



**CIS
CHAMPIONSHIPS BID BOOK
February 2009**

The CIS Board of Directors invites bid proposals for the following CIS Championships:

Men's Soccer (Nov. 10-13, 2011 and/or Nov. 8-11, 2012)

Women's Soccer (Nov. 10-13, 2011 and/or Nov. 8-11, 2012)

Men's & Women's Cross Country (Nov. 13, 2010 and/or Nov. 12, 2011)

Men's & Women's Swimming (Feb. 23-25, 2011 and/or Feb. 23-25, 2012)

Men's Volleyball (March 2-4, 2012 and/or March 1-3, 2013)

Women's Volleyball (March 2-4, 2012 and/or Mar. 1-3, 2013)

Men's & Women's Wrestling (March 5 & 6, 2010 and/or March 4 & 5, 2011)

Men's & Women's Track & Field (March 10-12, 2011 and/or March 8-10, 2012)

1. BIDDING TIMELINES

- Call for bids **March 1st, 2009.**
- Bid book available **March 6th, 2009.**
- Bids due 5:00 PM Eastern time, **May 19th, 2009.**
- Announcement of bid proposals, no later than **May 22nd, 2009.**
- Bid presentations (via conference call only) to Selection Committee **June (tbd), 2009.**
- Media and/or public announcements within 24 hours of final selections.
- Championship Agreement forwarded within **60 days** of final decision.
- Championship Agreement must be signed within **60 days** of receipt.

2. SELECTION COMMITTEE

The members of the Selection Committee will be selected by the Board of Directors. The make-up of the committee will include the following voting members:

President or alternate*

Vice-President Marketing or alternate*

Vice-President Sport or alternate*

Up to four additional members* (actual number will depend on the regions the above three individuals are from. Intent is to attempt a reasonable balance from the four Regional Associations.)

Up to 2 external experts (may include NSO and/or MSO personnel.)

The Selection Committee will be chaired by a non-voting CIS staff member. Other CIS staff members may participate in meetings at the discretion of the CEO.

Representatives from the Coaches Associations will provide their feedback on the bids to the Selection Committee.

The Board of Directors may also choose to appoint a non-voting representative to the committee to assist with translations as required.

*No member of the Selection Committee shall be closely connected to a university or Regional Association bidding for a championship. This would include current employees, former employees (within the last 2 years) or those closely involved with current alumni activities, etc.

* When a Regional Association is bidding, Selection Committee members who work for a university who is a member of the bidding Regional Association, shall declare a conflict, participate in the discussion, but leave the room or the conference call when the vote for that particular Championship is taken.

If a situation occurs where there are multiple Regional Associations bidding for a Championship, such that there is not a critical mass of voting members of the Selection Committee, the Board shall have the right to make adjustments to the committee composition or voting structure.

The Selection Committee will not have two members with a reporting relationship, from the same university.

The final make-up of the Selection Committee will be announced to the Bid Committees prior to the selection meeting. If a Bid Committee has any concerns about the composition of the Selection Committee they should write the CEO immediately upon receipt of the names of the committee and prior to the bid presentations, outlining the reasons for their concerns.

Bids will be judged only on the written bid package. In an effort to be environmentally friendly and to reduce the expense of glossy, full color proposals, bid packages shall consist exclusively of the submission forms provided in Annex K through O. All matters of substance that a bidder wishes to rely on and wishes the Selection Committee to consider **MUST** be included and submitted by the appropriate

timelines. All bid packages are initially viewed by the Manager of Events and Programs. If there are any substantive gaps in bid packages, the Manager of Events and Programs will consult with the CEO and the Vice President Sport and a decision will be made to either a) request that the gaps be filled immediately or b) deem the package incomplete and be disqualified from the bid process.

CIS will ensure bid packages submitted in French are translated to English for the Selection Committee at no charge to the Bidding Committee(s).

The Selection Committee should not be contacted by the Bid Committee for the purpose of lobbying.

Bid Committees will be provided the opportunity to present their bids, via conference call, to the Selection Committee. These presentations are optional and serve to highlight and emphasize what is expressly contained in the written bid document. The intent is that no modifications to any components of the bid proposal to CIS or teams are permitted once the bid document has been received by CIS. In addition, no changes to the financial contributions will be accepted once the bid has been submitted to the CIS office.

June 5-7 (tbc), 2009 CIS will use teleconferencing for these presentations.

Presentations will normally be limited to a maximum of 20 minutes* followed by questions and answers. Each Bid Committee can have a maximum of two people presenting.

The Selection Committee has the authority to vary the presentation policies to accommodate the provision of both official languages, or other exceptional circumstances.

**For some of the larger guarantee sports the presentations may be expanded to 30 minutes at the discretion of the Selection Committee.*

If no bids are received, the CIS Board of Directors will determine an alternate method which may include placing a second call for bids.

After the selection is made and announced to the CIS membership, non-successful bidders will be provided feedback on the strong points or weaknesses of their bid. There is no appeal process once a selection has been made.

The successful Bid Committee will be contacted by CIS. All of the declarations, guarantees and agreements contained in the written bid document have the force of obligations.

All bid packages (successful or unsuccessful) will be posted on the CIS website for a six month period.

3. BID PACKAGE REQUIREMENTS

The following should serve as a checklist to ensure all required information has been submitted by the Bid Committee.

- | | |
|---|------------|
| 1. A commitment to provide the CIS guarantee. | ✓
_____ |
| 2. A commitment to agree to the minimum host responsibilities outlined in Section 6. | _____ |
| 3. Inclusion of a covering letter. | _____ |
| 4. A completed checklist of which Coaches Association Enhancements will be met.
(See Annex D - where applicable) | _____ |
| 5. The completion of the following questionnaires:
Annex K – General Bidding Information | _____ |
| Annex L – Bid Details (based on selection criteria) | _____ |
| Annex M – Proposed Budget | _____ |
| Annex N – Facility, Hotel & Transportation Details | _____ |
| Annex O – Medial Facilities & Doping Control | _____ |
| 6. Inclusion of support letters. | _____ |

Ten (10) hard copies of the Bid Package and one electronic copy, must be forwarded to the CIS Office no later than May 19th, 2009. These copies will be distributed to the Selection Committee members only.

In the event that a Bid Committee bids for multiple championships, the written bid should indicate if the Bid Committee is willing to accept different years than those originally proposed.

Bid Committees who bid for one year only are asked to outline in their bid their flexibility to adjust the year that they are bidding for.

For additional information please contact:

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4. CHAMPIONSHIP HOST AND LOCATION SELECTION POLICIES

The CIS Board of Directors determines the process for the selection of hosts and locations of Championships, as outlined within CIS Policy 20.30. The Championship Bid Selection Committee decides on the final successful bid proposal.

CIS uses a bid process to select hosts and locations. Bids must meet the minimum hosting requirements as outlined in this bid book. This includes meeting the financial guarantee. CIS will not accept any financial guarantees in excess of the guarantee outlined in Annex A. Once these minimum hosting requirements have been met, the bids will be selected based on the following criteria:

- A. The extent to which the bid enhances the profile of university sport and increases the value of CIS, CIS Championships and the student-athlete experience.
- B. The extent to which the bid demonstrates a detailed ticket sales strategy designed to fill the venue(s).
- C. Enhancements to the student-athlete experience including study halls, availability of high-speed internet access, climate for outdoor championships, cultural activities, bilingualism, training tables, care packages, souvenir team photographs, recognition of graduating athletes, special services for student-athlete's families and supporters in attendance at the Championship, post-game snacks, athletes' lounge, dedicated locker-rooms/change facilities, all teams able to be accommodated in one host-hotel, preferably with kitchenettes, webcasting so supporters can view the championship, jumbotrons, being welcomed at the airport and hotel by greeters/hosts, and other creative approaches.
- D. Bid Committee's track record of success in organization of previous CIS Championships and/or other major events.
- E. The extent to which the Championship will have a positive impact on the overall development of the sport. CIS holds CIS Championships as both an end in itself (to declare a CIS Champion) and a means to an end (to contribute to athlete development, coach development, officials development, leadership development, facility development, community development, gender equity, raising the national profile of university sport, building the CIS brand, and enriching the student-athlete experience).
- F. Bid Committee's ability to demonstrate their commitment to top quality communications through a detailed communications plan that meets or exceeds all requirements stipulated by CIS. See Annex J for more details.
- G. Bid Committee's plan to accommodate and highlight the CIS Championship in the event that other Regional Association games, or playoff games are taking place on campus on the same weekend.
- H. Caliber of the facility and practice venues.
- I. Financial enhancements. This could include profit sharing with CIS or cost savings to the participating teams, such as (but not limited to):
 - ground transportation from airport to hotel for duration of stay in host city
 - accommodations
 - cash contribution back to participating teams
 - training table or discounted meal package
 - ability to help teams who lose early in the draw to return home (i.e. covering airline change fees)
 - plans to protect blocks of seats for opposing teams parents and fans, etc.
- J. Ease of travel (proximity to a major airport, volume of inventory of airlines seats in and out of destination, other travel assistance).
- K. The allocation of assigned berths in that sport in the bidding years (i.e. consideration given to the policy of having no more than 50% of the berths from one Regional Association).
- L. Geo-political considerations. (Looking at both where the specific Championship has been held in recent years, and where all the other CIS Championships have been held and will be held).
- M. Any special events that may coincide with the championship and its potential affect on the championship. (i.e. 100th Anniversary of the Province, City, University, etc.)
- N. Bid Committee's capacity to ensure technological demands are met (i.e. television ready site, webcasting capacity, internet access [wireless required] and phoneline(s) accessibility from venue, etc.).
- O. Bid Committee's track record in respecting and abiding to CIS Championship policies as a participant in a CIS championship.
- P. Bid Committee's track record of valuing its membership in CIS, and engaging with CIS and contributing to CIS in a positive and supportive manner.

- Q. Bid Committee's plans to incorporate the celebration of the 50th anniversary of CIS in 2011.
- R. Bid Committee's commitment to environmental sustainability and reducing the environment footprint of championships. See Annex F for more details.

All Championships are open for bid, from any Member Institution or Regional Association and only bids that have affiliation and ultimate accountability to a CIS Member Institution and/or Regional Association will be considered.

Championships may normally* be assigned for a maximum of two years at a time. There is a preference on hosting the following championships for a two-year period (this does not preclude a one-year bid from consideration):

- Football (Vanier Cup)
- Men's Basketball
- Men's and Women's Volleyball
- Men's and Women's Ice Hockey
- Track & Field

The following championship may be assigned for a two-year period but one year bids are preferred:

- Cross Country
- Women's Rugby
- Women's Field Hockey
- Men's & Women's Soccer
- Swimming
- Wrestling

*Circumstances may arise from time to time where the Board of Directors may elect to call for bids beyond the two-year cycle.

If Bid Committees are bidding for two years they must indicate if they would accept a one-year bid and if so indicate their preference of year. Bid Committees should indicate if this would result in any changes to any of the bidding parameters.

CIS will determine championship hosting guarantees based on a fair market analysis of the championship (Annex A). All bids must meet the pre-determined championship guarantee.

Hosts are responsible for the financial, administrative and organizational responsibilities of hosting the championship. All profits will belong to the Host unless a profit sharing system forms part of the bid proposal. CIS will not share in any deficit.

Bid packages are to focus on what the Bid Committee can offer CIS and the participating teams. Bid packages should not be conditional on CIS providing anything beyond what is currently detailed in this Bid Book.

The Bid Committee must be prepared to undertake specific projects and take into account certain fundamental principles as a necessary part of preparing its formal bid package. Any significant deviations from the bid by the eventual Host must be approved by CIS and must be supported by the appropriate rationale.

