

Hosting BC Program Guidelines

December 15, 2011 Intake

INTRODUCTION

HISTORY

The Hosting BC program was originally launched leading up to the 2010 Olympic and Paralympic Winter Games. Since 2004 over \$3.5 million has been invested in 329 sport events in communities across B.C., developing a legacy of sport hosting expertise.

HOSTING BC

The Province of B.C. through the Ministry of Community, Sport and Cultural Development invests in event hosting and the Hosting BC program to facilitate sport, economic, and community development.

Goals

- To strengthen sport, economic, and community impacts in alignment with provincial priorities (increased sport participation and high performance sport excellence).
- To build on the success of the 2010 Olympic and Paralympic Winter Games and maintain B.C.'s international profile and reputation as an exceptional major event host.
- To protect and support provincial infrastructure investments.
- To strengthen the capacity of the provincial sport system through hosting high performance in-province competitive opportunities.
- To generate economic and tourism impacts in the host community.
- To help communities, organizations, and volunteers enhance their event hosting experience to attract larger, more prestigious events.
- To maintain the spirit of the 2010 Games by encouraging community celebration by integrating arts and culture with sport events.

Objectives

Events funded through the Hosting BC program will support the following objectives:

- Support the high performance development pathway for B.C.'s athletes based on the Canadian Sport for Life (CSL) framework.
- Provide a valuable sport development opportunity for athletes, coaches, and officials.
- Develop the skills and experience of volunteers, technical officials, and event organizers.
- Provide measurable economic and tourism impact benefits.
- Leave a sport legacy through facility or equipment upgrades, new programs or partnerships.

Guiding Policy

The Hosting BC program is guided by the *Strategic Framework for Hosting Sport Events in British Columbia* and complements *The Federal Policy for Hosting International Sport Events (January 2008)*.

APPLICATION OVERVIEW

The online application and supporting materials are available on the BC Games Society website www.bcgames.org and the Hosting BC website www.hostingbc.ca.

Applications must be submitted by **4:00 pm PST December 15, 2011**. Please see page six of these guidelines for application submission instructions.

Applications will be reviewed following the December 15, 2011 deadline. This intake will focus on events taking place from March to December 2012.

TABLE OF ABBREVIATIONS

Throughout this document and the corresponding Hosting BC online application, the following terms will be used:

| Term | Meaning |
|-------------|---|
| Applicant | Organization under whose name the grant application is made |
| CIS | Canadian Interuniversity Sport |
| CCAA | Canadian Colleges Athletic Association |
| CSL | Canadian Sport for Life |
| Application | Hosting BC grant application |
| Grants | Hosting BC grants |
| IF | International Federation |
| Intake | Hosting BC deadline (December 15, 2011) |
| Nor Am | North American |
| NSO | National Sport Organization |
| PSO | Provincial Sport Organization |
| PST | Pacific Standard Time |
| Sport | Eligible sports represented by PSO's (Appendix 1) |
| US | United States |

ELIGIBILITY

GENERAL

Applications for the Hosting BC program must comply with the following eligibility criteria:

- The applicant must operate on a not-for-profit basis and be either:
 - a NSO;
 - a PSO registered in B.C.;
 - a B.C. municipality, regional district, other local government body or first nation;
 - a federally or provincially registered society; or
 - a recognized university or college.
- Only those sports that are under the jurisdiction of the PSO's in B.C. that meet the “*Minimum Eligibility Criteria for Recognized BC Provincial Sport Organizations to be Considered for Government Funding 2010*” in the B.C. annual funding framework are eligible to be considered for Hosting BC funding.¹ See Appendix 1 for eligible sports.
- International and national level events must be sanctioned by the appropriate recognized organization (International Federation or National Sport Organization) and include a letter of endorsement from the PSO.
- Western Canadian, Provincial Championships, Regional Championships, and Invitational events must be sanctioned by the PSO. Where a formal sanctioning process does not exist the PSO must endorse the event through a letter of support.
- The event must take place in British Columbia.
- The priority for Hosting BC grants is the Train to Train, Train to Compete, and Train to Win stages of the CSL framework. Consideration may also be given for events in the Active for Life (Masters level) stage. The type and level of event must be identified as part of the PSO's and/or NSO's CSL implementation plan. See Appendix 2
- A maximum of two grants per sport may be awarded in any one intake. A sport governing body (PSO and, if appropriate, NSO) will be consulted and asked to submit a ranked list of all applications for the sport being put forward to the Hosting BC program. This stipulation does not include applications for bid funding.
- Grants for annual recurring events may be considered up to a maximum of three consecutive fiscal years (on a decreasing scale). Applications must be submitted for each applicable intake period. Applicants must be able to demonstrate how Hosting BC funding will contribute to building hosting capacity and event sustainability.
- The event must be registered with www.volweb.ca, a free volunteer recruitment website.

