



# Bid Package

## Saskatchewan

### Provincial Championships

Update June 3, 2019



## INTRODUCTION

Gymnastics Saskatchewan thanks you for your interest in hosting the Provincial Championships. This document is designed to help guide you through the bidding process. If you have any questions please feel free to contact the Gym Sask office.

### 1.1 Gymnastics Saskatchewan's Vision and Mission

To inspire the athlete in everyone.

To direct and support the development and delivery of quality programs and to celebrate gymnastics as a foundation sport of choice.

### 1.2 Provincial Championships

The Saskatchewan Provincial Championships are above all else, the peak competitive event for our provincial and national athletes who have strived over the season to qualify to attend this annual competition. These Championships, therefore, should be conducted and planned with an overlying theme of excellence in mind. Only our best athletes will be in attendance at all levels vying for the title of Provincial Champion.

Gymnastics Saskatchewan is committed to working closely with our member clubs to host an annual Provincial Championship event that will promote and celebrate the accomplishments of our provincial and national athletes. Whenever possible, it is our preference that all four gymnastics disciplines will compete on the same weekend and in the same venue in order to present a true showcase of all of our competitive programs and athletes.

### 1.3 Hosting Strategies and Vision

- To annually deliver a combined artistic, rhythmic and trampoline/tumbling event that brings together the provincial gymnastics community at all levels, sets a new and higher standard of hosting excellence, and showcases all four gymnastics disciplines to our members, and to the Saskatchewan public and the media.
- To enable Saskatchewan gymnastics, coaches, judges and volunteers to work together on a local major event.
- To continue to develop positive relationships with club and Gym Sask funding agents, sponsors and suppliers.
- To promote equity, unity and teamwork amongst our members in our four disciplines.
- To provide meaningful competitive opportunities for provincial and national level athletes.
- To create opportunities for a sense of "community" within our gymnastics family and our members.

### 1.4 Goals & Objectives

- That the planning and technical execution for Provincial Championships be athlete focused, and incorporates and balances the needs and expectations of artistic, rhythmic and trampoline/tumbling programs
- That the hosting of Provincial Championships integrates and fosters the many other benefits to Gym Sask, to our member clubs, (recruiting members, media, promotions, prestige), of developing partnerships, and of bringing the gymnastics community in Saskatchewan together.
- That hosting clubs and management teams/organizing committees for Provincial Championships be provided with the financial and professional Gym Sask staff organizational assistance to ensure the success of the planned events.
- To provide significant grant funding (MAP) to clubs hosting Provincial Championships to make bidding for and hosting a Provincial Championship financially viable and enticing.
- To create a "brand" for Provincial Championships by standardizing protocol and awards as much as possible.
- To showcase Provincial Championships to the public, spectators, participants as a high profile special event. To create a special atmosphere at the event via more professional announcers, decorations, image design, local television broadcasts, signage, standardized awards presentations, etc.

- AA winners receive a trophy and a Provincials medal. There are no awards/certificates presented solely for participation in any discipline, as Provincials is a high level competitive event for the best competitive athletes at each level in the province. That all athletes in all disciplines, no matter how many events they compete, are included in All Around results and awards.
- To create new Team/Club awards, when warranted by numbers of club entries, to reward clubs for excellence in competitive programming and athlete development.

## 1. BID TIMELINE

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As we plan for the future, Gym Sask would like to award hosts for Provincials for the next two to three years from 2023-2025. The Provincial Championships are held annually in May. Bids for Provincials must be submitted to Gym Sask by September 1, 2019. Expressions of interest must be submitted by July 15, 2019. Hosts will be named a minimum of two years prior to the event, pending successful bids received.

Date	Location
May 2020	Host – Yorkton Springers - confirmed
May 2021	Host - Gymtastiks of Moose Jaw - confirmed
May 2022	Host – Taiso Gymnastics - confirmed
May 2023	Open for bids
May 2024	Open for bids
May 2025	Open for bids June 2020

## 2. BID PACKAGE SUBMISSION

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Please fill out the Bid Application Form found at the end of this guide.

### 3.1 Event & Host Information

Please state the year(s) you wish to host. The Provincial Championships are held annually in May.

Please include information about the host club and the host organizing committee. Also please provide a plan for recruiting volunteers.

### 3.2 Financial Plan

Please submit a draft budget for your event, revenues and expenses. See appendix for a draft budget. With the continued support of Sask Lotteries MAP Grant funding, and whatever sponsors are available to your club, hosts of Provincials can expect to generate \$15,000 - \$25,000 in profits.

Gym Sask does provide additional financial resources in the form of MAP Hosting Grants to clubs who host Provincials, to assist with the costs of outside facility rental, equipment rental and transport, awards and other hosting costs. Applications are due in November each year after your bid to host has been approved.

### 3.3 Sponsorship Opportunities

It is recommended that you seek sponsorship in the local community. Please include information on any major potential sponsorship. Gymnastics Saskatchewan retains the right to any profits from our provincial sponsors for this event, and clubs are expected to adhere to any Gymnastics Saskatchewan exclusive sponsorship agreements (currently Spieth Anderson Equipment, Sask Lotteries, Signature Graphics/Print-It Centres.)

### 3.4 Competition Venue Specifics

In this section you will find the minimum requirements for facility space to host a Provincial Championship. Please ensure sure that your venue meets these requirements.