5. CHAMPIONSHIP POLICIES

a) Ownership and Obligations

The following are the commercial properties owned and controlled by CIS:

- CIS Championships and/or national quarter, semi-finals;
- CIS Championship season;
- The CIS logo and all Championship marks, designations and titles;
- The Championship event logo.

None of the contractual parties (i.e. CIS, Championship Hosts) shall commit to the rights of any of the others without the other party's approval. Such rights shall include corporate identification on signage in stadiums/arena, television exposure, merchandise, etc.

Championships are contracted to Championship Hosts. Hosts are in partnership with CIS in providing Championships and will be required to sign a Hosting Agreement. Hosting Agreements will provide enough flexibility for the Host to operate a financially successful event, while at the same time protecting the interests of CIS and its partners. Notwithstanding the above, the Host will be expected to abide by CIS Policies and Procedures, Playing Regulations, Bid Document and Hosting Agreement, including, but not limited to:

- Ensuring a quality experience for student-athletes;
- Portraying a positive and respectful image of men and women;
- Enhancing the profile of university sport and CIS marketing objectives;
- Profiling the CIS brand.

b) Financial

Expenses not covered by the Host are the responsibility of participating teams. Payment for the costs of participating teams' on-site services (accommodation, meals, ground transportation, etc.) is at the discretion of the Host.

c) Sponsorship

CIS will be responsible for selling national sponsorship packages. Although CIS will sell the majority of sponsorship, the Host will have the opportunity to sell primary sponsorships up to a maximum of 35% to 55% of the total field of play surface space available. For example:

For the events listed below, up to **65 to 70%** of the available premium venue signage space will be reserved for CIS branding and CIS sponsor visibility. Hosts will retain the balance of signage space available for sponsors, providing they do not conflict with any CIS sponsor.

- Men's and Women's Basketball Championships
- Men's and Women's Volleyball Championships
- Men's and Women's Hockey Championships
- Football: Vanier Cup, Uteck Bowl and Mitchell Bowl

For the events listed below, up to **50 to 55%** of the available premium venue signage space will be reserved for CIS branding and CIS sponsor visibility. Hosts will retain the balance of signage space available for sponsors, providing they do no conflict with any CIS sponsor.

- Men's and Women's Soccer Championships
- Swimming Championships
- Track and Field Championships
- Curling Championships
- Women's Field Hockey Championship
- Women's Rugby Championship
- Cross Country Championship
- Wrestling Championships

See Annex E for sample diagrams of playing surfaces illustrating the location of banner placements for CIS sponsors and space available for sponsorships obtained by a Host (recognizing that each facility/venue is unique and some customization will be required). **Note: Additional diagrams will be available shortly.**

CIS holds the right to title and presenting sponsorship for the championship. Host and CIS may negotiate with regards to providing the Host the opportunity to pursue a presenting sponsor/partner.

All Host sponsorships must be pre-approved by CIS staff. Prior to approaching a potential sponsor, Hosts should advise CIS in order to prevent conflicts. Any sponsor that has not been approved by CIS staff will not be permitted exposure at the CIS Championship.

The opportunities for the host to generate revenue include:

Local sponsorship opportunities within CIS guidelines on the field of play area, hospitality lounge, etc. as approved by CIS.

Secondary level sponsorship (not conflicting) as approved by CIS.

Ticket sales

Regional/provincial governments contributions

Hotel rooms commission

Banquets and any other special events (clinics, fanfests, festivals, etc.)

Events program sales and Merchandise sales

Concessions

d) Television

CIS will not guarantee the broadcast of a championship. Best efforts will be made to broadcast the majority of CIS Championships on a national network.

e) Communications

CIS is committed to ensuring top priority servicing for both local and national media. This commitment ensures the CIS brand is enhanced. The Bid Committee must demonstrate through a detailed communications plan that they will meet or exceed all requirements. (Annex J)

CIS will enlist a pool of seasoned communication experts to provide leadership and additional support as needed, in this area. The Host will provide free accommodations for this individual.

This pilot project to be implemented for the following championships:

- | | | |
|--------------------|----------------------|----------------------|
| - Football | - Men's Volleyball | - Women's Volleyball |
| - Men's Basketball | - Women's Basketball | - Men's Soccer |
| - Men's Hockey | - Women's Soccer | - Women's Hockey |

f) Delegates

The CIS office assigns a CIS Delegate to represent the organization in all matters where CIS representation is required for protocol purposes and to serve as a member of the Championship Management Committee. Delegates will normally be members of the Board or CIS office staff.

g) Bilingualism

The two official languages of CIS Championships are French and English and must be utilized whenever possible. Details on specific bilingualism requirements for championships can be found in Section A – 1.17.

A translator must be on hand to assist with the translation of game day recaps as determined by the CIS office. CIS will designate a translator, at the Host's expense. To assist with the Bid Committee's budget projections the 2008 rates for translation are .14¢ per word plus taxes.

h) Elevating the CIS Brand

CIS Championship events are the showcase and centre-piece properties of CIS. They are the culmination of season long competitions and they reflect what the organization is about – striving for excellence. It is crucial

that CIS Championship events look like CIS properties and be branded as CIS events. The CIS name and brand need to be profiled and showcased in an effective and compelling manner. Branding of CIS will be consistent throughout all Championships. At all CIS Championships, Hosts will ensure that:

- There is CIS branded signage on the field, gym or rink, in highly visible locations including sidelines and on playing surfaces.
- CIS branded signage is on display at the Event Hotel, at banquets and at any venue(s) affiliated with the Championships (i.e. dressing room doors, on exterior of venue).
- The CIS name and logo are on all print materials associated with the championships – includes poster, program, press releases.
- The CIS template for event posters and programs is used.
- CIS is provided complimentary ad space (one full page, preferably outside back cover) in championship programs.
- Any use of the CIS logo on Championship materials or merchandise receives advance written approval.
- Any event logo created for the Championship, will feature the letters CIS or the CIS logo prominently. Only official championship titles or wordmarks developed by CIS will be used.

i) Performance Bond

Each selected Host shall be invoiced \$5,000/year for a Championship Performance Bond, within 90 days of being awarded the right to host. This bond must be paid within 30 days of receipt of the invoice.

The Performance Bond will be repaid to the Host by CIS within 30 days of the conclusion of the championships provided the Host achieves the branding deliverables listed below:

- Correct version of CIS logo appears in a prominent location on or beside the field of play as per diagram provided
- Correct version of CIS logo appears on championship clothing and merchandise
- Correct version of CIS logo appears on tickets, programs, and posters
- CIS template for posters and programs is used.

If any of the above requirements are not met the \$5,000 bond will be retained by CIS. Any corrections to be made will be charged at the expense of the Host.

j) Changes to Criteria

When the hosting criteria for a specific championship is altered after an event has been awarded to a Host, the Host will be afforded the opportunity to indicate whether the change(s) can be accommodated. If in the affirmative, the Host will be reconfirmed, if not, an appropriate resolution will be determined by the Board.

k) Withdrawal by Host

In the event that a Host must withdraw from their commitment to host a championship, the Host must notify the CIS Board in writing of their intention to withdraw, indicating the rationale. The Board will determine whether a default fee is applicable (see Annex B for Policy 20.70.3.4) and the process for selecting a replacement host.

6. BIDDING CRITERIA – HOSTING RESPONSIBILITIES

The following are the hosting responsibilities and criteria for a CIS Championship. The Host will be expected to sign a contract agreeing to these minimum criteria. The bid should indicate the Bid Committee's agreement and ability to meet these criteria. CIS is always seeking creative proposals that would serve to enhance the CIS brand, the event's image and increase the profile of the championship as well as enhance the local/regional and national profile of CIS, student-athletes and members. All enhancements to these criteria will be considered in the bid selection process.

Annex C details CIS's responsibilities around a championship, and is included for information.

Annex D details enhancements recommended by sport specific Coaches Associations.

SUBMISSION REQUIREMENT: Please check off those enhancements you will meet.

The following elements will be included in the hosting contract.

The Host will be required:

A. ADMINISTRATION AND FINANCIAL

1.1 To host a high quality championship event as per the dates outlined on the 5-Year Championship Schedule (Annex G). The Host shall not schedule an activity that will conflict with or disrupt the championship. Please note the 5-Year Championship Schedule is subject to change.

1.2 To assume the financial, administrative and organizational responsibilities of hosting the Championship.

SUBMISSION REQUIREMENT: All bids must include a budget for the event, showing all expected revenues and proposed expenditures. (Annex M – Budget Form)

1.3 To submit a financial guarantee 30 days following the event with a final Financial Report 120 days following the event (See Annex A – Guarantee Schedule). Payments not received within 30 days of the due date are subject to an interest penalty of .0164% per day.

1.4 To submit a Championship Convenor's Report including a written evaluation of the championship, within 30 days of the end of the event.

1.5 To provide, free of charge, accreditation passes (includes access to all games, banquets, training table, etc.) to the participating teams for use by athletes, coaches and team staff, based on the following minimum requirements:

Men's Basketball	20 passes/team		Women's Rugby	30 passes/team
Women's Basketball	20 passes/team		Men's Soccer	26 passes/team
Field Hockey	22 passes/team		Women's Soccer	26 passes/team
Football	80 passes/team		Men's Volleyball	20 passes/team
Men's Hockey	30 passes/team		Women's Volleyball	20 passes/team
Women's Hockey	30 passes/team			

1.6 To provide, free of charge, five (5) VIP accreditation passes (allows access to all games) to each participating team. These VIP passes are for the sole use of Director of Athletics, University President and any additional dignitaries from the university (i.e. Alumni Director, vice-rector, vice chancellor, etc.). If the above mentioned university dignitaries are not in attendance these passes are not to be provided. Note: Athletic Directors and University Presidents must be allowed access to their teams immediately following a championship gold medal performance (i.e. field access, floor access, etc.)

1.7 To provide, free of charge, tickets to all games to all Athletic Directors and university Presidents that may be in attendance (non-participating CIS member universities).

- 1.8 To provide, free of charge, tickets to all games to non-participating head coaches in attendance.
- 1.9 To provide, free of charge, accreditation passes (includes access to all games, ceremonies and banquets) for non-participating award recipients that may be in attendance.
- 1.10 To provide, free of charge, two (2) accreditation passes per person (includes access to all games, ceremonies and banquets) for distinguished individuals (or next of kin) who CIS trophies have been named after.
- 1.11 To provide, free of charge, tickets to all games for National Sport Organization representatives that may be in attendance, up to a maximum of 6.
- 1.12 To provide, free of charge, 12 All-Access passes (includes banquets, luncheons, VIP events, game tickets), to the CIS office.
- 1.13 To provide game officials with a meal allowance in effect at the time of the Championship (2008 rates: \$43.00/day; breakfast \$10.00, lunch \$12.00, dinner \$21.00), accommodation (double occupancy), on-site ground transportation and officials fees, as stipulated in the most recent edition of the Playing Regulations in effect at the time of the Championship. (Annex H) Please note there can be an increase in the number of officials required at a championship from the time of bidding to the time of hosting. The Host is responsible for the number of officials outlined in the playing regulations at the time of hosting.
- 1.14 To provide the appropriate physical arrangements for the Coaches Association meeting as required and organization of the Technical meeting.
- 1.15 To obtain and maintain general liability insurance as per Section I below, and to provide a certificate of insurance, at least 30 days prior to the Championship, naming CIS as an additional insured.
- 1.16 To provide to the CIS office, detailed information on the championship using the "Information Bulletin Template".
- 1.17 To provide services in both official languages. Minimum hosting requirements include bilingualism in the following:

Poster	➤	Title and date
Bulletins	➤	Complete contents
Program	➤	Welcome Messages
	➤	Scheduling and information surrounding special events, games, etc.
	➤	Cover (titles and dates)
	➤	Historical information of past championship awards
Game Day	➤	Opening ceremonies
	➤	Closing ceremonies
	➤	All game day recaps/press releases
Banquets/Receptions/ Awards Ceremony	➤	Welcome and introductions
	➤	National anthem.
	➤	Invitation
	➤	Introduction of All-Canadian Teams and Award recipients, if a francophone or bilingual member is a participant at the championship.
Team Hosts	➤	If teams are supplied with Team Hosts, the individual should speak the language of the institution's choice.

