



2027 Winter Games **BID PACKAGE**



**Special
Olympics**
Alberta



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The story of our Games

The Special Olympics Alberta Winter Games are a property of Special Olympics Alberta and are intended to provide a multi-sport competitive opportunity for athletes with an intellectual disability. Special Olympics Alberta works in partnership with the local host community Games Organizing Committee in delivering these games.

Special Olympics believes that the Winter Games are a program belonging to all Albertans and that the success of the program is dependent upon the ongoing involvement and cooperation of all its key partners. Therefore, a major role of Special Olympics involves working with communities, businesses, law enforcement, sponsors, volunteers, provincial sport associations, and government in all aspects of Games development, administration, and operations.

These Games are an opportunity to celebrate sport. Preference will be given to community bids that offer ancillary activities that showcase your community spirit and the power of sport. Experience(s) should be accessible to all participants, and the community.

The Games Experience for many of these athletes is the very reason why they participate. Meeting new people and seeing old friends is very important to Special Olympics athletes so social activities should allow for maximum socialization. Travelling to a new community for many is exciting and a new experience, as well as sleeping in unfamiliar surroundings, and eating in a large area with many people. All of these and many more need to be considered carefully, to ensure that the athletes have the best games experience possible.

The Special Olympics Alberta Provincial Games provide communities with an excellent opportunity to access a multi-sport games hosting experience that requires minimal financial investment and utilizes existing facilities. This process has been developed to identify suitable hosts. SOA will work with selected hosts to set in place a plan to ensure a successful and rewarding games experience for both hosts and teams attending.

Special Olympics invites all communities within the Province of Alberta, capable of appropriately accommodating 900 athletes, plus 200 coaches and chaperones, including adequate sport facilities, to bid to host the 2027 Special Olympics Alberta Winter Games. To be considered as a potential host each municipality must submit an introductory bid, outlining the key points found below.



Bid Requirements

The deadline for submitting a bid to Special Olympics Alberta is Friday, November 1st, 2024. The following items need to be included in your bid:

1. Support Letters
2. Previous Event Experience
3. Proposed Dates of Your Games
4. Host Organizing Committee
5. Number of Participants
6. Food Services
7. Transportation
8. Proposed Facilities
9. Accommodation
10. Medical Facilities
11. Finances
12. Additional Information

Please send submissions and address questions to:

Jill Moore - Vice President, Sport
Special Olympics Alberta
12122 68 St NW Edmonton, AB T5B 1R1
1(800)-444-2883
jmoore@specialolympics.ab.ca

Review of Submissions

Special Olympics Alberta (SOA) will review the submissions and select the Host Community based on established criteria (see Bid Guidelines). A bid tour may need to be conducted depending on the number and suitability of submissions that are received. Communities will be contacted by December 1st, 2024 regarding the status of their bid and if any follow up or a bid tour will be required.

Official Notification

The CEO of Special Olympics Alberta will officially notify the Host Community and announce the site of the Winter Games.



Submission Details

Bid submissions must contain the following information:

Please refer to the appendices for additional information

1. Support Letters

Include an indication of support and commitment from local organizations and agencies. A statement of support and commitment from the local municipal council and any other co-operating municipalities is required. There should be clarification if the bid is a joint municipal bid or not.

Because of the critical relationship between Special Olympics and Law Enforcement through the Law Enforcement Torch Run we would like to see at least one letter from a local law enforcement agency as part of your bid.

2. Previous Event Experience

Indicate past experiences hosting Zone, Provincial, and National events. Please also include the history, involvement, and support of SPAR - Government of Alberta and/or Special Olympics programs at the Municipal and Zone level.

3. Proposed Dates of Your Games

The dates for the 2027 Special Olympics Alberta Winter Games have tentatively been set for the time frame of late January to late February.

4. Host Organizing Committee

It is not necessary to identify a full organizing committee for the purpose of bidding. However, it is important to identify key potential organizing committee members and a proposed structure.

5. Number of Participants

As a rule, a host community will need to accommodate approximately 1100 athletes, coaches, and chaperones for both sets of games. Communities must show that they are capable of adequately housing and feeding that number of participants.



Being able to provide healthy and balanced meals to team members in a timely fashion and sanitary environment is the priority for food services. Although some meals may be split between different venues at certain points it may be necessary to feed all participants at once (i.e. Dance). Include a brief description of plans to feed athletes, coaches, and technical officials and proposed location of food centre(s).

7. Transportation

Include provisions for movement of participants within the community. We do not expect a detailed travel schedule, but we do need to know if you will have access to enough buses and other means of transportation.

Note: At certain points it may be necessary to provide buses to move all participants at once. (i.e. following Opening Ceremonies and the athlete dance)

8. Proposed Facilities

Bid submissions must include a description of the facilities that are available for staging each of the proposed events. It is important to note that the athletes and public's perception of the quality of the Games is very much shaped by the quality of the facilities provided.

9. Ceremonies

The proposed location(s) for all games ceremonies (including Opening Ceremonies, Closing Awards Presentations) should be included. Closing ceremonies tend to be less formal than opening and may be held at each sport venue simultaneously.

10. Sport

Refer to Appendix II

Each sport has minimum facility requirements, i.e. number of floors for floorball, number of lanes for bowling, etc. Sport specific "field of play" requirements for each facility are available from SOA and PSOs. Regulation size competition areas are required.





All facilities must meet minimum safety requirements as established by the sport governing body.

