



RINGETTE | RINGUETTE
CANADA

2027 World Ringette Championships RFP

Contents

Introduction	3
Event Overview	3
Bid Submission	4
Bid Timeline	4
Event Requirements	5
Number of Teams	5
Required Venues	6
Transportation	7
Technical Requirements	8
Event & Logistical Requirements	10
Financial Requirements	13
Local Host Sponsorship Opportunities	15
Host Committee	16
Host Committee Relationship with Ringette Canada	17
Post Event Report	18
Official Languages and Inclusive Language	18
Bid Selection Process	19
Bid Guidelines Check List	20
Appendix A	21

THIS ICE IS YOURS.

Introduction

Ringette is a Canadian invention, proud of its special designation as a Heritage Sport. There are currently more than 32,000 players on nearly 2,000 teams across Canada, with over 1,500 officials and nearly 8,000 coaches.

A True Sport Champion, ringette is also a leader in the Sport for Life movement, activating Sport Canada's Long-Term Development model. For more information, please refer to the Ringette Canada website at www.ringette.ca

Event Overview

The event being hosted and open for bids is the World Ringette Championships (WRC), hereinafter called the "Event".

The 2027 World Ringette Championships will be an event held in November of 2027. The event will feature 2 Senior Team Pools and a Junior Team Pool. It will also include an International U18 Development Camp and the 2027 La Releve Development Program*.

The Sam Jacks Pool (Can-Fin SNT) Championship final will be a best of two series, The Juuso Wahlsten Pool (Can-Fin JNT) Championship final will be a best of two series and a double round robin three to four team President's Cup Pool which historically has included Sweden, USA and the Czech Republic (India and Slovakia's participation is still TBC) will lead into a Championship Round.

Each division will also include multiple exhibition games leading into the event.

*While these are essentially separate events, they will be held at the same time, place and hosted by the same group: thus, bids for hosting the WRC incorporate all three categories.

Bid Submission

Bidding communities must produce a document that outlines their bid, the support they have in executing the bid, and the Event if successful in the bid. While each bid will be unique in its theme and presentation it is also important for the delegates considering this bid to have sufficient time and basic information to accurately review and compare the bids received.

The bid process presents an incredible opportunity for ringette communities and communities-at-large to excite and electrify their communities by hosting ringette's best athletes.

Bid Timeline

February 1, 2025

Declaration of intent to bid submitted to Ringette Canada

March 7, 2025

Deadline to submit bids to Ringette Canada

March 17-21, 2025

Prospective bid presentations conducted virtually to Selection Committee

March 28, 2025

Decision of host by selection committee to award the 2027 Event. ***TBC due to the necessity of site visit planning.***

April 1st-15, 2025

Host Agreement signed

May 15th, 2025

Public announcement of event

Event Requirements

In order to ensure the Event is held to the highest standards, RC has created the following Event requirements. Bidding committees should be careful to read and understand these requirements before proceeding with their bid.

These requirements are intended to be clear enough to give specific directions to Bid Committees. What cannot be captured in requirements of this type is the need for our hosts to rise to the world-class level of the athletes. The guidelines outline, for instance, the size of dressing rooms. They do not outline that the dressing rooms must be of a quality fitting for a World Championship. A secondary requirement outlines the necessity for 3 ice pads, consideration should be given regarding the proximity of the ice pads to meet the necessary in event movement required for officials, scouts, volunteers and staff working different levels of play.

Key Assumptions

- (1) Whenever information provided in the bid submission varies from a “key assumption” or another assumption is utilized or added, this revised assumption is to be identified within the submission, generally by way of a footnote contained in Part 1.
- (2) If one or more of the proposed venues is not currently in existence or will be undergoing renovations/construction prior to or during the proposed time frame of the Event, this fact should be identified by way of a footnote which will include an alternative location/plan for the activity anticipated for that venue in the eventuality the construction or work is not completed in time.
- (3) Failure to comply with any of the “key assumptions” in any category does not disqualify the bid submission, but the Bid Committee should be prepared to explain this failure during the presentation to the voting delegates, who may take these omissions into account in their deliberations and voting.

