



BIDDING TO HOST THE NBIAA FINAL 12 BASKETBALL CHAMPIONSHIPS

TABLE OF CONTENTS

Introduction.....	Page 1
Information on submitting your bid.....	Page 1
Tournament Necessities.....	Page 1
Proposed Hosting Fees.....	Page 1
Competition Bid Application.....	Page 2 – 4
Committee Structure & Responsibility (sample).....	Page 4
APPENDIX 1	

INTRODUCTION

Thank you for considering hosting the **NBIAA Final 12 Basketball Championships**. It is a privilege to host an NBIAA Provincial Championship and because it is a privilege, high standards are required in the organization of these events. The rewards to your school / university / city / town, both tangible and intangible are immeasurable.

Those acting as hosts of an NBIAA Championship are held in high esteem by the NBIAA and we work with you to help ensure a successful event.

For all schools or other organizations submitting bids to be involved in a fair and equitable process, the NBIAA is providing recommendations for bid submissions.

Information you need to know before submitting your bid:

In bidding for a Provincial Championship, you should be aware that there are expectations required of you regarding a number of tasks that will insure a successful championship.

1. Upholding the NBIAA Constitution, By-Laws and Operating Regulations - All NBIAA policies must be followed in the administration of your event.
2. Correct name and Terminology - As a host of an NBIAA Provincial Championship event, you will be expected to use the full and correct terminology in all press releases, in all promotional materials including tournament packages and souvenir T-shirts. The NBIAA is trying to enhance the public awareness of the association, and too often, hosts do not fulfill this commitment.
3. Awards - Only awards approved by the NBIAA are to be presented at the Championship event.
4. Sponsors - There may be expectations of you with regard to "provincial" sponsors, and it is important that you submit your bid with the understanding of the following item:
 - a. Banners / Signs: the NBIAA Championship Signs may be provided to you and they must be displayed. Sponsor banners (approved by NBIAA) should be placed in the most prominent position to allow for maximum spectator viewing. Banners lost or stolen from your facility are your responsibility and the NBIAA is to be reimbursed for unreturned banners.
5. Apparel: The NBIAA will supply our logo that must be included and approved on souvenir clothing (t-shirts, hats, shorts, etc!) if being purchased for the event.
6. Tournament Banquet: The NBIAA does not provide funds for banquets. Local dignitaries, Sponsor Reps, NBIAA Reps, AUS/ACAA, and teams must be invited to the banquet.
7. Programs - you must provide a basic bilingual program including tournament schedule, team rosters, team pictures and all sponsors.
8. Public Address System – A properly functioning sound system is required for playing warm up music, the national anthem, announcing the game and players and to recognize sponsor contributions throughout the games. A bilingual script must be written when both linguistic communities are represented.
9. Music - the host is responsible for supplying appropriate pre-game and between game music. Teams cannot bring their own music.
10. Pre and Post Information:
 - a. Media releases (pre and post distributed to all major provincial newspapers).
 - b. A bilingual information package to teams following review / approval by the NBIAA office.
 - c. Full Results, Reports and Write-ups to NBIAA after event
 - d. Pictures of winners and tournament action shots to be emailed to NBIAA office.
 - e. A web site distributing information, schedules and results could be maintained.

Tournament Necessities

Information on hotel / motel rates within the city / town in which the NBIAA Championship will be taking place must be able to block off hotel rooms in order to accommodate all teams participating in the event at a reasonable cost and within 60km one way.

Invitations to attend should be sent to the NBIAA Executive Director, Executive Committee Members, School District Superintendent & Directors, Mayor, local MLA, sponsors, etc.

Proposed Hosting Fees – Final 12 Basketball Championships has a hosting fee of \$10,000.

The [NBIAA Provincial Hosting Minimum Standards](#) per sport must also be followed.



**NEW BRUNSWICK INTERSCHOLASTIC ATHLETIC ASSOCIATION
COMPETITION BID APPLICATION**

A. *Competition Outline*

Sport: **Final 12 Basketball Championships** Location _____
Required Dates: February 21-22, 2020
 February 19-20, 2021
 February 25-26, 2022

B. *School / University Facility / City or Town Contact*

Chairperson _____
School Contact (if different) _____
University / City / Town Contact (if required)..... _____
School Name _____
University / City / Town Name (if required)..... _____
Address _____
Phone Number _____
Contact's E-mail Address _____

C. *Previous Provincial Hosting Experience*

Has your school / university / city / town hosted a NBIAA regional or provincial competition before? _____
If so: which event(s) and when? _____
(If more than 3, list the most recent)..... _____

D. *Supplementary Information*

1. Why do you wish to host this NBIAA Championship?
2. What makes your school / university / city / town special?
3. Provide information about your city / town (size, location, hotel & other services, etc.) What plans are in place to accommodate teams and fans? Possibility of room blocking?