¹ Sports not listed in Appendix 1 (do not currently fall under the jurisdiction of funded PSO's) may apply for Hosting BC funding in the Invitational Events category only. It must be demonstrated that the sport is an emerging sport and that the event will lead to further development of the sport within B.C. (ie the sport is making steps to align with an existing PSO and/or establishing a new PSO).

Exclusions

- Applications for bid funding will not be considered when the bid decision is made prior to the intake deadline.
- Funding provided is for event operating costs only. Capital expenditures, gifting, and prize money are not eligible for consideration.
- Provincial, national, or international conferences, congresses, symposiums, Annual General Meetings, etc. are not eligible for consideration.
- Sport development or training camps and sport festivals (participation focused) are not eligible.
- Funding for BC Elementary, Middle, and High School Championship events is not eligible.
- Funding for bidding and hosting of multi-sport events (i.e. multi-sport Games) are not eligible.

DETAILED ELIGIBILITY CRITERIA

International Event Bids

| Type of Event | Funding |
|---|--|
| Senior and Junior World Championship / World Cup events | Up to \$10,000 and not more than 1/3 of the bid budget |

**If the event received Hosting BC funding for a successful bid, the event would be eligible for hosting funding up to a maximum of \$35,000 less the bid contribution. Not all successful bid applicants will receive event funding.*

International Events

Athletes at the *Train to Win* and *Train to Compete* stages within the CSL framework.

| Type of Event | Funding |
|---|--|
| World Cups and World Championships <ul style="list-style-type: none"> • Event must be sanctioned by IF and involve competition between athletes selected by the sport's recognized NSO's. | Up to \$35,000 and not more than 1/3 of the event budget |
| Other International Events (including Nor Am) <ul style="list-style-type: none"> • Event must be sanctioned by relevant IF and/or NSO • Must involve competition between athletes selected by recognized NSO's. | Up to \$20,000 and not more than 1/3 of the event budget |

National Championships

Athletes at the *Train to Compete* and *Train to Train* stages within the CSL framework. Events for athletes at the *Active for Life* (Masters level) stage may also be considered.

| Type of Event | Funding |
|--|----------------|
| National Championships <ul style="list-style-type: none"> • Event sanctioned by NSO and national champion declared • Minimum of 6 provinces/territories represented • Athletes selected by recognized P/TSO | Up to \$15,000 |
| College and University National Championships <ul style="list-style-type: none"> • Sanctioned by CIS or CCAA | Up to \$10,000 |

Provincial and Regional Events

Athletes at the *Train to Train* stage within the CSL Framework. Events for athletes at the *Active for Life* (Masters level) may also be considered.

| Type of Event | Funding |
|---|----------------|
| Western Canadian <ul style="list-style-type: none"> • Sanctioned by NSO and/or PSO • Minimum of 4 Provinces/Territories represented • Club or Provincial/Territorial team | Up to \$10,000 |
| Provincial Championships <ul style="list-style-type: none"> • Sanctioned by PSO • Minimum of 6 regions in B.C. participating | Up to \$10,000 |
| Regional Championships <ul style="list-style-type: none"> • Sanctioned by PSO and leads to a provincial championship • Minimum of 6 regions in B.C. participating • Club or Representative teams | Up to \$10,000 |
| Invitational Events <ul style="list-style-type: none"> • Sanctioned by PSO* • Significant participation • Ability to contribute to sport, economic, and community development <p><i>*For Invitational events only: Sports that do not currently fall under the jurisdiction of a PSO do not require sanctioning but must demonstrate how the event will develop the sport in B.C. to align with the Provincial Sport System.</i></p> | Up to \$10,000 |

APPLICATION

- Applications must be completed online and be submitted by **December 15, 2011 at 4:00 pm PST.**
- Prior to completing the Hosting BC Application:
 - Read the Hosting BC Program Guidelines in their entirety
 - Review the “Hosting BC Application Overview”
- The online application and all supporting materials can be found at www.bcgames.org and www.hostingbc.ca.
- Successful completion of online applications will be acknowledged with a confirmation email.
- Applications will be reviewed for completeness and accuracy; applicants will be contacted for additional information or clarification as required. A complete application includes the following:
 - ☑ Online application questions completed
 - ☑ Letters of support uploaded
 - ☑ Budget template completed and uploaded
 - ☑ Bid Book or event business plan submitted (for International events only).
 - ☑ Event registration on www.volweb.ca
- All applicants will be informed in writing of the outcome of the application.
- Successful applications will be announced no more than 60 days following the application deadline.