Number of Teams

Up to eight teams WRC with an average team size of 24 athletes/staff. Two (2) in the Senior Pool, three to four (3-4) in the Presidents Pool and two (2) in the Junior Pool.

Up to four teams U18 International Development Camp with an average team size of 24 athletes/staff.

68 athletes @ U17 La Relève Development Program with average team size of 22 athletes/staff.

Required Venues

Athlete Dressing Rooms

Dressing rooms in each playing venue that measure approximately 20' x 20' (400 sq ft) include a private toilet/sink, and stalled shower facilities. It is expected the dressing rooms will be clean, and acceptably maintained throughout for a world-class event.

Athlete Warm-Up + Cool Down Area

Areas associated with each playing venue. This area must be accessed by accreditation, separate from the general public, and large enough to accommodate 2+ teams wishing to warm up prior to their game. The floor surfaces must be appropriate athletic surfaces.

Team Meeting Rooms

Space to hold roughly 30 people for teams to host pre and post-game meetings. 2-4 spaces required.

General Meeting Room - Maple Leaf Orientation Session

Facility to accommodate a meeting in advance of the La Releve/U18 programs. A room will be needed to hold 150 people. This room will also be made available for community engagement activations throughout the Event. e.g. Coach Fireside chat, officials' development, safe sport etc.

Main Operations Centre

Meeting room within the Main Playing Venue to be used by WRC staff for pool standings, statistics, protest committee and/or Strategic Operating Committee Meetings. This area must have power and wifi accessible at all times. A COLOUR printer must be made available in this space as well.

Medical Services Clinic

Separate and private Athletic Therapy location at each playing venue/surface. These rooms must be easily accessible from the surface and should not be accessible to spectators.

There should also be an additional first aid room for paramedic professionals to use during the event.

Merchandise Service Area

Location of approximately 600 sq ft at each playing venue, or as ultimately determined by the Official Merchandise Supplier.

Officials Meeting Room

Meeting room at the Official Hotel to be available for use by the Officials throughout the Event at no additional cost to RC. Where possible a room for officials to relax and meet away from the public at the arena is valuable.

Supervisor Area

Location within the confines of each playing venue, space for Supervisors and Scouts to meet and file reports is required.

Volunteer Services Hub

Location at each playing venue for the Host Committee and volunteers to report for duty and relax between games. This space can also be used for Event Photographers and media throughout the Event.

Opening Ceremony

This venue is at the discretion of the Host Committee and will depend on the availability of a facility suitable for the planned ceremony. The seating should be no less than 500. The venue chosen for the Opening Ceremony should in no way impact on the ice surfaces needed for competition.

The intent of this ceremony is to raise enthusiasm and excitement for the beginning of the Event. Following a predetermined script from IRF/Ringette Canada, the ceremony should include the introduction of the teams and could include entertainment, speeches by local and national dignitaries. The details of this activity will be at the discretion of the Host Committee. It is recommended to be less than 1 hour keeping in mind that the focus needs to be on the athletes and their preparation for the competition. The opening ceremonies will not include any planned meal or food preparation for participants.

Closing Ceremony

A closing banquet is not required, and details of this activity will be at the discretion of the Host Committee.

Playing Venues

Exclusive use of three (3) playing surfaces (including the Main Playing Arena) within the fewest possible facilities meeting the Technical Requirements outlined. The ice surface must include all ringette markings and the event logos. A minimum of one dressing room per team registered for the event must be exclusively available for the duration of the event.

In addition to actual competitions, ice availability up to two days prior is an important pre-Event for practice purposes for teams arriving early for the Event.

Transportation

Air Transportation

The Host City must be easily accessible by air. The Host City should be serviced by an international airport with an adequate number of non-stop flights and passenger seats each day. Information regarding airline flights and costs related to airlines servicing the airport(s) to be utilized for the Event should be included in your bid.