B. RECOGNITION, SPONSORSHIP, TELEVISION AND LICENSING

Recognition Objectives

- 1.18 To ensure that CIS receives primary recognition for its ownership of the Championship and that the CIS Corporate logo and word mark is always used in conjunction with the name, year and location of the event.
- 1.19 To ensure that the CIS Corporate Identity and website address are used and highly profiled throughout the event. Such recognition shall include, but is not limited to posters, programs, tickets, table wraps, field of play surfaces, merchandise, public advertisements, sideline banners, rink boards, etc.
- 1.20 To provide, free of charge, CIS signage placement (CIS logo and name). Placement of signage must be in prominent, highly visible location so as to be clearly seen on television. CIS will provide signage (or reimburse for the actual costs of production) which should be used:
- in venue to create CIS Championship look and feel to the event;
 - in and around the facility;
 - at all championship functions, e.g. host hotel, media conference, banquet, post-game interviews;
 - on and/or around the playing surface, e.g. centre ice, serving zone, 35 yard line, etc.

Please see Annex E for sample diagrams outlining placement for CIS signage.

- 1.21 To ensure CIS table banners are in place for all tournament/championship sessions. These standardized and/or specific-sized CIS banners are for the official scorer's table and will be produced and distributed by CIS. The table banners should be:
- placed at official scorer's table (if located on or near playing surface)
 - placed at prominent location near playing surface
 - placed with-in camera range if championship is televised/webcast.
- 1.22 To ensure a CIS media conference backdrop is in place for all pre and post-championship interviews/media conferences. Backdrops (10-foot by 20-foot) will be provided by CIS. The backdrop is to be hung directly behind the podium/table in the interview room and at all media interviews and presentations.
- 1.23 To make use of CIS's official supplier for ordering of merchandize (t-shirts, etc.), if one is in place at the time of the championship. If no official supplier has been selected, the Host must seek CIS approval for the designs of all championship merchandize.
- 1.24 To pay a \$5,000 performance bond per year within 90 days of being awarded the right to host the Championship. The performance bond will be repaid to the Host by CIS within 30 days of the conclusion of the championship provided the Host achieves the following deliverables that elevate the CIS brand:
- Correct version of CIS logo appears in a prominent location on or beside the field of play
 - Correct version of CIS logo appears on Championship clothing and merchandise
 - Correct version of CIS logo appears on tickets, programs, and posters
 - All uses of the CIS logo are pre-approved by the CIS Office.

If any of the above requirements are not met the \$5,000 bond will be retained by CIS. Any corrections to be made will be charged at the expense of the Host.

Sponsorship

- 1.25 To accept that the rights to the sponsorship of the championship are the exclusive property of CIS, unless specifically excluded in writing by CIS. CIS will pay for the production of CIS sponsor signage (rink boards, banners, stickers on gym floors, painting of ice surfaces, etc.) Hosts will install and remove the signage. CIS will pay for the installation expenses if any and where necessary. Host will provide placement of signage and exposure at no cost to CIS or its sponsors.
- 1.26 Up to 65 to 70% (or 50 to 55% depending on the championship) of the available premium signage space at the competition venue will be reserved for CIS branding and CIS sponsor visibility. Hosts will retain the balance of signage space available for host sponsors, providing they do not conflict with a CIS sponsor. All Host sponsorship agreements must be pre-approved by CIS staff.

Note: Please see Annex E for sample diagrams of the playing surface illustrating the location of banner placement for CIS sponsors and space available for sponsorships obtained by a Host (recognizing that each facility/venue is unique and some customization will be required).

- 1.27 To provide, at no cost to CIS, each CIS sponsor exposure which includes one full page ad in the event program per sponsor; game day tickets, VIP passes, banquet tickets (up to a maximum of 8); banners as outlined above; or such items requested by CIS which will enhance the visibility of CIS major partners at the hosts championship.
- 1.28 To provide CIS sponsors the opportunity to display products in and around the competition site. Any installation and added materials shall be at the sponsor's expense. The Host will be notified in writing 60 days in advance of the championship of sponsor requirements.
- 1.29 Sport Canada will be given recognition in print materials and provided banner space with high profile placement. Placement of signage to be mutually agreed upon by the Host and CIS 60 days in advance of the event.
- 1.30 To ensure that any sponsors solicited by the Host receive written permission from CIS prior to the public display or use of any promotional materials associated with the championship. CIS shall not unreasonably withhold such permission. The Host further agrees to ensure that any such promotional materials adhere to the requirements of section 1.40 herein.

Television

The following will apply only in the event the championship is broadcast on television. There is no guarantee that the championship will be televised. This decision will be made by CIS in the exercise of its sole discretion. This decision will be communicated to the Host six (6) months prior to the championship.

- 1.31 If CIS informs the Host that the championship will be televised, the Host will ensure the site is television ready (i.e lighting, scaffolding, power etc.), with all expenses related to updating the facility are at the Host's expense. (Annex I)
- 1.32 If the championship is not to be televised the Host will have the right (subject to CIS approval) to negotiate regional television coverage for other event activities.
- 1.33 CIS, the national broadcaster and the Host will establish a mutually agreeable start time for the championship, giving primary consideration to the national broadcaster. It is expected that the Host will abide by the broadcaster requests for the broadcast start time.
- 1.34 To provide volunteers to assist the television production team as required.

Licensing

- 1.35 To obtain written permission to use the participating teams' logos, championship logo or the CIS logo in any licensing or promotional program. All revenues from licensing/merchandising programs shall accrue to the Host.

C. PROMOTION, MEDIA, COMMUNICATIONS AND REPORTING

- 1.36 To develop detailed promotional, media, communication and reporting strategies as they pertain to the championship (e.g. media releases, conferences, printed material, posters, programs, signage, etc.).
- 1.37 To use the CIS generic template for the championship poster and program cover. Final version must be approved by CIS.
- 1.38 To print an official event program (four color is preferred but not mandatory).
- 1.39 To work closely and provide assistance to the assigned CIS Communications expert who will be on-site for the duration of the championship.
- 1.40 To ensure that all publications, electronic communications, including media releases/kits, media conferences, printed material, advertisements, and video promotions produced by the Host:
 - represent both genders where both genders participate;
 - meet the bilingualism requirements set out in 1.17;
 - respect the CIS Sponsors.
- 1.41 To ensure the regular production of event media releases, which contain the CIS logo and the event name. Such releases should be distributed to all local, provincial and national media agencies as designated by CIS. Game day recaps must be done in both official languages.
- 1.42 To prepare media kits as outlined in Annex J.
- 1.43 To work with the CIS office to determine the plan for media conference(s). See Annex J for more details.
- 1.44 To organize and provide a media centre, that must include telephone lines and high speed internet access (wireless required) for all media and sports information officers that are in attendance at the championship.
- 1.45 To provide accreditation passes to media and visiting Sports Information Directors.
- 1.46 To ensure that the game reporting procedures followed for regular season games are maintained for the championship (i.e. game results within 30 minutes of the completion of the game).
- 1.47 The Host is responsible for all photography needs. The following digital photographs must be provided (note: All photos are to be sent electronically as soon as possible following the game/banquet and no later than 90 minutes following the completion of the celebration.):
 - a) Schools and regional association offices from award winners and All-Canadians must receive photos from the awards banquet/celebration.
 - b) Award winners and All-Canadian photos must also be sent to the CIS office.
 - c) CIS and two participating teams must receive action photos after each game. These photos should also be forwarded to the appropriate regional association offices.
 - d) CIS and winning team must receive photos of banner and trophy presentations after final game. These photos should also be forwarded to the appropriate regional association office.
 - e) A CD of photos should be sent via courier to CIS, regional association offices and all participating schools following the completion of the championship.
- 1.48 To provide and post digital video interviews throughout the championship. To include but not limited to: major award winners, post-game interviews, coaches, championship MVP, etc.

D. CEREMONIES AND AWARDS

- 1.49 To ensure that if hosting any special events, the ticket cost for the participating team complement not be more than: \$45.00 for a banquet; \$25.00 for a luncheon; \$20.00 for a breakfast/brunch; \$20.00 for a reception (which includes hors d'oeuvres).

The maximum price that can be charged to additional attendees is: \$65.00 for a banquet; \$35.00 for a luncheon; \$30.00 for a breakfast/brunch; \$30.00 for a reception (which includes hors d'oeuvres).

- 1.50 To ensure that as part of the All-Canadian/Major awards celebration the Host will organize a community based CIS awareness program. This may involve a visit to a hospital, a clinic with local club teams, a breakfast of champions for under privileged kids, etc.

E. FACILITY

- 1.51 To ensure that the championship facility meets the following minimum criteria:
- The Host shall exclusively reserve the competition venue for the day prior to the event and the days of the event.
 - The facility must be clean, well maintained and accessible. The facility and equipment must meet all national regulations as stipulated in the Playing Regulations.
 - The facility shall make available a photocopier, telephones and high speed Internet access (wireless required) for a designated media centre.
 - The facility must offer a smoke-free environment.
 - The Host shall have the necessary equipment and personnel on-site to ensure the playing surface is playable by game time (i.e. snow removal).
 - Back-up equipment and maintenance personnel should be on-call/on-site to quickly resolve any facility issues that may occur during the championship.

SUBMISSION REQUIREMENT: All bids shall include a completed Information Form (Annex N). As part of this include a proposed schedule of events that lists projected game times and practice times.

- 1.52 The following facility guidelines (if applicable) may assist the Bid Committee with their bid submission:
- Press Box and designated photographers area;
 - VIP seating section;
 - Working press room;
 - Interview area;
 - Hospitality Room, VIPs, media;
 - Stats area for posting end of quarter/half time results (if applicable);
 - Public address system;
 - Ticket booth (purchase game tickets and programs);
 - Security for gate and conduct control;
 - Doping control room.
- 1.53 To ensure that all events surrounding the championship offer a smoke-free environment.
- 1.54 If bidding to host Vanier Cup, the facility must have a minimum of 10,000 seats, have lights and artificial turf.
- 1.55 If bidding to host Cross Country, the Host must use the CHIP timing system. All costs associated with the rental of the equipment is at the Host's expense.

F. ACCOMMODATION & TRANSPORTATION

- 1.56 To ensure that the host hotel(s) meet the following minimum criteria:
- minimum 4 star rating;
 - close proximity to the competition facility (5 to 10 km);
 - capacity to accommodate the participating teams, delegates, etc.;
 - where possible rooms should include a kitchenette or as a minimum a microwave and refrigerator;
 - if there is more than one host hotel, they must be of comparable quality;
 - reasonable room rate, including expected increases in the next 3 years (room rates will be considered as part of the bid selection process).
- 1.57 To ensure a sufficient number of rooms are booked at an alternate hotel for game officials.