	WAG	MAG	TG	RG	MAG/WAG	MAG/WAG/TG	MAG/WAG/TG/RG
Square footage	10,000	10,000	8,000	6,000	15,000	20,000	28,000 - 30,000
Ceiling Height	6.6 m – 21.5 ft		8.1 m – 26.5 ft		6.6 m – 21.5 ft	8.1 m – 26.5 ft	

- Note: These measurements do NOT include bleacher seating for approximately 500 which must be included (approx. 2,000 square feet depending on height of bleachers).
- Must also have meeting and hospitality rooms.
- Separate area for awards is mandatory (can be in a separate room)

The bid package must also include a floor plan showing the exact venue dimensions (metres or square feet) and competition floor layout with doors, posts, etc.

### 3.5 Accommodations & Meals

Please confirm the host hotel(s) space and availability for the Championships.

Provincial Championships requires a minimum block of 50 rooms confirmed, to be used by clubs and Gym Sask Board of Directors and staff.

Meals and snacks must be provided for coaches and judges throughout the competition, including breakfast before the event begins each day. At least one hot meal must be available each day for judges and coaches, Spieth Anderson staff, medical staff and the organizing committee.

### 3.6 Equipment

Spieth Anderson is now the official supplier of ALL gymnastics equipment for all disciplines for the Provincial Championships. RG warm-up carpet area (approximately 12 x 12 m) may need to be supplied by the host club.

### 3.7 Medical

Medical services (first responders, physio, massage, EMT) will be booked (and paid for) by Gymnastics Saskatchewan via the Sport Science and Medical Council of Saskatchewan. Prior approval from Gymnastics Saskatchewan will be required if you wish to not use the Sports Science and Medical Council of Saskatchewan.



## PROVINCIAL CHAMPIONSHIPS BID APPLICATION FORM

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### 1. Event Information

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Year Bidding For: \_\_\_\_\_

Suggested Dates: May: \_\_\_\_\_

### 2. Host Club

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Host Club Information	
Club Name	
Full Address	
Contact Person	
Phone Number	
Fax Number	
E-mail	
Website	

### 3. Local Organizing Committee (LOC)

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Organizing Committee Chair Information	
Organizing Committee Chair (Name)	
Phone Number	
Fax Number	
E-mail	

Please include a list of planned/recommended organizing committee volunteers. Note that our Gymnastics Saskatchewan Event Coordinator (staff) will be assigned to serve on the LOC and must be included in all LOC meetings and correspondence and decisions.

### 4. Host City

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City: \_\_\_\_\_

Information about the Host City:

- Any additional information host feels is pertinent to their bid

### 5. Finance

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Complete and attach a projected budget including revenues and expenses. See sample in Appendix.

6. Sponsorship

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Please outline any known sponsorship commitments involved with the proposed event.

Sponsor	Category	Entitlement

7. Competition Venue

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Venue Contact Information		
Name of Venue		
Full Address		
Contact Person		
Phone Number		
Fax Number		
E-mail		
Website		
Venue Specifics		
<b>Competition Area</b>		
Width:	Length:	Ceiling Height :
Number of columns & distance between them (if applicable):	Seating capacity (space must not be counted in competition area):	
Details of warm-up and/or separate awards area:		
<b>Venue Amenities</b>		
Number of meeting rooms & size (sq. ft.):	Space available for vendors (sq. ft.):	
Number of parking spots:	Cost of parking:	
Storage available: Yes/No	Concession: Yes/No	
Internet available: Yes/No	Loading Docks: Yes/No	
Additional amenities:		
<b>Washrooms &amp; Change Area Information</b>		
Number of washrooms:	Number of Change rooms:	

Please include a floor plan of the facility.  
Please illustrate venue layout by labeling assigned areas.

8. Accommodations & Meals, Hospitality

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Option 1	
Name of Hotel	
Address	
Phone Number	
Website	
Number of Rooms	

Option 2	
<b>Name of Hotel</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Website</b>	
<b>Number of rooms</b>	

Meals and snacks must be provided for coaches and judges throughout the competition, including breakfast before the event begins each day. At least one hot meal must be available each day.

#### 9. Additional Information

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Please take the time to add any additional information you may deem necessary for the event of to strengthen your bid.

## APPENDIX: DRAFT BUDGET

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### Saskatchewan Provincial Championships

#### SAMPLE Budget

##### REVENUES

Entry Fees		
350 athletes x \$135 (TBD)	\$	47,250.00
60 coaches x \$75 (TBD)	\$	4,500.00
Sponsors/Advertising	\$	3,500.00
Admission	\$	7,500.00
Merchandising	\$	4,000.00
Map Grant	\$	24,000.00
* Map Grant varies from year to year		
	\$	<u>90,750.00</u>

##### EXPENSES

Licensing fees		
350 athletes x \$40 (TBD)	\$	14,000.00
60 coaches x @55 (TBD)	\$	3,300.00
Facility Rental	\$	18,000.00
Technical/Scoring	\$	5,500.00
Gifts	\$	1,500.00
Equipment Costs/SA Staff Hotel	\$	6,500.00
Admin	\$	750.00
Hospitality	\$	8,000.00
Merchandise	\$	2,000.00
Awards *Purchased from Gym Sask	\$	6,000.00
	\$	<u>65,550.00</u>

Profit/Loss \$ 25,200.00

Thank you for your interest. Feel free to contact us for more information.

Please submit your bid application by September 1<sup>st</sup> 2019 to:

Kristi Mandzuk, Program Coordinator (Events)

Gymnastics Saskatchewan

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