Ground Transportation

The host shall provide transportation to/from playing/event venues and to/from the designated airport for the teams, IRF Board and Major Officials.

Ground transportation requirements can be fulfilled in a variety of ways, typically by coach, either separately or in combination, subject to contract negotiations and budget considerations between the Host Committee, IRF and RC.

The host shall provide:

- Two (2) additional vehicles to be used for Major Official transportation during the event. 1-3 volunteers per day will be required for official transportation. Ringette Canada will designate a lead volunteer to facilitate the drivers for the officials.
- Three (3) vehicles, preferably minivans to be used by Ringette Canada Staff for the duration of the event
- A designated vehicle rental partner, with negotiated preferred rates for teams attending the event.

Technical Requirements

Main Playing Venue - Playing Surface and Spectator Areas

The Main Playing Arena must meet the following requirements:

- Standard size ice (85' x 200') preferred, or international size ice surfaces. The ice surface must include all ringette markings and the event logo.
- First Aid room
- High Performance Athlete treatment room
- Officials' meeting room and change area
- Athlete warm-up area
- Anti-Doping Station (Room with private washroom and sink)
- Spectator seating in the arena adjacent to the ice surface for approx. 2000 spectators
- A space for broadcast setup
- Dedicated Internet access for broadcast purposes - to be supplied by the host.
- Access to laundry for teams
- Access to an ice machine

Other Playing Venues - Playing Surface and Spectator Areas

- The two (2) other playing arenas must meet the following requirements:
- Standard size ice (85' x 200') preferred or international ice surface. The ice surface must include all ringette markings
- Minimum of ten (10) dressing rooms for between the ice surfaces
- First Aid room
- High Performance Athlete treatment room preferably a dressing room with a sink
- Officials' meeting room and change area
- Athlete warm-up area
- Seating in each arena for a minimum of 250 spectators at arena adjacent ice pads.
- Dedicated space for broadcast setup including Internet access - to be supplied by the host.

Medical services should include:

- Non-emergency treatment
- Emergency Treatment

The Host Committee will have first aid attendants, ideally with Emergency Medical Responder Training and first aid kits available at every venue to treat fans and that can support the event emergency action plan. An emergency action plan that includes access to a qualified physician within minutes of each venue should be created.

Ambulance services would be coordinated so that appropriate coverage would be in place for all of the related events.

The main medical centre would be located at the Main Playing Venue where all medical personnel would be coordinated and dispatched. A partnership with a local medical centre is essential to ensure quick access to medical care for World Championship participants with consideration for teams travelling from out of the country that do not come with their own medical services. On site medical centres would be clearly identified and visible to all participants, volunteers and spectators. Other services such as general athletic therapy or physiotherapy referral would be available as coordinated through the medical headquarters.

Major Officials

The IRF will be responsible for identifying, selecting and scheduling the supervisors, on-ice officials and shot clock operators who will be participating in the Event.

The cost of the major officials' accommodation rooms and travel expenses to the host city and back are borne by the IRF.

Minor Officials

The Host Committee will be responsible for the training, assignment and oversight of minor officials throughout the event. This will include scorekeepers, timekeepers, game stats, penalty box attendants, announcers and music coordinator. For the Event, the typical requirement will be a pool of no less than 25 trained individuals. Each game will require no less than 8 minor officials.

The training of a pool of minor officials will be an important pre-event function for the Host Committee and will provide the hosting community with an important legacy after the Event. Ringette Canada will work with the Host Committee to train minor officials prior to the Championship.

Event & Logistical Requirements

Arena - Media and Television Requirements

The Host Committee is required to source and secure a broadcast partner for the duration of the event. This partner must be able to cover all games, on all rinks and will be linked to Ringette Canada's YouTube channel.

- Each rink must have a platform available that a camera operator can use which places them above the crowd and ideally the glass, so they are able to follow the flow of the game.
- Netting must be taken up to allow for cameras to follow the play
- All playing surfaces must be suitable for hosting a broadcast or webcast with suitable bandwidth for the broadcasts.
- Each individual ice pad will require its own ethernet port and power source for your broadcaster to access. This should be built into the rental agreement with the venues, so it does not become an additional cost at a later date to your host committee.