1.58 To ensure on-site transportation contact information and discounted rates are provided to each participating team.

G. MEDICAL

1.59 The Host is required to provide participants in the championship with the minimum of health care as outlined below. The Host may wish to improve upon these minimum requirements as they see fit. Emergency medical care for all participants must be a top priority for the Host.

1.60 The following should be readily available at the competition site, and access to it demonstrated to all participants:

- first aid area;
- pre-game preparation area and a list of services available and under what conditions (i.e. taping);
- stretcher, spinal board, splints, and ice.

1.61 The following persons shall be on-site at the competition, or readily available for reference, as specified:

- coordinator for emergency services available on-site, with telephone numbers, directions, resource persons, etc.;
- therapists available on-site at specified times, SPD/CATA certified members available for reference;
- qualified therapists on duty for the duration of the Championship;
- physicians and orthopedic specialists available for referral; and
- Host(ess) available at all times with knowledge of medical services.

H. DOPING CONTROL

1.62 Hosts shall have a doping control station at the competition site. Due to the confidential nature of the testing schedules, the Host will only receive verification of the doping control station prior to the start of the championship.

1.63 The Host shall:

- Provide adequate facilities and equipment as outlined by CIS;
- Provide an adequate number of volunteers with suitable identification;
- Additional requirements as circulated prior to the championship from the CCES office.

I. RISK MANAGEMENT

1.64 The Host will ensure that:

- a) Prior to the execution and delivery of a Hosting agreement, the Host shall at its expense obtain and maintain in force during the Championship a minimum of \$5,000,000 general liability insurance for property damage, bodily injury or death to any person(s) participating in or attending the Championship and covering any claims arising from such property damage, injury or death brought by third parties.
- b) CIS shall be "additional insured" for the period of the Championship and only for its vicarious liability arising out of the activities of the Host.
- c) The comprehensive general liability policy shall contain a cross liability and severability of interest clause.
- d) Written evidence in the form of a certificate of insurance shall be permanently deposited with CIS no later than ten (10) days prior to the first scheduled day of practice for the Championship. The certificate shall contain an undertaking by the insurer not to cancel or limit the insurance coverage so described except upon ten (10) day's prior written notice from CIS.
- e) The Host shall ensure that all personnel employed by or on behalf of the Host shall be covered by workers' compensation insurance where required by law and assume liabilities for ensuring this obligation is met.
- f) The Host must provide CIS with a copy of its Emergency Response Plan or Crisis Management Plan, in advance of the championship.

ANNEX A

CHAMPIONSHIP GUARANTEES

Bid Committees must provide CIS the exact amount of Championship guarantee as listed below. A bid that increases or decreases any of these amounts will not be accepted.

Considered in determining guarantee level:

- 1) Travel Reimbursement – guarantees are used to assist members with travel costs.
- 2) Student-athlete experience – allow championship hosting to be accessible to members across the country.
- 3) Potential for broadcasting.

Sport	Guarantee Per Year
Men's Basketball	\$130,000
Cross Country	\$2,000
Football (Vanier Cup)	\$45,000
Women's Ice Hockey	\$7,000
Men's Ice Hockey	\$65,000
Women's Rugby	\$2,000
Men's Soccer	\$5,000
Women's Soccer	\$5,000
Swimming	\$5,000
Track & Field	\$5,000
Men's Volleyball	\$20,000
Women's Volleyball	\$20,000
Wrestling	\$2,000

ANNEX B

20.70.3.4 Default Fee

20.70.3.4.1 General

A default fee will be assessed in the case of a Championship Host being unable to host a Championship after the bid has been awarded and the contract has been signed. The default fee will be used to lessen the resulting financial impact on the Travel Pool, as well as to cover the costs of soliciting a replacement host for a Championship.

20.70.3.4.2 Procedure

The host in default will be obligated to pay the following amount:

20.70.3.4.2.1 Default between two and three years of hosting the Championship: 10% of guarantee.

20.70.3.4.2.2 Default within one and two years of hosting the Championships: 25% of guarantee.

20.70.3.4.2.3 Default within 0-1 year of hosting the Championship: 50% of the guarantee.

20.70.3.4.2.4 The amounts are maximums and the default fee may be less depending on the level of guarantees offered by a replacement host, if any. A defaulting host would only be assessed a default fee which, added to the replacement host's guarantee offer, equaled the original guarantee amount.

Example: If a Member agrees to a guarantee of \$130,000, and defaults during 0-1 years before the event, according to the formula, they would be required to pay CIS \$65,000. However, if a replacement host offers \$100,000, then the defaulting host would have to pay only \$30,000 in order to restore the guarantee to the original \$130,000.

20.70.3.4.3 Exceptions

The default fee would not be assessed if:

- a) The Member could not host due to extenuating circumstances (i.e. facility problems, environmental catastrophes). The CIS Board of Directors will decide whether the reason qualifies as an extenuating circumstance.
- b) If the Championship was re-assigned to a different host at full guarantee level, or another member offered to host at the full guarantee level.

ANNEX C RESPONSIBILITIES OF CIS

CIS agrees:

A. ADMINISTRATION AND FINANCES

- 2.1 To provide documentation, orientation and assistance to the Host, which are required for the successful staging of the event.
- 2.2 To provide the Host a copy of the last Convenor's Report.
- 2.3 To liaise with the National Sport Organization and the applicable officials' association to ensure that officials are selected to work at the championship.
- 2.4 To arrange and pay for major officials to be transported to the championship, and where possible, notify the Host one month prior to the event unless otherwise stipulated.
- 2.5 To liaise with the official CIS Travel Agent and participating teams to ensure the arrival times of teams and individuals are sent to the Host Organizing Committee.
- 2.6 To ensure the distribution of the Championship Information Bulletin.
- 2.7 To send invitations to Federal Government representatives and CIS sponsors.
- 2.8 To evaluate the championship with the Host.

B. RECOGNITION, SPONSORSHIP, TELEVISION AND LICENSING

- 2.9 To approve all uses of the CIS logo and word mark.
- 2.10 To provide to the Host CIS banners, foam boards, table banners and media backdrops at no cost to the Host, at least 10 days prior to the start of the championship.
- 2.11 To provide to the Host a CIS designed event logo to be used throughout the championship.
- 2.12 To seek and negotiate national sponsors for the championship.
- 2.13 To ensure sponsor banners are designed and sized as mutually agreed by CIS and the Host, and forwarded to the Host one month prior to the event.
- 2.14 To work with a national broadcaster to televise a portion of the championship, where possible.
- 2.15 To ensure all medal games of the championship that are not being televised are webcast, and to make best efforts to webcast all other games.

C. PROMOTIONS, MEDIA, COMMUNICATIONS & REPORTING

- 2.16 To provide leadership and support for the Host to develop the most appropriate media, communication, and reporting strategies as they pertain to the championship.
- 2.17 To create a championship website in consultation with the Host.
- 2.18 To appoint a communications expert to write championship stories, press releases, game recaps and scores on the CIS Championship websites
- 2.19 To provide a detailed outline of the championship reporting system to the Host at least 10 days prior to the start of the championship.
- 2.20 To provide media kits folders to the Host for use at the pre-championship media conference.

D. CEREMONIES AND AWARDS

- 2.21 To provide the Host with Championship banners, medals and perpetual trophies from previous winners.
- 2.22 To provide the Host with gifts for major award winners and All-Canadians as per the following:

1st Team All-Canadians – gift plus dry-mounted certificate
2nd Team All-Canadians – dry-mounted certificate
Rookie of the Year – gift (CIS clothing) & dry-mounted certificate
Coach of the Year – gift (watch)
Player of the Year – gift (watch)
Student-Athlete Community Service Award – keeper plaque

E. MEDICAL REQUIREMENTS/DOPING CONTROL

2.23 To liaise with the Canadian Centre for Ethics in Sport (CCES) for conducting doping control, and work with the Host to ensure requirements are fulfilled.

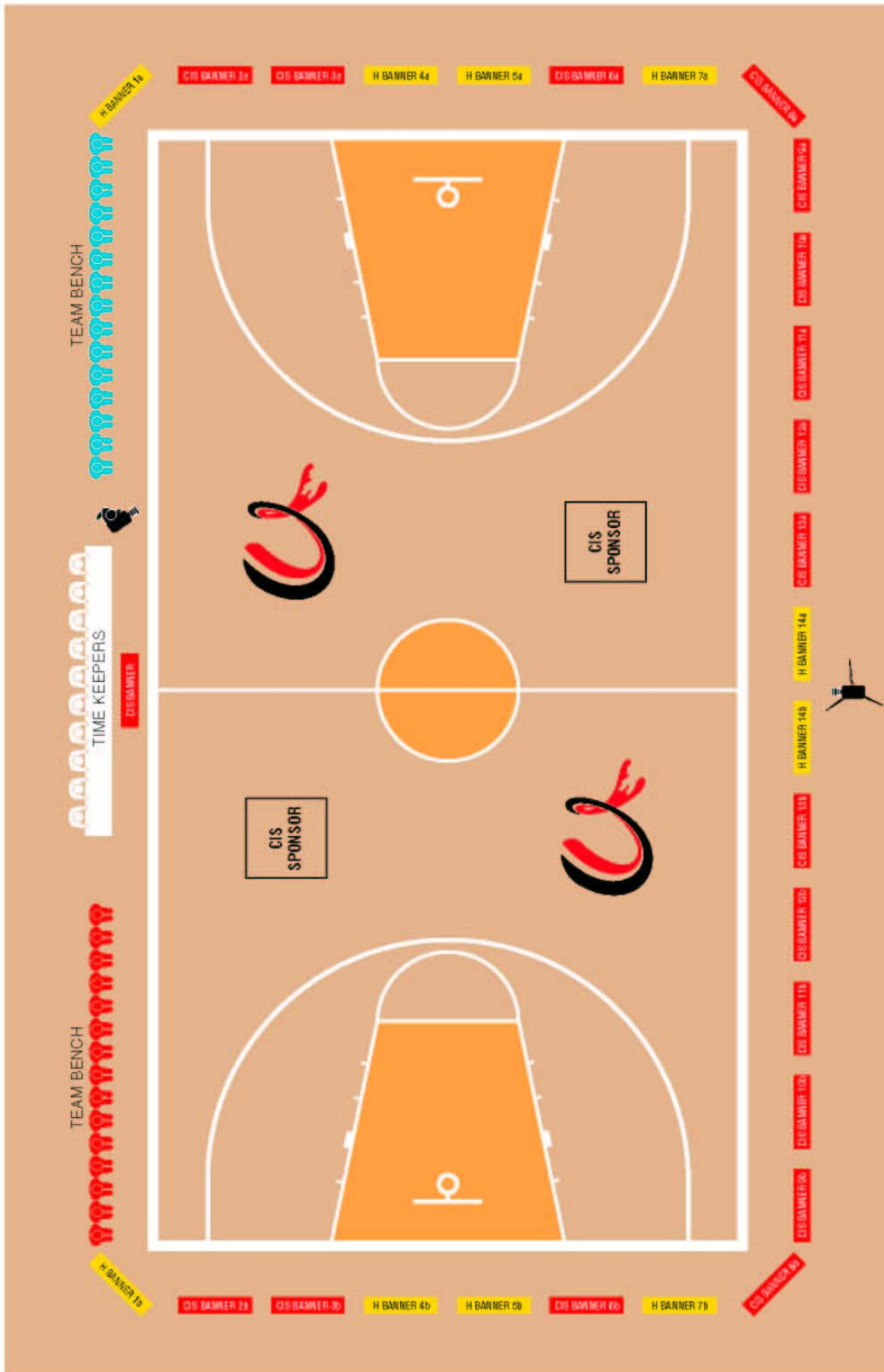
ANNEX D
COACHES ASSOCIATION ENHANCEMENTS

Coaches Associations provide valuable input into the selection of Championships. The following is a list of enhancements the Coaches Associations have requested potential bidders to consider while preparing their bid package and hosting the championship. The items listed below are not mandatory, however including any or all of these enhancements in the bid package will be viewed favourably by the Coaches Associations, as they provide feedback to the Selection Committee.