If you have questions regarding the application process or require clarification on the application criteria and requirements please contact the BC Games Society:

Lia Threlfall
Hosting BC Program Manager
BC Games Society
#200-990 Fort Street
Victoria, BC V8V 3K2
hostingbc@bcgames.org
250-387-1375

REVIEW & EVALUATION

Review Process

Applications will be reviewed through a formal grant review process according to the criteria outlined in this document.

- Completed applications will be evaluated by the Hosting BC Review Committee, which is comprised of various stakeholders from the sport and tourism communities. The Committee will make the final determination of funding.
- Priority will be given to applications that advance the goals and objectives of the Hosting BC Program.

Evaluation Guidelines

The Hosting BC Review Committee will follow these guidelines in evaluating applications and making the final determinations of awards.

Sport Related

- Event has a defined connection with the sport system (PSO sanctioned and CSL identified) and is a valuable competitive opportunity for athletes, coaches, officials, and volunteers.
- Event provides a strong contribution to increasing the capacity of the provincial sport system and developing event hosting skills and experience.
- Significant number of participants for the sport and level of event.

Event Related

- Event has the potential to generate economic and tourism impact and ensure legacies for B.C. and the host community.
- There is significant community support demonstrated and potential for audience reach.
- The geographic location of event is considered to ensure funds are distributed regionally.
- Annual events must demonstrate how funding will contribute to building hosting capacity and event sustainability.

Applicant Related

- A realistic proposed budget that shows revenue from sources other than Hosting BC.
- Demonstrated event hosting experience and ability to properly administer the event.

Application Related

- Excellence in the quality of the application information.

PLEASE NOTE:

The Province of B.C., the BC Games Society, and the Hosting BC Review Committee reserve the right to consider applications that fall outside of the criteria but support the overall goals of the program.

TERMS AND CONDITIONS

Successful applicants will be required to agree to these terms and conditions.

By completing the online application, the applicant agrees to the following terms and conditions.

1. The event is provincially-sanctioned or endorsed.
2. All of the information contained in the application is true and complete.
3. By applying to the Hosting BC program, the Province of B.C. and the BC Games Society are able to publish the applicant organization's name.

If this application is successful, the applicant certifies that:

1. A formal contribution agreement will be signed with the BC Games Society.
2. Within 60 days of the event's conclusion, the Hosting BC Final Report will be completed outlining the results of the event.
3. The financial records of this event and legacy results will be available for audit and onsite inspection by any person whom the BC Games Society authorizes in writing.
4. Hosting BC and the Province of B.C. will be recognized as funding partners through logo recognition, announcements, and invitations.
5. Adequate and appropriate insurance coverage will be provided as required by the contribution agreement.

If this application is successful, the applicant acknowledges that:

1. Hosting BC funds will only be provided to the applicant PSO, NSO, university or college, local government body, or not-for-profit society. Recipients will receive 75% of the grant pre-event and 25% of the grant post-event upon successful completion of the final report.
2. Under normal circumstances, approved awards will not be paid out until funding from other sources is confirmed (usually by letter of intent). The Hosting BC program will not indemnify events.
3. In the case of an event cancellation, repayment of the Hosting BC grant will be required.