Medal and Awards Presentations

Medal presentations will take place following the gold medal games. The format of this presentation will be developed by the Host Committee in consultation with Ringette Canada. This ceremony will include medal presentations and a trophy presentation to the winning teams. Individual achievement awards for the event will also be provided at this time.

The host is responsible for supplying the medals and the individual achievement awards for this event. The design of the awards and medals must be approved by Ringette Canada (and the IRF).

Game Presentation

Game presentation will be a vital element in making this Event a success. All games should have an announcer (both official languages for medal games) and music during warm-up, stoppages in play and intermissions.

Feature games can be identified where off-ice fan interaction intermission activities will be held. This is an opportunity for the hosts to highlight their local associations, sponsors and engage with local schools to bring in fans for the game(s).

Athlete Nutrition and Hydration

The host must secure adequate space and resources to ensure athletes are properly fueled to meet high-performance standards. This includes either on-site catering facilities or provisions to bring in external catering that meets the nutritional needs of elite athletes.

La Relève, Friends and Family Hotel(s)

Accommodation identified for family and friends attending the event. These rooms will be offered to those traveling with athletes.

Who	Rooms	Nights	Room Type	Notes
La Relève	60	8	60 Doubles	
Canada JNT/SNT	20	8	17 Double + 3 Single	
Finland JNT/SNT	20	8	17 Double + 3 Single	
U18 Program	30	8	25 Double + 5 Single	
U18 Finland/Inter	15	8	12 Double + 3 Single	

Team Accommodations

The number of rooms may vary based on Event location. An average of 20 rooms per Canadian team and 15 per international team.

Who	Rooms	Nights	Room Type	Notes
Canada JNT	20	8	17 Double + 3 Single	
Canada SNT	20	8	17 Double + 3 Single	
Finland JNT	20	8	17 Double + 3 Single	
Finland SNT	20	8	17 Double + 3 Single	
USA SNT	15	8	15 Double	
Czech SNT	15	8	15 Double	
Sweden SNT	15	8	15 Double	
Canada U18	20	8	17 Double + 3 Single	
Finland U18	20	8	17 Double + 3 Single	
International U18	10	8	10 Double	
Officials	8	8	5 Double + 2 Single	
RC Staff	6	10	6 Doubles	
IRF Board	3	6	3 Single	

VIP Services

The following groups are designated VIPs for the Event and should receive preferential treatment such as access to all events/activities, preferred seating, and access to Event transportation:

- Ringette Canada Board of Directors & Staff
- Key national and local sponsors
- Government Representatives
- Provincial Ringette Association Presidents
- IRF Board of Directors

Merchandise and Souvenirs

Ringette Canada will contract an official merchandiser for clothing and branded memorabilia. During the Event, the Host may not allow or arrange for branded merchandise sales by other vendors.

Official Event Photographer

An official event photographer is required and should be identified by Ringette Canada and the Host. The photographer must provide daily photos of games and all activities surrounding the Event to the Host Committee and Ringette Canada. Photographs will be used for media and promotional purposes. At the conclusion of the Event, the photographs become the property of Ringette Canada with photo credit being given to the photographer.

In addition to providing official photographs for the Event, the photographer can also sell the photographs on-site to fans, athletes and families. Financial arrangements with the official event photographer rest with the Host Committee and not Ringette Canada.

Media Relations and Communications - Including Websites

The Host Committee will designate a Media PR representative to work in consultation with the Communications, Engagement & Marketing Director to create awareness and provide general event information to the media. Ringette Canada will provide the platform for the event website, online results system and access to the ringette.ca network.

All external communications must be provided in both official languages (press releases, website postings, etc.).