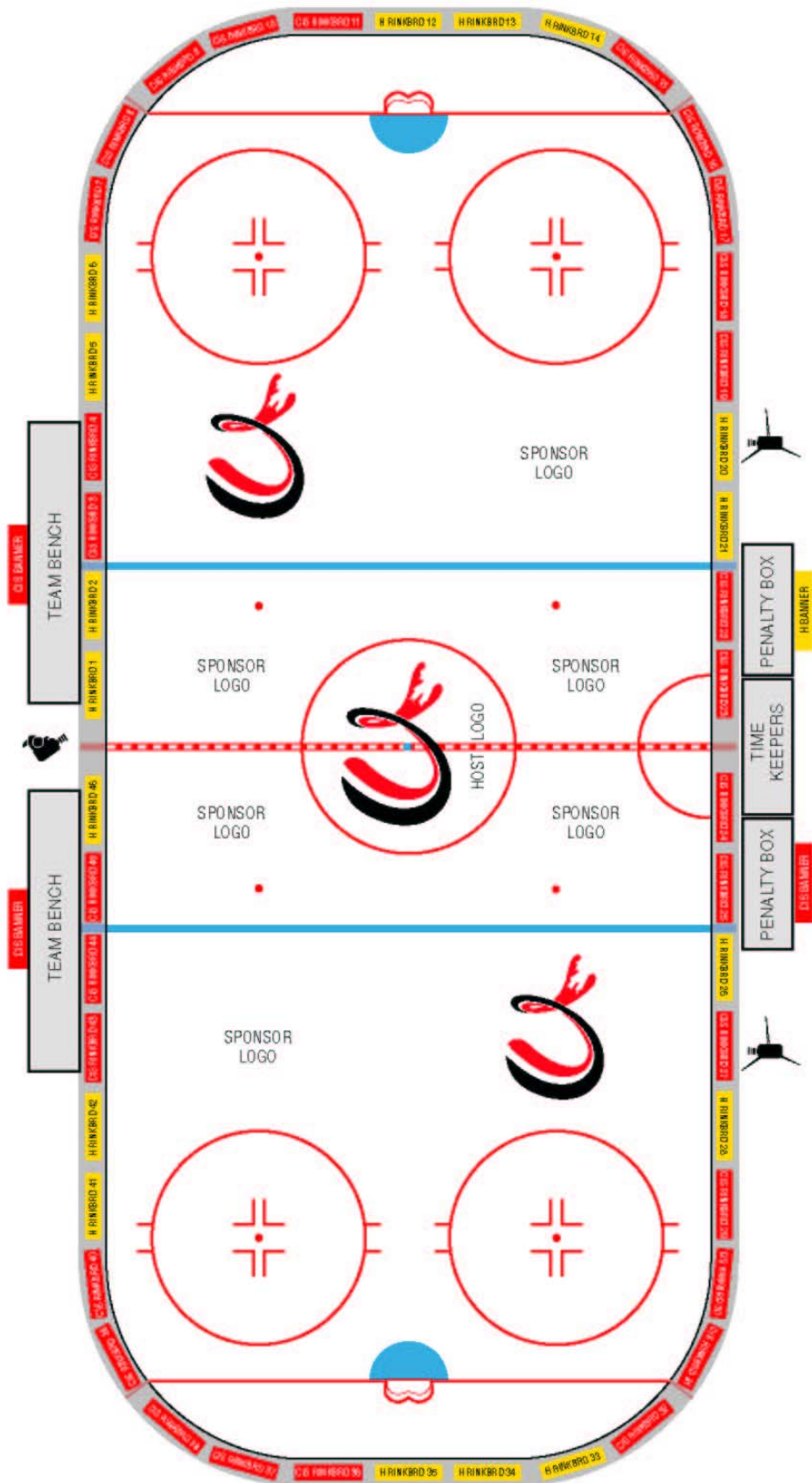
MEN'S AND WOMEN'S SOCCER COACHES ASSOCIATIONS

		Yes	No
a)	Work with the coaches association to host annual coaches meeting, the date, location and time to be communicated in advance to all. Host will be responsible for costs of operating this meeting (i.e. provide food, refreshments, sufficient size room, audio visual needs, etc. as required).		
b)	Prepare a pre-championship package to send out to visiting non-participating head coaches giving hotel information, banquet information, where to get program, involvement with games and awards (i.e. player of the game selections, Tournament All-Stars), location of hospitality lounge both on-site and at hotel, location of coaches meeting and other activities or events, how to get to games (car, walk, etc), parking, transportation from airport, etc.		
c)	If Host committee is going to sell items (t-shirts, hats, etc) that information should be sent out in advance of the championship, to participating teams, coaches, etc. so all know.		
d)	Must have an alternate plan should field facilities not be available due to bad weather and way of communicating to all concerned.		
e)	Must have a contingency plan if conflicts arise over multi-use of fields used (i.e. football, field hockey, etc).		
f)	Must have the required number of ball boys/girls.		
g)	Must have staff to help coaches association coordinate game MVP's, all-star teams and major award winners.		
h)	To award game MVP's for each game, for each team and present a token award.		
i)	Must have at least two fields available and/or one field with lights. Competition cannot be run on a combination of grass or artificial turf unless weather dictates. One field does not fulfill needs unless in extraordinary circumstances.		
j)	Must work with coaches association to host a coaching clinic/symposium as part of the CIS Championship.		
k)	To review with coaches association the need to have FISU games tryout session, identification camp, etc.		
l)	Must ensure game protocol is established, communicated and followed. For all games this includes activities before games, during half time and after games. Game protocol relates to hosting the athletes and participants as well as protocol for fans and spectators in the provision of services to them.		
m)	In addition to formal award (certificate, etc.), members of the all-star team to receive a small award (i.e. t-shirt, etc).		
n)	Hospitality suite to be set up for participating and visiting coaches at a minimum on Friday and Saturday evenings.		
o)	Fields to meet minimum size requirements as defined. Fields to have sufficient sized players benches, technical coaching area marked.		
p)	Ensure transportation needs of participating teams are met. Also laundry, practice, warm-up times and facilities.		
q)	Ensure proper medical needs, facilities and equipment is provided.		
r)	Provide meeting room facilities for teams if required.		
s)	Game results, standings, etc. of competition(s), men's and women's to be posted in host hotel.		
t)	University sponsors to be communicated to participating teams, coaches, etc, so reciprocal use possible (i.e. restaurants).		
u)	To arrange access to hospital services for players if required.		

ANNEX E – Sample Basketball Court



Sample Ice Hockey Pad

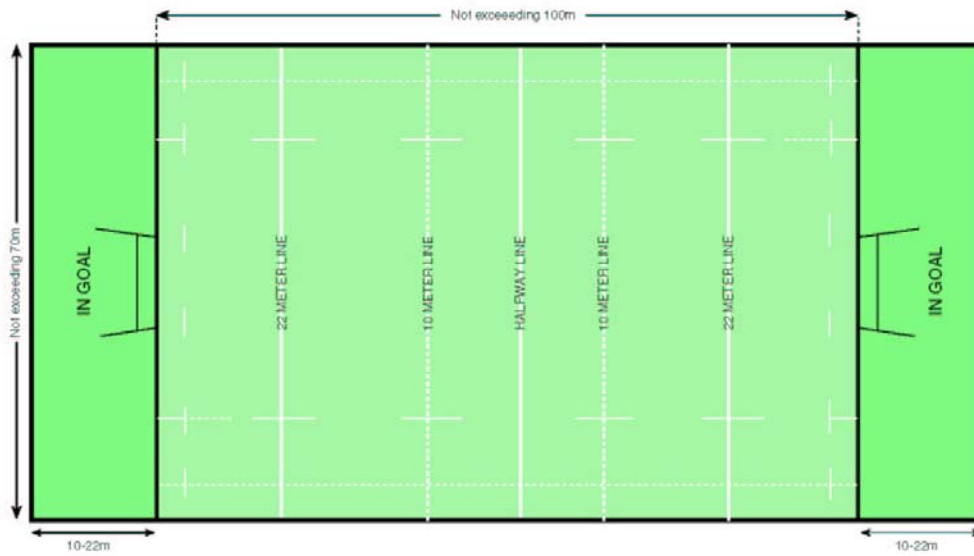


Sample Football Field

CIS will retain 20 signs in total around the field. Location to be mutually agreed to between CIS and Host.

Sample Rugby Field

CIS will retain 12 signs in total around the field. Location to be mutually agreed to between CIS and Host.



Sample Soccer Fields (available shortly)

Sample Volleyball Court (available shortly)

ANNEX F

Minimizing the Impact of CIS Championships on the Environment

Recognizing the importance of a healthy environment, and the impact that hosting CIS Championships can have on the environment, and our responsibility as leaders to be environmentally responsible in our business practices, CIS Championships should be organized in an environmentally sustainable fashion.

Therefore, one of the criteria that bids will be judged on includes the commitment to environmental sustainability and reducing the environmental footprint of the Championship.

There are six environmental management categories to be considered in a fully integrated environmental management program. Each category is applicable to outdoor events, but not all will be relevant to indoor events. Some recommendations are modest, others are more ambitious. They illustrate the range of activities that a potential Bid committee can commit to undertake.

Note: the following guidelines are adapted from UK Sport:

www.ukssport.gov.uk/.../Generic_Template_Documents/Publications/Major_sports_events_The_guide/ENVIRONMENT.pdf

1. Conservation of biodiversity and landscape:

The principle concerns are to protect features of conservation importance, and minimize disturbance to wildlife. Large crowds in green field sites, noise and light from the event, and certain management treatments (e.g. use of pesticides) can all have an impact on the environment.

Measures that Potential Bid Committees May Commit to Undertake

- ensure sensitive areas on, or next to, sites are adequately protected (fencing) and marked (signage).
- Brief marshals to ensure spectators and participants do not encroach on sensitive areas
- Ensure contractors, catering outlets, go-huts, and broadcast units respect any ecological “no-go” areas
- Design spectator routes to avoid sensitive areas
- Ensure post-event that damage to wildlife habitats is repaired.

2. Pollution Management (air, water, and soil)

Obvious sources of pollution arise from increased traffic, noise and light from the venue, and risk of spillage of fuels, oils and chemicals into the water system.

Measures that Potential Bid Committees May Commit to Undertake

- promote the use of public transit to the event
- use of electric buggies in place of motorized ones
- provide adequate spill prevention and clean up kits
- keep equipment and chemical spraying operations away from water bottles
- hazardous products should be stored in secure facilities, applied and disposed of by qualified staff.
- PA systems should be directed in such a way as to minimize disturbances to local residents
- Venue lighting should be used only when necessary and light spillages onto neighbouring areas should be avoided
- Convert cooling systems to avoid the use of CFCs or HCFCs

3. Waste Management – Reduce, Reuse, Recycle

Measures that Potential Bid Committees May Commit to Undertake

- Improve waste management. Aim to reduce waste going to landfill by separating recyclable and compostable products
- review the necessity for certain products and materials and the quantities ordered
- work with suppliers and caterers to ensure the most appropriate packaging and materials are used
- ensure waste bins are properly labeled and placed
- aim to empty all waste bins before they reach capacity. Once overflowing the rate of litter spread increases significantly

4. Energy Efficiency

Measures that Potential Bid Committees May Commit to Undertake

- introduce low energy lighting systems
- introduce timers on light switches to avoid unnecessary usage
- improve insulation, heating efficiency, ventilation and equipment use
- ensure air conditioning/heating is set for a comfortable temperature (too often buildings are over-cooled or over-warmed)
- switch to cleaner fuels and renewable energy sources. Prevent carbon emissions by powering the event with green electricity.