4. Outline the levels of support you have in hosting such an event (staff, committee workers, minor officials, promotions personnel, etc.
5. Please add any additional information that might lend support to your bid. You may wish to include what plans you have to make this competition special / unique for the athletes?
6. Facilities - Outline the facilities you plan to use in hosting the NBIAA Championship and please provide details on the following:

Facility name & address: _____

Accessibility to facility from out of town: _____

Secured entrance for gate admission: _____

Secured entrance/exit for teams/officials: _____

Playing area dimensions: _____

Ceiling height (if indoors): _____

Height of any obstruction above the indoor playing surface: _____

Facility equipment being used: _____

Score clocks: main _____ other _____

Building Capacity: _____ Seating Capacity: _____

Lighting: _____

Dressing rooms for teams/officials (number): _____

Press Box: _____

Hospitality Room (Coaches, officials, VIPs): _____

Coaches Room: _____

P.A. system: (type) _____

7. Hosting Costs – Outline the costs you plan to incur for hosting the NBIAA Championship:

Facility rental cost: _____

Custodial cost: _____

Minor officials cost: _____

Announcer cost: _____

Other: _____

8. Admission Prices – set by NBIAA
9. Parking (Free)
10. Practice times (30 minutes per team on main floor)
11. Practice equipment (provided by host)
12. Team hosts / hostess

13. Tournament Banquet to be held for players, coaches, sponsors, VIP, NBIAA President, NBIAA Executive Director, Mayor, MLA'S and committee members.
14. Hospitality package to teams (see the NBIAA Language Policy in the Constitution)
 - Introductory letter
 - Accommodation price lists
 - Tournament Schedule & practice times
 - Training facilities information (First Aid)
 - Restaurant lists and locations
 - City map
15. Programs – minimum standard (bilingual)
 - Team Roster
 - Team Pictures
 - Tournament Schedule
 - Listing of Past Champions
 - Recognition of sponsors
16. Officials (to contact assignor)
17. Pre-game ceremony (bilingual)
 - O Canada – singer or tape
 - P.A. announcer – script for team starting line-up and sponsor recognition
18. Media responsibility
 - Press Releases – Pre and Post
 - Game results
 - Tournament Pictures – Action shots
19. Reports - Full results, reports and write-ups to NBIAA no later than 30 days after event
20. Merchandise – contact the NBIAA for merchandise sales.

APPENDIX 1 - Sample of Possible Committee Structure and Responsibilities

Chair

1. Chair meetings
2. Contract with venue – meet with venue staff regarding needs for weekend (signs for locker rooms).
3. Contact Television Company regarding filming games.
4. Thank you notes to sponsors after event.
5. Keep record of all minutes/correspondence/score sheets/programs, etc.
6. Delegate public relations affairs to committee member.

Secretary

1. Maintain minutes of meetings
2. Circulate minutes to all committee members.
3. Secure meeting room and advise all committee members.
4. Information letter to be prepared by the committee and sent out by the NBIAA to potential teams.
5. Coordinate complimentary tickets for tournaments.

Treasurer

1. Banking and Payments.
2. Pay minor officials (scorer, timer, 24 sec. clock, scorebook, announcer, and 2 statisticians) and major game officials.
3. Pay all bills and keep receipts.
4. Financial statement at final meeting for late March.
5. Provide a full report for the NBIAA in April.
6. Budget for following year.
7. Vendors' tables...
8. Arrange and pay for a final committee dinner in late March or early April.

Site Management (All game protocol)

1. Contact NBIAA regarding medals and banners.
2. Book Committee Lounge (phone in room).
3. National Anthem (get singer or music - bilingual).

4. Appropriate warm-up music.
5. Practice schedule and administration.
6. Manage cheerleaders.
7. Game & practice supplies and equipment
8. NBIAA Banners & Medals at site.
9. Ball kids.
10. Trainers
11. Arrange for a staffed first aid station.
12. Bilingual script for announcer.
13. Locker room assignments (in coordination with venue staff).
14. Coordinate player of the game selection process of each team and tell announcer (script).
15. Sponsors banners up around the facility.
16. Provide write-up of each game for web site.
17. Provide a host/hostess to host VIP sponsors.

Officials

1. Minor officials – scorebook / announcer / scorer.
2. Major officials (liaise with assigner).
3. Arrange for trainers and/or doctors to have tournament pass and parking pass and also have training room keys available.
4. Script for announcer.

Luncheon / Banquet

1. Reserve conference room / need microphone & podium.
2. Contact caterer / Sponsor.
3. Reserve audio visual equipment.
4. Acquire bilingual emcee, if Francophone teams are present, for luncheon.
5. Select an athlete to say Grace.
6. Contact food services regarding menu.
7. Luncheon invitations to media/sponsors and VIPs.
8. Determine sponsors who will speak.
9. Obtain give-aways for luncheon.
10. Coordinate give-aways at luncheon.
11. Slide show.

Tickets

1. Liaise with venue regarding tickets.
2. Ticket prices approved by NBIAA.
3. Parking passes for Committee & VIPs (design & deliver to sponsor chair to distribute).
4. Passes for minor/major officials, committee members and cheerleaders.

Program

1. Obtain rosters from NBIAA and/or teams.
2. Obtain sponsors list and logos from committee member – to be put in program
3. Contact Sectional winners to:
 - a. Verify rosters
 - b. Uniform numbers
 - c. Number of people in their party
 - d. Confirm luncheon attendance numbers
 - e. Cheerleaders numbers, obtain list from NBIAA
 - f. Determine top seed for uniform & bench consideration (if unable to determine after speaking with both coaches, coin toss takes place)
4. Proof read, print and pick up programs.
5. Call past winners to remind to bring back trophies.

Sponsorship & VIPs

1. Contact major sponsors & review with the NBIAA
2. Meet VIPs at games and luncheon and entertain.
3. Obtain parking passes (for some) and tournament passes for all from ticket chair to disburse to sponsors.
4. Give list of sponsors to Program and Luncheon Chairs.
5. Work with committee to be sure logos of all major and minor sponsors are in the program.
6. Invite major sponsors to luncheon and make sure they are recognized.