Event Promotions and Ticket Sales

The Host Committee will be responsible for establishing an events promotion and ticket sales plan targeting both the ringette and non-ringette communities. This plan should be geared towards the promotional goal of having a sellout for each game. The plan should include:

- Event signage throughout the Host community leading up to and during the Event
- Ticket sales which may be set up via a professional 3rd party outlet (e.g. Ticketmaster)
- An event logo developed by Ringette Canada and designed in consultation with the Host Committee to reflect the event and the host community
- Press conferences
- All local ringette associations in the host area.

Ringette Canada will work with the teams to make athletes available (when possible) for any promotional events scheduled.

Financial Requirements

In order to create value for our partners, we need to bring resources into the Event and allocate those resources prudently. This section deals with those elements and should be a part of the consideration of any group considering or working on a bid for these events.

Revenue Generation

The Host Committee will need to generate adequate revenues to fulfill all of the obligations of the Event while ideally creating a legacy fund. Hosts can, and should expect revenue from the following sources (though others are certainly possible):

- Ticket Sales - Host Committees can and should sell tickets to all games and capture revenue from these sales. Canadian athletes/staff to be provided 2 tickets to each game they are participating in at no cost.
- Local Sponsorship - Host communities will be able to develop sponsorship packages for local sponsors as well as national-level sponsors in partnership with RC.
- Merchandise Sales - See above re: Merchandise and Souvenirs.
- Ticket Sales for non-game events (e.g. Opening Ceremonies) – Athletes (2 tickets each) and rostered staff must be provided complimentary access. Spectators and visitors can expect to pay a small fee.
- Grants (see below) - Host Committees will need to examine opportunities to partner with government and other agencies for grant funding in support of the Event.
- Parking, concessions and other ancillaries - Host Committees should attempt to capture revenue from parking, concessions and other elements of the venue operations. These elements are often retained by the venue but should be considered in your venue contract negotiation.
- 50/50 and other Gaming Fundraisers - Host Committees are free to pursue 50/50's and other fundraisers such as casino nights providing they secure proper registration/licensing.
- Community Partnerships - Rental Car revenue sharing, tourism sector ticket revenue share (Tours, Mall, Shopping Outlets), Event ticket revenue share (Concerts, Shows, Sporting Games), Sponsorship Activations in venues.

Economic Impact

Historically, we have seen that the economic impact of the Event will be on the order of \$2,000,000 in the local area.

Hosting Fee

Ringette Canada anticipates a Hosting Fee to be included as part of the bid package for the opportunity to host the 2027 World Ringette Championships. While there is no predetermined amount, bids that include substantial financial contributions, either in cash or value-in-kind (VIK) that directly reduce Ringette Canada's budgetary expenses, will be given considerable weight during the evaluation process.

Bidders are encouraged to clearly outline their proposed Hosting Fee and any VIK contributions in their submission, as these elements will play a key role in the ranking and selection of the successful host destination.

Key Funding Partners

Government funding partners can be an important part of the revenue picture, but also a source of the important connections that can make the Event truly memorable.

This can and should start at the bid stage, as Bid Committees should be working closely with their local tourism bureaus to help with the formulation of the bid. Governmental partners can include (but are not limited to):

- Local Municipality,
- Regional Government (if applicable),
- Local or regional tourism, sport tourism and/or economic development bureau; and
- Provincial Government.

Surplus Sharing

As this Event is owned by IRF there is a formula for sharing the surplus, following the submission of audited statements.

- (a) The Host will retain 35% from the first \$10,000 in surplus, Ringette Canada will retain 30%, PTSO will retain 5% and the IRF will retain 30%.
- (b) The remaining surplus between \$10,001 and \$50,000 will be shared at 40% to the host, 30% to Ringette Canada, 5% to the PTSO and 25% to the IRF.
- (c) The remaining surplus between \$50,001 and \$100,000 will be shared at 45% to the host, 30% to Ringette Canada, 5% to the PTSO and 20% to the IRF.
- (d) The remaining surplus above \$100,001 will be shared at 50% to the host, 30% to Ringette Canada, 5% to the PTSO and 15% to the IRF.