5. Materials and Purchasing

It is important that environmental consideration is given to all purchasing decisions.

Measures that Potential Bid Committees May Commit to Undertake

- apply a "green" filter to procurement decisions:
- evaluate the necessity of the product in the first place
- determine if the product/supply is locally available
- evaluate the performance quality, durability energy efficiency, noise of operation, pollution risk, potential for reuse and recycling, availability of spare parts, packaging and disposability.

6. Water Resource Management

Measures that Potential Bid Committees May Commit to Undertake

- use of low flow showerheads, automatic taps and timers, recycling systems for capturing rain water
- avoid unnecessary irrigation for out of play areas
- carry out regular maintenance checks for leaks and faulty equipment

ANNEX G

CIS CHAMPIONSHIP SCHEDULE

SPORT	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Field Hockey (W)	Nov. 5 – 8 Thursday-Sunday @ TBD (OUA)	Nov. 4 – 7 Thursday-Sunday @ TBD (CWUAA)	Nov. 3 – 6 Thursday-Sunday @ TBD (OUA)	Nov. 1 – 4 Thursday-Sunday @ TBD (CWUAA)	Oct. 31 – Nov. 3 Thursday-Sunday @ TBD (OUA)
Rugby (W)	Nov. 5 – 8 Friday-Sunday @ UBC	Nov. 4 – 7 Friday-Sunday @ Trent U.	Nov. 3 – 6 Friday-Sunday @ Trent U.	Nov. 2 – 4 Friday-Sunday @ TBD	Nov. 1 – 3 Friday-Sunday @ TBD
Soccer (M)	Nov. 12 – 15 Thursday-Sunday @ Trinity Western U.	Nov. 11 – 14 Thursday-Sunday @ U. of Toronto	Nov. 10 – 13 Thursday-Sunday @ TBD	Nov. 8 – 11 Thursday-Sunday @ TBD	Nov. 7 – 10 Thursday-Sunday @ TBD
Soccer (W)	Nov. 12 – 15 Thursday-Sunday @ U. of Toronto	Nov. 11 – 14 Thursday-Sunday @ UPEI	Nov. 10 – 13 Thursday-Sunday @ TBD	Nov. 8 – 11 Thursday-Sunday @ TBD	Nov. 7 – 10 Thursday-Sunday @ TBD
Cross Country (M & W)	Nov. 14 Saturday @ Queen's U.	Nov. 13 Saturday @ TBD	Nov. 12 Saturday @ TBD	Nov. 10 Saturday @ TBD	Nov. 9 Saturday @ TBD
Football Semi-Final (Mitchell Bowl)	Nov. 21 Saturday QIFC @ OUA	Nov. 20 Saturday AUS @ CWUAA	Nov. 19 Saturday @ TBD	Nov. 17 Saturday @ TBD	Nov. 16 Saturday @ TBD
Football Semi-Final (Uteck Bowl)	Nov. 21 Saturday CWUAA @ AUS	Nov. 20 Saturday OUA @ QIFC	Nov. 19 Saturday @ TBD	Nov. 17 Saturday @ TBD	Nov. 16 Saturday @ TBD
Football Final (Vanier Cup)	Nov. 28 Saturday @ Université Laval	Nov. 27 Saturday @ Université Laval	Nov. 26 Saturday @ TBD	Nov. 24 Saturday @ TBD	Nov. 23 Saturday @ TBD

SPORT	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Swimming (M & W)	Feb. 25 – 27 Thursday-Saturday @ U. of Toronto	Feb. 23 – 25 Thursday-Saturday @ TBD	Feb. 23 – 25 Thursday-Saturday @ TBD	Feb. 21 – 23 Thursday-Saturday @ TBD	Feb. 20 – 22 Thursday-Saturday @ TBD
Volleyball (W)	March 4 – 6 Thursday-Saturday @ U. of Alberta	March 3 – 5 Thursday-Saturday @ U. Laval	March 1 – 3 Thursday-Saturday @ TBD	Feb. 28 – Mar. 2 Thursday-Saturday @ TBD	Feb. 27 – Mar. 1 Thursday-Saturday @ TBD
Wrestling (M & W)	March 5 & 6 Friday-Saturday @ TBD	March 4 & 5 Friday-Saturday @ TBD	March 2 & 3 Friday-Saturday @ TBD	March 1 & 2 Friday-Saturday @ TBD	Feb. 28 & Mar. 1 Friday-Saturday @ TBD
Basketball (W) Round 1	March 5-7 Friday-Sunday @ 4 Regional Locations	March Friday-Sunday @ 4 Regional Locations	March Friday-Sunday @ 4 Regional Locations	March Friday-Sunday @ 4 Regional Locations	March Friday-Sunday @ 4 Regional Locations
Volleyball (M)	March 12-14 Friday-Sunday @ Thompson Rivers	March 4 – 6 Friday-Sunday @ Trinity Western U.	March 2 – 4 Friday-Sunday @ TBD	March 1 – 3 Friday-Sunday @ TBD	Feb. 28 – Mar. 2 Friday-Sunday @ TBD
Basketball (W) Round 1	March 11-13 Friday-Sunday @ McMaster (Final 4)	TBD Friday-Sunday @ McMaster (Final 4)	TBD Saturday-Monday @ TBD	TBD Saturday-Monday @ TBD	TBD Saturday-Monday @ TBD
Track & Field (M & W)	March 11 – 13 Thursday-Saturday @ U. of Windsor	March 10 – 12 Thursday-Saturday @ TBD	March 8 – 10 Thursday-Saturday @ TBD	March 7 – 9 Thursday-Saturday @ TBD	March 6 - 8 Thursday-Saturday @ TBD
Ice Hockey (W)	March 11 – 14 Thursday-Sunday @ St. Francis Xavier	March 10 – 13 Thursday-Sunday @ Wilfrid Laurier U.	March 8 – 11 Thursday-Sunday @ U of Alberta	March 7 – 10 Thursday-Sunday @ TBD	March 6 - 9 Thursday-Sunday @ TBD
Basketball (M)	March 19 – 21 Friday-Sunday @ Carleton U.	March 11 – 13 Friday-Sunday @ AUS (Halifax)	March 9 – 11 Friday-Sunday @ AUS (Halifax)	TBD Friday-Sunday @ TBD	TBD Friday-Sunday @ TBD
Ice Hockey (M)	March 25 – 28 Thursday-Sunday @ Lakehead U.	March 24 – 27 Thursday-Sunday @ UNB	March 22 – 25 Thursday-Sunday @ UNB	March 21 – 24 Thursday-Sunday @ TBD	March 20-23 Thursday-Sunday @ TBD
Curling (M & W)	TBD Thursday-Sunday @ TBD	TBD Thursday-Sunday @ TBD	TBD Thursday-Sunday @ TBD	TBD Thursday-Sunday @ TBD	TBD Thursday-Sunday @ TBD

ANNEX H
GAME OFFICIALS
(where applicable)

Major game officials for CIS Championships are arranged for by CIS in conjunction with the National Sport Organization. The selection process and criteria can be found in the Playing Regulations.

CIS does not have a policy regarding officials keeping tournament balls, banners, etc., as souvenirs/mementos of Championships. Such decisions will be left to the discretion of the Host.

A break down of responsibilities include:

CIS RESPONSIBILITIES

- a) Travel
Travel for all named game officials is to be coordinated through the official CIS Travel Agency. Travel arrangements are coordinated by the CIS Office. The CIS Office will forward all final itineraries to the Host Organizing Committee.
- b) Head Official
The Head Official, named by the National Sport Organization, is provided with the current Playing Regulations governing the CIS Championship. Copies of these regulations are supplied to the National Sport Organization in September of each year.

HOST RESPONSIBILITIES

- a) Meals and Accommodation
Meals and accommodations for officials are the responsibility of the Host. Hosts are responsible for the per diem in effect at the time of the championship. The 2006 per diem for meals is \$43.00 (\$10.00 Breakfast, \$12.00 Lunch, \$21.00 Dinner) unless complimentary meals are provided. On travel days per diem will be provided based on arrival and departure times for each official.

Accommodations will be double occupancy wherever possible. Any changes in accommodations by an official(s), resulting in additional costs, will be the responsibility of the individual(s) involved, this includes the request of any officials to stay on longer than required. (i.e. CIS will make best efforts to fly the officials out on the evening following the final game. If an official chooses to stay the extra night the room charges are the responsibility of the individual.)
- b) Ground Transportation
On-site travel including transportation to/from airport and hotel to venue is the responsibility of the Host. The Host will communicate this information to the official re process.
- c) Fees
Officials' fees, where applicable, are found in the current Playing Regulations of CIS Policies and Procedures and are the responsibility of the Host. The National Sport Organization or Officials Governing Body is to provide the Host with an invoice for the total amount of fees in advance of the championship. The Host will provide a cheque for the invoiced amount to the National Sport Organization or Officials Governing Body in advance of the championship. It is the responsibility of the National Sport Organization to provide the payment of fees to each official.
- d) Meeting Room
Meetings rooms may be required by the officials group and in some cases audio visual equipment. It is requested the Host assist the officials group with any requirements and it is a discretionary call of the Host on whether they can fulfill the requirements free of charge. All arrangements should be communicated well in advance of the start of the championship.

NSO RESPONSIBILITIES

- a) Selection
The National Sport Organization will supply the final list of selected officials to the CIS office by a pre-determined date.
- b) Evaluators/Assignors
All evaluators/assignors assigned by the National Sport Organization to CIS Championships are the sole responsibility of the National Sport Organization. On occasion the evaluator/assignors may request assistance from the Host in ensuring a room is reserved for them at the same hotel as the rest of the game officials.
- c) Fees
Officials' fees, where applicable, are found in the current edition of the CIS Playing Regulations and are the responsibility of the Host. The National Sport Organization or Officials Governing Body is to provide the Host with an invoice for the total amount of fees in advance of the championship. The Host will provide a cheque for the invoiced amount to the National Sport Organization in advance of the championship. It is the responsibility of the National Sport Organization to provide the payment of fees to each official.

ANNEX I

TELEVISION

The right to broadcast all or a portion of a Championship is a commercial property owned and controlled by CIS. A national broadcaster, in accordance with their agreement with CIS, may have an option to televise all, or a part of, the CIS Championships. CIS does not guarantee to the Host that all or any part of a Championship will be televised by a national broadcaster. If the Championship or any part of the Championship will be televised the Host will be informed of this decision within a reasonable time prior to the event.

The Host Organizing Committee shall respect the requirements, if any, of television and agree to stage the game(s) or event(s) of the championship at a time (or times) suitable to the telecast network involved.

