



BIDDING TO HOST A NBIAA SENIOR CHAMPIONSHIP

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INTRODUCTION

Thank you for considering hosting a **NBIAA Senior Championship**. 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 as outlined in the NBIAA Handbook 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. Programs - you must provide a basic bilingual program including tournament schedule, team rosters, team pictures and all sponsors.
7. 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.
8. Music - the host is responsible for supplying appropriate pre-game and between game music. Teams cannot bring their own music.
9. 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 - Each participating team, including the host team (if involved) must pay the tournament entry fee. The amount of the entry fee must cover the officials expenses, facility cost and janitor service (receipts required). For the financial rebates, please refer to the NBIAA regulations per sport.

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



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

A. *Competition Outline*

Sport: _____ Location _____
Male: Female: AAA: AA: A:
Date of event: _____

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 (if necessary and no earlier than Friday at 1pm)

11. Practice equipment (provided by host)

12. Team hosts / hostess

13. Hospitality package to teams (see the NBIAA Language Policy in the Constitution)

Introductory letter

Accommodation price lists

- Tournament Schedule
- Training facilities information (First Aid)
- Restaurant lists and locations
- City map
- 14. Programs – minimum standard (bilingual)
 - Team Roster
 - Team Pictures
 - Tournament Schedule
 - Listing of Past Champions
 - Recognition of sponsors
- 15. Officials (to contact assignor)
- 16. Pre-game ceremony (bilingual)
 - O Canada – singer or tape
 - P.A. announcer – script for team starting line-up and sponsor recognition
- 17. Media responsibility
 - Press Releases – Pre and Post
 - Game results
 - Tournament Pictures – Action shots
- 18. Reports - Full results, reports and write-ups to NBIAA no later than 30 days after event
- 19. Merchandise – contact the NBIAA for merchandise sales.

APPENDIX 1 - Sample of Possible Committee Structure and Responsibilities

Site Management (All game protocol)

1. Contact NBIAA regarding medals and banners.
2. National Anthem (get singer or music - bilingual).
3. Appropriate warm-up music.
4. Practice schedule and administration.
5. Game & practice supplies and equipment
6. Trainers
7. Arrange for a staffed first aid station.
8. Bilingual script for announcer.
9. Locker room assignments (in coordination with venue staff).
10. Coordinate player of the game selection process of each team and tell announcer (script).
11. Sponsors banners up around the facility.
12. Provide write-up of each game for web site.
13. Provide a host/hostess to host VIP sponsors.

Officials

1. Minor officials – scorebook / announcer / scorer.
2. Major officials (liaise with assigner).

Admission - (communicate with NBIAA and refer to the O.R.)

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 Regional winners to:
 - a. Verify rosters
 - b. Uniform numbers
 - c. Number of people in their party
 - d. Determine uniform & bench consideration (if unable to determine after speaking with both coaches, coin toss takes place)
4. Proof read, print and pick up programs.

Sponsorship & VIPs

1. Contact major sponsors & review with the NBIAA
2. Work with committee to be sure logos of all major and minor sponsors are in the program.