Net Surplus	Host	Ringette Canada	PTSO	IRF
\$1-\$10000	35%	30%	5%	30%
\$10,001 - \$50,000	40%	30%	5%	25%
\$50,001-\$100,000	45%	30%	5%	20%
\$100,001+	50%	30%	5%	15%

Legacy Funds

Every Host Committee should be planning to create a surplus as a result of their hosting of this Event. As such, each Host Committee will be expected to develop a plan for the use of their legacy funds to help further ringette in their respective community. Legacy funds can be a boon to the development of sport in a host community but can also present a very real challenge to the governance of the association. Legacy funds should be an important element of the bid presentation as key decisions about what The Host Committee will do with the Legacy Funds need to be discussed with Ringette Canada and IRF and dealt with at the outset of the hosting process.

Hosting

At the heart of this project will lay a committed, passionate and effective Host Committee. The work of the Host Committee will vary greatly in scope and type and thus so should the composition of the Committee. The Host Committee will need to be incorporated or affiliated with an existing body that has the ability to contract. Although the Committee may be affiliated with another body, it will be required to have its own bank account and to keep financial operations separate from its parent body.

Local Host Sponsorship Opportunities

Categories of sponsorship that do not conflict with Ringette Canada should be considered when building your sponsorship plan. Local host organizing committees are encouraged to sign non-exclusivity agreements with local non-conflicting partners in the event of Ringette Canada signing a new partner during the season. The non-exclusivity agreement will both protect Ringette Canada's partner and local partner. Suggested sectors for local host sponsorship sales:

- Automotive Dealership
- Automotive Rental Agency
- Brewery / Spirit / Wine Producer (for the Senior and Junior Divisions only)
- Grocery Retail
- Investment / Financial Planning
- Local Crown Corporations
- Moving & Storage
- Office Equipment
- Print & Digital Media
- Real Estate
- Restaurant

Host Committee

Structure of the Host Committee

The Host Committee will need to have a structure that is sufficiently flexible to allow it to adapt to the challenges throughout this process but sufficiently rigid so that it can form the foundation of the Event. One of the keys to the success of the Event will be the people that make up the Host Committee and its sub-committees. People will need to bring passion, dedication and expertise in order to ensure accomplishment of the goals for this Event. In developing a Host Committee, bids should be cognizant of the skill sets they will need to have on the Host Committee as well as the need for people to do the work.

To that end, the following is a non-exhaustive list of skill sets that can be considered essential to the successful function of the Host Committee:

Chairperson or Co-chair people

The Event should have a chairperson who performs the leadership role for the Event. As with the other key roles in the Host Committee, the chair structure allows for some redundancy and avoids having the Host Committee become too reliant on one person. The Chair should be prepared to act as the official spokespeople for the Event in the community and to lead the efforts of the rest of the host group.

Director - Technical Arrangements

This role attends to the service of the ringette tournament part of the Event. This includes medical services, officiating services, the preparation of the ice surface area and the dressing rooms areas and therefore would have significant ringette experience. The person in this role is often selected to sit on the Event Protest and Grievance Committee.

Director - Hosting and Athlete Services

This role attends to the transportation, housing and feeding of the athletes, coaches and officials at the Event. This role is broad and usually involves a large portion of the volunteer contingent for the Event. Key areas of this portfolio include hotel liaisons, athlete welcome packages and ground transportation for officials.

Director - Volunteer Services

The Event will require between 75 and 150 volunteers. In this role, the Director will be in charge of recruiting, training and recognizing these irreplaceable volunteers. The person in this role will have to be able to liaise effectively with all other elements of the organization in order to gauge and fill each of their volunteer service's needs.

Director - Finance

The Director of Finance will be charged with managing the financial well-being of the Event through the initial stages of the bid through to the completion and the creation of legacy funds. This role requires solid knowledge of bookkeeping/accounting practices as well as the ability to work closely with all of the elements of the host group to determine and resource financial requirements.