In the event of a televised championship, the following must be ensured:

- TV production meeting prior to championship
- interview room for athlete profiles / interviews
- 3 complete sets of stats/team & athlete profiles/media kit from each participating team
- profiles on key personnel (ie: referees, VIPs, etc.)
- complete game/tournament schedule
- key contact person for TV liaison

A) INDOOR TELEVISION PRODUCTION REQUIREMENTS

1. Television Lighting: A minimum of 100 foot candles of incident light spread evenly over the playing surface. A minimum of 60 foot candles incident light over the lower rows of the in house audience. Lighting colour temperature should be consistent and even over the playing surface.
2. Lighting Fixtures: Should be above and to the side, at 45 to 60 degree angle to the playing surface.
3. Power: A minimum mobile power supply of 200 amperes, 208 volts, 3 phase should be available on site. This requirement will need to be doubled in situations where the existing venue lighting needs to be augmented.
4. Overhead Rigging Points: To support additional grid installation should existing lighting need to be upgraded and allow for the addition of overhead support for banners and potential camera positions.
5. TV Camera Positions: Positions will be determined at the venue survey and will determine any seat kills that may result. Should it become necessary for any camera positions to be located in a temporary location, the Host will be responsible for providing the space and any appropriate temporary support structure or scaffold system.
6. Reserved Television Mobile Parking: Preferably close to house power supply. Actual size of space will be determined at the venue survey.
7. Business Phone Lines: Capability of the temporary installation of a minimum of 4.
8. Minor Modifications To the venue, as required, to facilitate television cable access.
9. Television Broadcast Booth: CIS shall use reasonable efforts to ensure the following: booth shall be located with unobstructed view of the playing surface able to comfortably accommodate 3 seated people and with a minimum of 2-15 ampere power outlets. Should the location of any existing booth be deemed unacceptable or a temporary booth required, the Host will be responsible for providing the location, the booth structure and any appropriate temporary support structure or scaffold system. The booth shall be enclosed during inclement weather.

10. A Playing Surface Level Interview Area: With a minimum of 2-15 ampere power outlets.
11. Cable TV Feed: CIS shall use reasonable efforts to ensure the following: feed in venue with ability to feed the television mobile for return off air feed.

B) TELEVISION PRODUCTION MEETING

The following individuals should be in attendance at the technical/television production meeting.

- Producer and others as required
- CIS representative
- Head Coaches (or designates from each team)
- SIDs one each from the participating teams
- Host Convenor
- Host Sport Information Director or individual assigned to work with TV from Host Committee
- Head Official

The Host Convenor should work with the CIS office to establish the best time and location for the technical/television production meeting, usually the evening prior to the telecast(s). The CIS Delegate will chair the meeting.

The agenda would include the following:

From Broadcaster:

- a) Start time
- b) Commercial Breaks
- c) Half / Quarter times
- d) Court side Interviews
- e) Wires (on coaches if requested)
- f) Head sets on required individuals
- g) Additional information required (stats/bios etc.)
- h) Interviews during telecast
- i) Closing & Awards coverage

From Hosts:

- a) Game day script
- b) Introduction of teams
- c) Half Time Show
- d) Time out /commercial break activities
- e) Closing Ceremonies

CIS representative to receive: Game day script / TV script / announcer script

ANNEX J

COMMUNICATIONS

The Host Organizing Committee must designate an individual(s) who, with the assistance of the CIS Communications Manager, will be responsible for media liaison of the championship. This individual(s) should contact the media to inform them of the upcoming event, where they can obtain results, the location of the venue, and media centre, etc.

CIS policy number 20.40.3.6 National Championship Media Conferences reads:

20.40.3.6.1 Host committees, with the assistance of the CIS staff, are required to let participating teams know about guidelines on attendance and participation in potential opening media conferences at the National Championship 45 days prior to the first day of the Championship. In the event that an opening media conference is scheduled host committees will ensure that times of the media conference and interviews do not interfere with practice schedules, and that media requests are within reason for each participating team.

20.40.3.6.2 When indicated that attendance and participation in the opening media conference of a National Championship is mandatory, participating team representatives who fail to attend as scheduled and as outlined in the Championship Information Bulletins, will be in violation of published CIS policies and therefore sanctions will be applied as outlined in policy 20.90.3.2.

Based on the above, the CIS Communications Manager, in consultation with the Host, will determine if pre-championship media conferences are necessary depending on the profile of the championship in that geographical location. If it is agreed to host these championship media conferences the following will serve as guidelines.

A) Pre-Championship General Information Media Conference

Ideally, there should be two media conferences. The first one should be held one or two weeks prior to the Championship, and hosts should make available the following:

1. Media kits (as outlined below);
2. A representative to speak on behalf of the University;
3. Host teams Head Coach and an athlete to say a few words;
4. A representative to welcome guests on behalf of the sponsor of the reception/championship;
5. Resource people who can expand on who and what to watch at the Championship;
6. A quiet, sectioned off area for radio and television personnel to use for interviewing;
7. Championship Trophy and CIS Pennant should be on display when possible. This applies to all Championships events/media conferences.
8. Refreshments can be served following any formal announcements/interviews. If there are any major sponsors for the championship their logo should be prominently posted in the reception room.

The following information should be discussed during the course of the media conference:

1. Introduction of your Organizing Committee;
2. Championship Schedule including game times;
3. Special events surrounding the championship;
4. Ticket information;
5. Championship website address;
6. List of Championship sponsors;
7. Current standings and playoff results to date (who's in, who's a potential);
8. Description media accreditation process, location of media centre and hours of operation, process of obtaining results and stats during the championship.

B) Meet the Coaches/Teams Media Conference

The second media conference should be staged prior to the Championship and at a time when all competitors are on-site. It is a good idea to hold the media conference in the room which will be your

Media Centre during the competition. The media will then become familiar with the location and purpose of the Media Centre to be used throughout the Championship. If this is not possible, then hold your conference somewhere on campus, or at the hotel which will serve as the championship headquarters.

The first twenty minutes to half-hour of the conference should allow an informal mingling of all parties. Then, to ensure all the important information reaches everyone, call the media conference to order for the formal announcements. In certain situations, it may be advantageous to ask a member of the media to act as emcee for this formal part of your conference. When all main topics have been covered, another informal session will let media personnel interview those people whom you have already identified.

In addition, thank the sponsors of the reception, both publicly at the reception, and in writing afterwards. A list of media persons who attended should be sent along with the letter to the sponsor, and included in the Convenor's Report.

C) Media Kits

CIS will provide media kit folders. Hosts should insert into the media kit folders:

- a) Final schedule of competition, practices, and social functions to which the media is invited (include invitations where necessary);
- b) Location of media centre and equipment that will be available as well as the system for printing and distribution of statistical information;
- c) A list of the most important contact people on the Organizing Committee and their telephone numbers and email addresses;
- d) Team rosters and all relevant information on the sport – final national standings, stats, etc.;
- e) A list of the awards, when and where they will be presented, and where possible, the names of VIP's that will be presenting the trophies;
- f) How to contact the teams once they are on-site;
- g) A summary of playing regulations and competition rules;
- h) Profiles of all award winners, ie. All-Canadians, Coach of the Year; and,
- i) Accreditation /media passes.

Note: Participating teams have a responsibility to provide the host with a necessary number of media kits prior to the start of the championship. Please check them upon receipt to ensure you have the right number and all the necessary information.

D) Media Centre

Hosts should arrange for a fairly large room, located close to the competition, which can be used by all members of the media as their working room. Ideally, it should be equipped with telephones, fax machine, access to internet (preferably wireless), printer, photocopier and stationary.

Have someone on duty at the door so that only accredited persons are allowed access to the Media Centre.

It is not recommended that the Media Centre and Hospitality Suite be one and the same. Members of the media must be able to use the telephone with as little background noise as possible. Controlling the number of non-media people in the media centre is essential to ensuring the media have a positive experience covering the championship.

The method of keeping stats and results, and how hosts will be distributing them, should be well-publicized to the media weeks before the Championship. Certainly the best method of distribution is from the Media Centre, but it will only be effective if the results are immediate. Therefore, the best method is to post results in the media center immediately following the game or event. When hosts accomplish this, hosts can be sure that the media will be very willing to return to any event that you are organizing.

Sports Information Officers travelling with their teams will have access to the media centre. They are considered media and require the same access and servicing as all other local and national media.

E) Media Accreditation

As Host of a National Championship, you must print a supply of media passes to be distributed as necessary. These passes must allow the media access to the press box, sidelines/courtside, the media

centre and where possible the locker rooms. Access to locker rooms is left to the discretion of the Host based on current university practise. Please ensure if access is being allowed this is well communicated with the participating teams at the Technical meeting. Media passes should be easily identifiable and are not to be the same as VIP passes.

Ensure that the out-of-town media and sports information officers are issued complimentary passes. If there are any special events out-of-town media should be supplied tickets to each of these events. If the media are treated well you can be sure that the event will receive excellent coverage.

Note: If the Championship is being televised a significant increase in the number of media passes will need to be prepared in advance and should clearly identify the name of the broadcaster on the pass (i.e The Score). Crews setting up for the broadcast should not be faced with any difficulties as they come and go with their equipment.

F) Designated Interview Area for Post-Game Interviews

Depending on the potential media interest in your area, it may be beneficial to have a designated area for media to conduct their post-game interviews. This can be a portable display unit, with appropriate event and CIS logo's on it, that is close to the court/field/ice. The backdrop can also include sponsor logos for added recognition. It provides a clean backdrop for photos and cameras and if prepared in advance can be communicated to all media personnel for better control of post-game interviews. This can also be communicated to all head coaches and athletes so they are familiar with process prior to the start of the championship.

G) Set-Up of Press Box/Media Table During Games

The host should provide a work area at the competition venue (stadium, gym, field, arena, etc.) for members of media, and sports information directors from participating teams.

The press box should have sufficient seating capacity and working tables/ledge (for laptops), and ideally be equipped with Internet connections so stories can be filed from the competition venue.

The host has the responsibility to provide stats and results to media and SIDs immediately following the event, and sometimes during the event (halftime stats for basketball, quarter stats for football, etc.). So the press box or a room nearby should be equipped with a printer and photocopier.

Copies of stat sheets from all games (team sports) or days of competition (individual sports) should be printed in sufficient quantity and available at all times on the press box.

Other documentation relevant to the championship that should be displayed on the press box, and in sufficient quantity includes: host championship program, media kits from participating teams, CIS almanac, CIS championship preview, CIS all-Canadian and major award releases, etc.

H) Reporting Results

The necessity to ensure the reporting of results following each and every game in the CIS Championship is essential. The following process must be followed. Please keep in mind that this process is updated annually so make sure you are operating from the most up-to-date version.

TEAM SPORTS – Immediately following each game (within 30 minutes of the final whistle), the results must be updated on the CIS website. Please ensure the process for ensuring these timelines are met are discussed with the CIS Communications Manager prior to the Championship. It is also important that participating member institution SID's receive the results immediately following each competition.

Additionally, a 250-500 word summary of each game must be e-mailed to the CIS Office within 90 minutes of the final whistle. This summary should include the final score, a synopsis of the match and players of the game. It may also include quotes from key participants (player or coach). A sample template will be provided by the CIS office two weeks prior to the start of the championship.

INDIVIDUAL SPORTS – A complete daily recap must be emailed to the CIS office following the completion of the days events.

Results must be sent to media designated by the CIS Office. A step-by-step plan will be reviewed with the Host and the CIS Communications Manager.

I) Photos and Videos

The Host is responsible for all photography needs. The following digital photographs must be provided:

- a) Schools and regional association offices from award winners and All-Canadians must receive photos from the awards banquet/celebration.
- b) Award winners and All-Canadian photos must also be sent to the CIS office.
- c) CIS and two participating teams must receive action photos after each game. These photos should also be forwarded to the appropriate regional association offices.
- d) CIS and winning team must receive photos of banner and trophy presentations after final game. These photos should also be forwarded to the appropriate regional association office.
NOTE: All photos are to be sent electronically as soon as possible following the game/banquet.
- e) A cd of photos should be sent via courier to CIS, regional association offices and all participating schools following the completion of the championship.

