form**

We       *(Name of Provincial Organization)* support the bid by       *(Name of Host Organization)* for the

As well, we are prepared to become involved in the event in the following categories:

a) We      be able to provide financial support.

*(will/will not)*

b) We     be able to provide staff assistance.

*(will/will not)*

c) We       be able to provide promotional assistance.

*(will/will not)*

d) We       be able to provide fund raising assistance.

*(will/will not)*

The proposed dates of the event are       and we do not anticipate any conflict with other events.

The Provincial Organization liaison person assigned to the event is

**This document must be signed by the Provincial President or Provincial Executive Director and the Provincial Wheelchair Basketball delegate named by the Provincial Governing Authority.**

Date:

Name:       Position:

Signature:

|  |
| --- |
|  |

Name:       Position:

Signature:

|  |
| --- |
|  |

**WHEELCHAIR BASKETBALL CANADA**

**BID ASSESSMENT TOOL**

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BID FROM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Administration** | | | | |
|  | **1** | **2** | **3** |  |
|  | **Does not meet requirements** | **Meets minimum requirements** | **Meets or exceeds requirements** | **TOTALS** |
| **Bid Deadline** | Bid deadline not met | Bid deadline met | Bid deadline met |  |
| **Forms and Bid Documents** | WBC bid forms are absent | All required WBC bid forms are attached to the bid but not complete | All required WBC bid forms are complete and accompany the bid |  |
| **Volunteer Recruitment** | No mention of volunteers | Some details regarding recruitment and roles of volunteers | Detailed plan for recruitment, roles, and recognition of volunteers |  |
| **Protocol** | No details listed to deal with protocol requirements | Some details listed to deal with protocol requirements | Specific details listed to deal with protocol requirements |  |
| **Host Committee** | Host committee not identified & job titles not indicated | Host committee identified but job titles are the only descriptors | Host committee identified with detailed job descriptions |  |
| **Timelines** | Timelines are very scarce and skeletal | Timelines only vaguely referred to | Organizational timelines outlined in the bid |  |
| **Pre-Event - Registration** | Inadequate info given on registration packages as outlined by WBC requirements | Information noted on registration package but more detail required | Tournament registration package plans noted and explained |  |
| **Pre-Event - Tournament Package** | Tournament package plans not mentioned | Vague information for Tournament package plans | Tournament package plans contains all WBC requirements (i.e. hotel, fees, transportation, etc.) |  |
| **Medical Facilities** | Medical provisions not mentioned | Scarce details provided regarding local medical facilities/on-site coverage | Detailed plan for on-site medical (first aid or physio/athletic therapist) coverage and local clinic/hospital information provided. |  |
| **Technical - Referees and Classifiers** | Inadequate information made of plans for classifiers & officials’ requirements. | Plans for classifiers and officials requirements are noted, but more detail is required | Detailed plans in the submission for classifiers and officials requirements |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget** | | | | |
|  | **1** | **2** | **3** |  |
|  | **Does not meet requirements** | **Meets minimum requirements** | **Meets or exceeds requirements** | **TOTALS** |
| **Budget - Accuracy** | Proposed budget is not adequate | A proposed budget is enclosed but lacks accuracy or completion | A complete proposed budget is enclosed with projected revenue and expenses |  |
| **Budget - Content** | Much information is lacking leading to an incomplete description of revenue and expenses | Information is somewhat detailed but lacking in some specifics | A great deal of information is enclosed in the budget |  |
| **Venues** | | | | |
|  | **1** | **2** | **3** |  |
|  | **Does not meet requirements** | **Meets minimum requirements** | **Meets or exceeds requirements** | **TOTALS** |
| **Venue - Gymnasia** | 2 gyms have not been secured | 2 gyms have been secured | 2 or more appropriately sized gyms have been secured |  |
| **Venue - Information** | Inadequate information regarding equipment use and facility use/ accessibility | Questions are left regarding some equipment and facility use/ accessibility | Gyms are accessible and meet requirements for equipment and facilities. |  |
| **Venue - Parking** | No mention of parking at any venues | Parking is noted but not secured | Appropriate parking and team/official space is reserved |  |
| **Venue - Ancillary** | Inadequate information made of ancillary venues | Some ancillary venues are listed but information is lacking regarding usage for the event | All necessary ancillary venues are confirmed, including but not limited to: doping room, meeting space for technical meeting, locker rooms, classifier area, official’s room, storage, potential hospitality suite etc. |  |
| **Venue - Description** | Much more detail needed on venue description | More detail on venue description needed | A detailed venue description is provided (may include photos, web links, etc) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accommodation** | | | | |
|  | **1** | **2** | **3** |  |
|  | **Does not meet requirements** | **Meets minimum requirements** | **Meets or exceeds requirements** | **TOTALS** |
| **Accommodation - Rates** | A room rate is not secured | A room rate is secured | A reasonable room rate is secured |  |
| **Accommodation - Parking** | Parking is not addressed | Parking is available but more detail is required | Appropriate parking and team/official space is reserved |  |
| **Accommodation - Accessibility** | Unclear if accessible rooms included | Few accessible rooms are booked | Adequate number of accessible rooms are booked |  |
| **Transportation** | | | | |
|  | **1** | **2** | **3** |  |
|  | **Does not meet requirements** | **Meets minimum requirements** | **Meets or exceeds requirements** | **TOTALS** |
| **Transportation - Hotel to Venue** | No clear details | Directions for driving or shuttle plan provided | Walking distance |  |
| **Transportation - Between Airport and Hotel - Other** | No clear plans for airport pickup drop off for team’s equipment | Arrangements not secured but plan provided | Airport pick –up/drop off plans secured for team’s equipment |  |
| **Banquet** | | | | |
|  | **1** | **2** | **3** |  |
|  | **Does not meet requirements** | **Meets minimum requirements** | **Meets or exceeds requirements** | **TOTALS** |
| **Banquet - Program & MC** | Program and MC not mentioned | Program and MC plans are noted but more detail needed | Program outlined with MC (bilingual) and entertainment plans including podiums and sound system |  |
| **Banquet - Awards** | Awards & entertainment not mentioned | Awards and entertainment briefly addressed | Awards program noted with entertainment plans |  |
| **Banquet - Team Tickets & Capacity** | Banquet tickets, sales and/or capacity not addressed in detail | Banquet ticket sales and/or capacity addressed, but tickets not included in registration fee | Banquet ticket price, sales and hall capacity referenced, and tickets included in team registration fee |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Awards - Medals and Trophies** | | | | |
|  | **1** | **2** | **3** |  |
|  | **Does not meet requirements** | **Meets minimum requirements** | **Meets or exceeds requirements** | **TOTALS** |
| **Awards - Medal Presentations** | Inadequate information provided on medal and trophy presentations | Medal and trophy presentations noted | Clear procedures for medal and trophy presentations |  |
| **Awards - MVP/All Star** | No procedures for MVP/All-Star award presentation | Vague procedures noted for MVP/All-Star awards | Clear procedures for MVP/All-Star award presentations |  |
| **Awards - Presenters and MC** | No info given on presenters or MC’s for awards | Little info given on presenters or MC for event | Presenters are being planned for with bilingual MC plans |  |

**84**

**Assessment Total**

**Comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_