Director – Fundraising

The Director of Fundraising plays an essential role in providing the financial support for the Event and

engaging the local and surrounding communities, businesses and organizations, as well as governments in providing services (both cash and in-kind) to the Event. Ideally, this individual needs to be someone passionate about ringette, with contacts in the business community and an ability to sell the sport of ringette.

Director - Event Services

The Event services element of the event will include the opening and closing ceremonies, game presentation, medal ceremonies and other promotional events leading up to and including the week of the Event.

Representatives of Partners

It may be prudent to include representatives of key partners on the Host Committee. These partners may include the municipality, the tourism office, the province or a key funding agency. The inclusion of these people on the Committee can include ex-officials (non-voting) roles or full membership

Volunteer Recruitment, Training and Recognition

The Event simply will not happen if not for the considerable efforts of dedicated volunteers. Volunteers will be involved in the development of a bid package right through to after the Closing Ceremony and submitting their final report.

Host Committees will need to have a plan in place to recruit these volunteers, train them for their specific roles and recognize them for their efforts.

Host Committee Relationship with Ringette Canada

Ringette Canada has the honour and the challenge of hosting this major Event in our sport. Likewise, we will award a Host Committee with a similar challenge and honour; so, we need to work together at every step of the way.

The Sport Director, Sport Coordinator or designate will be an ex officio (non-voting) member of the Host Committee, will participate in Host Committee meetings and will be provided all Host Committee documents/minutes/ budgets.

Ringette Canada Board

The Ringette Canada Board will play a role in the very important duty of approving the successful bidder for this Event. They will attend the Event and are in charge of approving budgets and policy that may affect the operation of the Event. Although ultimately responsible for the Event, the Board does not typically get involved in the day-to-day preparations and operations for the Event. From time to time, the Board may request a report from the Host Committee about their progress. The Board will then provide feedback to the Host via the RC staff.

Ringette Canada Staff

The Bid/Host Committee can expect that one or more members of the RC staff will visit the Bid/host community on at least two occasions:

- (1) After the initial bid submission and in advance of the vote for the bid selection, conduct an on-site

evaluation and provide feedback to the Bid Committee in advance of the final submission (at the host committee's expense); and

- (2) In the months leading up to the Event the Host Committee and RC will participate in Committee meetings at that time. The RC staff as sport administration specialists, will bring the historical experience of running this annual Event. It will be important for Host communities to work in close partnership with the RC staff at all times to ensure a positive outcome for the Event.

Venue Owners

Host Committees will need to work closely with the owners of all of their venues. This, of course, includes the Playing Venue(s), hotels, sites for ceremonies and venues set aside for practices.

Post Event Report

The Host Committee will be required to complete a post-event final report. This report will include information about financial operations and logistics as well as lessons learned from the experience of hosting. This report will be due no later than 90 days after the event.

Official Languages and Inclusive Language

All communications in relation to this Event must be provided using inclusive language in both of Canada's Official Languages. This includes websites, promotional material, in-venue announcements and major signage in the venues. RC will support translation services, but the Host Committees will need a plan and budget line for translation. A plan for recruiting bilingual announcers and Masters of Ceremonies (MCs) for events is essential.

All official and public correspondence must be released simultaneously in both official languages.

Ringette Canada strives to make sure that everyone in its community feels respected and valued by promoting an equitable, diverse, and inclusive environment for all. One approach is through inclusive writing. The Host will ensure that all communications in both official languages are inclusive by working closely with translation services and RC to ensure that texts in French are egalitarian and avoid discrimination or prejudice and better represent the ringette community in all its diversity.

Bid Selection Process

The bid selection committee (as outlined in Ringette Canada Policy) will be faced with a difficult decision to recommend a preferred bid from among several well-prepared bidding groups, all of whom would be more than capable of hosting an unforgettable event.

RC will conduct individual meetings in a virtual setting which will allow for interested groups to formally present their bid to the committee.

Site Visit

Site visit to be scheduled following bid submissions for each community at the cost of the host committee.