If a photographer has been contracted it is the responsibility of the Host to ensure a laptop is provided to ensure the photos are filed immediately following the awards banquet and each game.

Each Championship website will have a Photo Gallery available where photos can be uploaded and available for purchase.

Video tapes are a luxury you may want to provide to the teams following their competition. Check the playing regulations to confirm if this is a mandatory requirement. If not indicated in the playing regulations then these are at your discretion and expense.

J) CIS Championship Website

It is the responsibility of CIS to create and maintain a championship website. This is done to ensure a consistent look is maintained for all CIS Championships. The Host will be provided the opportunity to populate the website with detailed information on the championship (for example, ticket information, schedule of events, special promotions, etc.) The Host is also to provide championship stories, press releases, game recaps and scores prior to and during the championship.

A Host can contact the CIS Office to discuss any additional features they would like added to the championship website.

BID SUBMISSION FORMS – ANNEX K to O

Bidding Committees are required to complete all bid submission forms (Annex K through O) in their entirety. These forms will make up the specifics of the bid proposal. The Selection Committee will use these forms as part of their review and selection process.

ANNEX K - GENERAL BIDDING INFORMATION

Championship:

Bidding Institution/Regional Association:

Name of Convenor:

Playing season bid is for:

Date of Championship: (should include practice days):

- a) If the bid is for two years, would the Bid Committee accept the championship for one year only?
If yes, for which year?

For two years only?
- b) Would any of the bid parameters change (i.e. commitment to participating teams, extras for non-participating All-Canadians, etc.)

If yes, please outline the changes.
- c) If the bid is for one year only, would the Bid Committee accept the championship in a different year?

If yes, in what year?
- d) Would any of the bid parameters change? If yes, please outline the changes.
- e) Is this the Bid Committees first time bidding to host a CIS Championship? If the Bid Committee has hosted prior CIS championships, please list hosting history.
- f) Does the bid proposal meet the CIS guarantee?
- g) Does the bid proposal meet the minimum host responsibilities as outlined in Section 6?
- h) Support staff/Volunteers:
Will the Host be able to assign different individuals to each of the following responsibilities to ensure adequate support staff is available? Check, if yes:

_____ Tournament Chair
_____ Publicity and Promotion Coordinator
_____ Media/Communications Coordinator
_____ Transportation Coordinator
_____ Ticket Sales Manager

_____ Finance/Fund-raising Chair
_____ Hospitality Coordinator
_____ Technical Coordinator
_____ Trainer/Athletic Therapist

ANNEX L – BID DETAILS

Taken directly from the criteria included in section 4, the Selection Committee will consider the following in the comparison of written bid documents.

1. Describe plans to raise the profile of university sport and contribute to marketing objectives (special events, etc.)

2. Provide a detailed ticket sales strategy. What plans will be put in place to ensure the best success for a full venue?

3. Describe the plan for enhancing the student-athlete experience?

4. How will the championship have a positive impact on the overall development of the sport? Please outline the bid committee's vision on how the CIS Championship will contribute to the following:

a) Athlete development:

b) Coach development:

c) Official development:

d) Leadership development:

e) Facility development:

f) Community development:

g) Gender equity:

h) Raising the national profile of university sport and building the CIS brand:

5. Provide a detailed communications plan that demonstrates a commitment to top quality communications.

6. Describe how the Bidding Committee plans to accommodate and highlight the CIS Championship in the event that other Regional Association games, or playoff games are taking place on campus on the same weekend.

7. Describe financial enhancements to the minimum hosting criteria.

a) Cost savings to teams (ground transportation/accommodations/meals/cash contribution).

b) Profit sharing with CIS.

c) Others.

8. Provide details on the volume of inventory of flights to and from suggested host location. (Driving time from airport to venue, local ground transportation provisions, etc.)

9. Are there any special events that may coincide with the Championship. (i.e. 100th Anniversary of the Province, City, University, etc.)?

10. What plans will be put in place to assist in the celebration of CIS's 50th anniversary (if the event takes place in 2011)?

11. What are the plans to ensure the event is managed in an environmentally friendly fashion?

12. Provide a proposed schedule of events (including game/meet times and any special events).

ANNEX M – PROPOSED BUDGET

Championship:

Date of Championship:

Host Institution:

Facility:

Seating Capacity:

ESTIMATED RECEIPTS

Ticket sales: (please indicate the types to be sold)	Quantity	Price	Amount
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
Program Sales	_____	\$ _____	\$ _____
Program advertising			\$ _____
Fund Raising (include a summary of each activity)			\$ _____
Sponsorship	Contra		\$ _____
	Cash		\$ _____
Government Funding	Provincial		\$ _____
	Municipal		\$ _____
	Other		\$ _____
Special Event Ticket Sales			\$ _____
Chargebacks to participating teams - itemize (i.e. towels, lockers, etc.)	_____		\$ _____
	_____		\$ _____
	_____		\$ _____
Miscellaneous (include a summary)			\$ _____
TOTAL ESTIMATED RECEIPTS		\$ _____	

ESTIMATED EXPENDITURES:

1. Promotion:	
Advertising	\$ _____
Poster (artwork & printing)	\$ _____
Program (artwork & printing)	\$ _____
Flyers	\$ _____
Postage	\$ _____
Telephone	\$ _____
Ticket Give Aways	\$ _____
Others:	\$ _____
_____	\$ _____
_____	\$ _____
2. Tickets:	
Printing	\$ _____
Ticket sellers and takers	\$ _____
Other:	\$ _____
_____	\$ _____
_____	\$ _____
3. Equipment:	
Telephone installation	\$ _____
Public Address system	\$ _____
Refreshments	\$ _____
Suppliers (itemize)	\$ _____
Copier/Fax	\$ _____
Phone Lines	\$ _____
Other:	\$ _____
_____	\$ _____
4. Facility:	
Rental fee	\$ _____
Facility set-up & take down	\$ _____
Upgrade equipment for television (i.e. lighting)	\$ _____
Janitorial	\$ _____
Suppliers (itemize)	\$ _____
_____	\$ _____
_____	\$ _____
Labour (itemize)	\$ _____
_____	\$ _____
_____	\$ _____
5. Personnel:	
Public Address Announcer	\$ _____
Statisticians	\$ _____
Athletic Therapist	\$ _____
Security	\$ _____
Officials	\$ _____
Accommodations	\$ _____
Per diems	\$ _____
Fees	\$ _____
On site transportation	\$ _____
Other:	\$ _____
_____	\$ _____

6. Translation (itemize)	_____	\$ _____

7. Awards (itemize)	_____	\$ _____

8. Special Events		
Rental fee		\$ _____
Program		\$ _____
Audio visual		\$ _____
Non-participating recipients (accom. etc.)		\$ _____
Other (itemize)		\$ _____
	_____	\$ _____
	_____	\$ _____
9. Insurance:		\$ _____
10. Transportation:		
Rental		\$ _____
Other:		\$ _____
	_____	\$ _____
11. Miscellaneous:		
Media Conference		\$ _____
Award Celebration (if any)		\$ _____
Sponsor servicing		\$ _____
Administration		\$ _____
Other (itemize)		\$ _____
	_____	\$ _____
12. Hospitality/Coaches Association Meetings:		
Rental fee		\$ _____
Refreshments/Food		\$ _____
Other:		\$ _____
	_____	\$ _____
13. Guarantee to CIS:		\$ _____
 TOTAL ESTIMATED EXPENSES		_____

Total Estimated Receipts.....\$
Total Estimated Expenses.....\$

ANNEX N – FACILITY, HOTEL & TRANSPORTATION INFORMATION FORM

1. Competition Facility

- a. Name:
- b. Location: Check one _____ on campus _____ off campus
- c. Seating Capacity:
- d. Facility built in:
- e. Is the facility regulation size according to:
 - CIS regulations Yes ___ No ___
 - NSO regulations Yes ___ No ___
- f. Please list actual field/rink/court/pool dimensions.
- g. Please indicate the number of signs (including size) that can be placed around the playing surface.
- h. List any other signage opportunities available within the facility.
- i. Does the facility offer a smoke-free environment?
- j. Will the competition facility be used for practices? Yes ___ No ___
If no, please indicate the practice facility under item 2.
- k. Are there an appropriate number of dressing rooms? Yes ___ No ___
Are they of equal size? Yes ___ No ___
- l. Are there rooms available for equipment storage? Yes ___ No ___
(Where applicable)
- m. Players bench are of equal size (i.e there can be no advantage or disadvantage to one team)? Yes ___ No ___
- n. Please list any events on campus or in the city, which could conflict, limit, restrict or interfere with the organization of the event or the attendance at the event. (This includes Regional Association playoff games in other CIS sports.)
- o. Weather: For outdoor championships please include data on average temperature/weather at the time the championship is scheduled and any emergency plans for inclement weather (back up plan in the event the facility is not available due to servere weather).

2. Practice Facility (if applicable):

- a. Name:
- b. Location: Check one _____ on campus _____ off campus
- c. Is the facility regulation size according to:
CIS regulations Yes ___ No ___
NSO regulations Yes ___ No ___
- d. Please list actual field/rink/court/pool dimensions.

3. Television/Media Requirements:

- a. What events have been televised in this facility, by what carrier and when?
- b. Is supplementary lighting necessary? Yes _____ No _____
- c. Is this facility equipped to handle television? Yes _____ No _____
- d. Does this facility have webcasting capabilities? Yes _____ No _____
- e. Is this facility wireless? Yes _____ No _____
- f. Is there a press box ? Yes _____ No _____
Number of seats available. _____
- g. Is there space available for a media centre? Yes _____ No _____
(includes photocopier, fax, telephones, internet access, etc.)

4. Hotel / Accommodations:

- a. Is there a hotel, with the appropriate number of rooms, available for this event?
Yes _____ No _____
Please indicate name of hotel(s) and location(s).
- b. Room rate?
- c. Meeting room availability? If there is a cost to the meeting rooms, please provide approximate rate.
- d. Kitchenette availability?
- e. Is the bidding committee providing any financial support to help offset the cost of accommodations to participating teams? Yes _____ No _____
If yes, please provide details. (Example: How many rooms and how many nights per team.)
- f. Will there be more than one hotel used to accommodate the participating teams? If yes, please provide the above details for each hotel.
- g. Is there a separate hotel for officials?

- h. Will there be a training table provided to participating teams? (Training table is defined as a location where participating teams can retrieve nutritional food to replace the need for team meals, offered free charge by the Host.)
Yes _____ No _____

If yes, please provide details. (Example: How many meals per day, per team for how many days.)

5. Transportation:

- a. Closest major airport (name) –
Distance from airport to competition facility –
Distance from airport to Host hotel –
Distance from Host hotel to competition facility –
- b. Other airports (if applicable)
- c. Rental car agencies at the airport Yes _____ No _____
- d. Will the bidding committee provide free ground transportation to each of the participating teams while on-site during the championship?
Yes _____ No _____
If yes, please provide details. (Example: A bus, multiple vans, cars, for how many days.)
- e. What methods of transportation will be available for officials and VIPs to and from the venue, the airport and hotel?

6. Facility Layout:

Provide a layout of the competition facility.

ANNEX O – INFORMATION RE MEDICAL FACILITIES AND DOPING CONTROL

1. Medical

Please describe what medical services will be accessible/provided to the participating teams/participants? Include a description/location of the medical facilities.

2. Doping Control

Will the competition site accommodate the doping control requirements?

Yes _____ No _____

Please describe the facility, which will be used for the doping control session. Will this facility be used for doping control only? If not please explain.