APPENDIX 1

Hosting BC Program - Eligible Sports

| Provincial Sport Organization | Sport(s) eligible to be considered for funding |
|--------------------------------------|---|
| BC Archery | Archery |
| BC Alpine Ski | Alpine Skiing and Ski Cross |
| BC Athletics | Cross Country, Road Racing, and Track & Field |
| Badminton BC | Badminton |
| BC Amateur Baseball | Baseball |
| Basketball BC | Basketball |
| Biathlon BC | Biathlon |
| Bobsleigh/Skeleton BC | Bobsleigh and Skeleton |
| Bowling Proprietors of BC | 5 and 10 Pin Bowling |
| Boxing BC | Boxing |
| Canoe Kayak BC | Dragonboat, Marathon, Sprint, and Whitewater |
| Cross Country BC | Cross Country Skiing, Adaptive/Para Nordic Skiing |
| Curl BC | Curling and Wheelchair Curling |
| Cycling BC | BMX, Cross Country, Road Race, and Track |
| Dive BC | Diving |
| BC Hockey | Hockey |
| Horse Council of BC | Equestrian Dressage, Eventing, and Jumping |
| BC Fencing | Fencing |
| Field Hockey BC | Field Hockey |
| BC Freestyle Ski | Freestyle Skiing |
| Football BC | Football |
| BC Gymnastics | Gymnastics and Trampoline/Tumbling |
| Golf BC | Golf |
| Judo BC | Judo |
| Karate BC | Karate |
| BC Lacrosse | Lacrosse Box and Field |
| Bowls BC | Lawn Bowling |
| BC Luge | Luge |
| BC Netball | Netball |
| Orienteering BC | Orienteering |
| Racquetball BC | Racquetball |
| BC Ringette | Ringette |
| BC Rhythmic Sportive Gymnastics | Rhythmic Gymnastics |
| Rowing BC | Rowing and Adaptive Rowing |
| BC Rugby Union | Fifteens and Sevens |
| BC Sailing | Sailing |
| Skate Canada BC/YK Section | Figure Skating and Synchronized Skating |



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| | |
|------------------------------|-------------------------------|
| BC Soccer | Soccer |
| BC Amateur Softball | Softball |
| BC Snowboard | Snowboard |
| BC Speed Skating Association | Long Track and Short Track |
| Squash BC | Squash |
| Swim BC | Swimming |
| Synchro BC | Synchronized Swimming |
| BC Table Tennis | Table Tennis |
| WTF BC Taekwondo Federation | Taekwondo |
| BC Target Sports | Shooting – Pistol and Rifle |
| Tennis BC | Tennis |
| Triathlon BC | Olympic and Ironman Distance |
| Volleyball BC | Beach and Indoor |
| BC Waterpolo | Waterpolo |
| Water Ski & Wakeboard BC | Water Skiing and Wakeboarding |
| BC Weightlifting | Weightlifting |
| BC Wrestling | Wrestling |

Disability Sports

| Provincial Sport Organization | Sport(s) eligible to be considered for funding |
|--------------------------------------|---|
| BC Blind Sports | Athletics, Goalball, Judo, Power Lifting, Soccer, Swimming, and Tandem Cycling |
| BC Deaf Sports | Bowling, Curling, Golf, and Volleyball |
| Disabled Skiers | Alpine Ski and Snowboard |
| Special Olympics BC | Alpine Skiing, Athletics, Basketball, Bowling, Cross Country Skiing, Curling, Figure Skating, Floor Hockey, Golf, Powerlifting, Rhythmic Gymnastics, Snowshoeing, Soccer, Softball, Speed Skating, and Swimming |
| Sportability BC | Boccia, Cycling, Power Soccer, Sitting Volleyball, Sledge Hockey, and Soccer |
| BC Wheelchair Sports | Athletics, Basketball, Rugby, and Tennis |

NOTE: Sports that currently do not fall under the jurisdiction of PSO's may apply for funding in the Invitational Events category only. It must be demonstrated that the sport is an emerging sport and that hosting the event will lead to further development of the sport within British Columbia (ie the sport is making steps towards aligning with an existing PSO and/or establishing a new PSO).

APPENDIX 2

Canadian Sport for Life - Stage Descriptors

www.canadiansportforlife.ca

Train to Train

This is the first stage in the performance pathway where young athletes are determining that they want to be more committed and serious about sport. At this stage, they are ready to consolidate their basic sport-specific skills/tactics and focus more time on skill training and physical development over competition. This approach is critical to the development of top performers and maintaining activity in the long-term, so the training-to-competition ratio should be 60:40.

Train to Compete

Athletes are now choosing to specialize in one sport and pursue a competitive stream, which would involve national and some international competition experiences. In the competitive stream, high volume and high intensity training begins to occur year-round and the training-to-competition ratio moves to 40:60.

Train to Win

Elite senior athletes with identified talent enter a stage where they pursue the most intense training suitable for international podium performances. At this stage, world-class athletes require world-class training methods, equipment, and facilities that meet the demands of the sport and the athlete. The training-to-competition ratio moves to 25:75.

Active for Life

Athletes can enter this stage at essentially any age. For the purpose of this process, we are focused on athletes who are no longer in the excellence pathway but are still committed to training and competing. This category could involve any competitions where a significant number of athletes are competing in a structured competition.

Canadian Sport for Life Framework