Bid Presentations

Each group will be given an opportunity to present their bid in a virtual setting to the Selection committee.

The total length of the presentation shall be a maximum of 30 minutes. An additional 20 minutes shall be allotted for questions from the Selection Committee to the bid group.

Ringette Canada will allocate the date and time to each bid group in the time frame indicated in the Bid Timeline Section of this document. The presentations shall take place during Eastern Time business hours.

Selection Procedures

A recommendation for the successful host Bid will be prepared by the Selection committee.

The selection committee shall consist of one member of the Ringette Canada Board of Directors, one member from a past Event Host committee, the Sport Director and the Sport Coordinator - Events (or designate).

This selection committee will review the bids and provide a recommendation to the Ringette Canada Board of Directors for approval in accordance with the timeline outlined in the Bid Timeline Section of this document.

Bid Guidelines Check List

- Highlight your relationship and partnership with local Ringette Association
- Include the site selection overview as page one of your bid document
- Facility agreement – include a copy of the potential facility agreement showing the facility is available and what type of business agreement your potential host group would be entering into with the facility, this should also outline how many seats are available to sell, seats, standing room, suites, etc.
- Hotel agreement – include a copy of the potential hotel agreement(s)
- Arena diagram – with room measurements documented as well as how your group plans to use the various rooms
- Host Organizing Committee Org Chart – who are your key members and what are their roles
- Detailed business plan – to include, but not limited to: Ticket sales plan – highlighting timelines, prices, success indicators and overall sales strategy, where and when packages and single tickets will be sold and what background do you have to support this strategy
- Sponsorship plan – timelines, prospects, proposed sales package, pricing structure, goals, and plans to work with Ringette Canada exclusivities and partners
- Legacy plan – detailed plan for all potential surplus revenue created by the event
- Media plan and promotional strategy – including potential partners and timelines, who is on board and how will they be supporting
- Advertising plan – including potential partners and budget and how any advertising will be used to meet your goals
- Overall marketing plan highlighting how your ticket sales, sponsorship, media and advertising plan are integrated to help you achieve your goals
- Detailed budget – outlining full budget based on your event projections and detail on how your projected budget is going to be met
- Logistics plan – detailed plan on how teams, officials, VIPs, Member reps will be looked after from arrival to departure i.e. accommodation, meals, transportation plan and ability to handle all teams and delegates, dressing rooms
- Athlete experience – what are you going to do as a committee to give the athletes the best experience possible?
- Facility – does the arena meet minimum standards as outlined in the bid guidelines for the Canadian Ringette Championships? If not, how do you plan to meet these?

Appendix A

(1) Main Playing Venue - Playing Surface and Spectator Areas

Table using the following format for each proposed playing ice surfaces/venues:

Name of Venue	
Name of Venue Owner	
Address of Venue	
Website Address of Venue	
Dimensions of ice surface(s)	
Spectator seating in each arena	
Location/type of extra viewing	
Available broadcast location	
# of athletes' dressing rooms	
#r of officials' dressing rooms	
Size of athlete warm-up area	
Size of medical services room	
Size of media room	
Size of merchandise sales area	
Size of Event Operations Centre	
Size of volunteer services area	
Size of Event committee area	

(2) Opening Ceremony or event

Table presenting the following details for the Opening Ceremony activity, along with a schematic of the venue:

Date and time of Opening Ceremony	
Name of venue	
Physical address of venue	
Website of venue	
Seating capacity of venue for activity	
Brief description of event plan	

(3) On-ice Closing Ceremonies (If applicable)

Table presenting the following details for the Closing Ceremony activity along with a schematic of the venue:

Date/time of Closing Ceremony	
Name of venue	
Website of venue	
Seating capacity of venue for activity	
Brief description of event plan	

Please submit bids or direct your questions to:

Ringette Canada
attn: Jake Clarke
Sport Coordinator- Events
416-912-5989
Jake@ringette.ca

Confirmation of receipt for bid submissions will be issued within two working days.