- Facility description (size, number of sheets/courts, etc., floor type)
- Does the facility meet the minimum requirements outlined by the Provincial/National Sport Association?
- What is the seating capacity for spectators? Parking capacity?
- What equipment is available within your community, if applicable? (i.e. timing equipment, etc.)
- What is travel time from proposed participant accommodation to sport venues? (i.e. out-of-town venues)
- Is the facility wheelchair accessible?
- Number of washrooms/change rooms/showers?
- Contingency plans

9. Accommodation

Athletes and coaches are generally housed in hotels, student residences, barracks, and school classrooms. Gymnasiums are not considered adequate housing facilities. Accommodation requirements should be based on 1100 athletes and coaches. Include location and description of proposed accommodation that will house the athletes and coaches.

Include a description of hotel/motel facilities (i.e. number of rooms available) available for technical officials, Mission staff, special guests, and spectators.

All accommodation under consideration must be wheelchair accessible.

10. Medical Facilities

Include availability of medical treatment and provisions for first aid treatment at competition sites. All medical treatment and locations should be in accordance with the Health Canada guidelines. All medical facilities locations under consideration must be wheelchair accessible.

11. Finances

Refer to Appendix III

Bid submissions must outline the proposed cost of operating the Games. Special Olympics Alberta will work with hosts to finalize a budget as well as to support revenue generation.

12. Additional Information

Include population of community, visitor accommodation, other items of interest, etc.



Roles & Responsibilities

Responsibilities of Special Olympics Alberta:

Special Olympics select the host responsible for staging the 2027 Special Olympics Alberta Winter Games. Special Olympics Alberta will be the legal entity that the Games will be incorporated under. Special Olympics establish the philosophy, policy, standards, and guidelines of the 2027 Special Olympics Alberta Winter Games. In conjunction with its Games Partners, Special Olympics has set high standards for Games operations, including:

1. Financial and administrative operations
2. Communications utilized during the Games
3. Security and safety of athletes while at the Games
4. Transportation, accommodation, and subsistence provided for athletes participating at the Games
5. Competition format, rules and facilities

Special Olympics will provide support, leadership and information to support planning of the Summer Games.

Finances

Special Olympics Alberta will provide a certain percentage of funding (specific amount to be determined) based on the approved budget for the Games. This contribution represents support from Special Olympics Alberta, Special Olympics Provincial Sponsors and the Provincial Government. Special Olympics Alberta will be responsible for any budget shortfall.

Official Sports

The 2027 Special Olympics Winter Summer Games will include the following official winter sports: 5 Pin Bowling, Alpine Skiing, Cross Country Skiing, Curling, Snowshoeing, Figure Skating, Speed Skating, and Floorball.

Special Olympics Alberta is responsible for developing the technical packages and helping provide technical delegates for each sport.

Insurance Coverage

All matters relating to the insurance coverage for the Games must meet the requirements of Special Olympics Alberta.

Use of Special Olympics Logos

Special Olympics must approve all use of their organization logo.



Responsibilities of the Games Organization Committee:

The Games Organizing Committee is responsible for all Games Operations in the host community, in partnership with Special Olympics including:

- Planning and executing the Games and related events within the framework of the Special Olympics bylaws, goals, guidelines, and standards.
- Developing the Games budget, all major incomes, expenditures, and cash flow.
- Raising adequate funds to offset expenses.
- Providing resources, both volunteer and professional, to successfully stage the Games.
- Providing adequate competition, accommodation, and food services for approximately 1400 participants.
- Ensuring all aspects of the competitions are planned in consultation with Special
- Olympics including venue preparation, equipment and supplies, schedules, results, protest procedures, and volunteer requirements.
- Providing adequate medical, security, telecommunications, and internal transportation services.
- Establishing early communication with local sport clubs and Provincial Sport Organizations where necessary.
- Be the liaison to and coordinate planning with all Games partners.
- Providing regular ongoing financial reports
- Ensuring that final Games records are submitted to Special Olympics including written reports, pictorial records, and economic impact studies.





Games Funding

The financial operation of the Games will be the responsibility of the host community Games Organizing Committee based on budget approval and monitoring by Special Olympics. The following is the financial support available for the 2027 Special Olympics Alberta Winter Games:

- \$100,000** Special Olympics Alberta Games Grant
- \$ 95,000** Games Registrations (estimate based on \$95 x 1000 registrants)

Other Sources of Funding

The host municipality traditionally provides cash and/or gifts in kind towards the operation and staging of the Games. These commitments should be outlined in the bid submission.

It is anticipated that in addition to grant funding, the host community will solicit cash and/or gifts in kind from the private sector and raise the necessary cash and gifts to offset Games expenses.





Appendix I - Games Schedule

FRIDAY	
11:00 – 3:00pm	Team arrivals
11:00 – 3:00pm	Potential Competition (select sports)
11:00 - 4:00pm	Participant Registration
4:00pm	Teams setting into Accommodations
5:00pm	Transport to Supper and Opening Ceremonies
5:30pm	VIP Reception
6:30 - 8:00pm	Supper and Opening Ceremonies
8:00pm	Transport to Hotels
8:00 - 9:30pm	Head Coaches Meeting

SATURDAY	
6:00 am - 8:00 am	Breakfast
7:30am - 9:30am	Buses to Venues
8:00am - 4:00 pm	Competitions
12:00pm - 1:00 pm	Lunch @ Venues
4:00pm - 5:00pm	Buses return to hotels
4:00pm - 5:30pm	Buses to Athlete Banquet & Dance
5:00pm - 10:00pm	Banquet & Dance
8:00pm - 10:00pm	Buses return to hotels



SUNDAY	
6:00 - 9:00am	Breakfast and Checkout
7:30 - 9:30am	Buses to Venues
9:00am - 1:00pm	Competitions
12:00-1:00pm	Lunch Closing
2:00pm	Ceremonies
2:00-3:00pm	Participants Depart





Appendix II - Facility Requirements

All facilities must have:

- Washrooms
- Change Rooms
- Awards area & Awards Presenters Check-in area
- Results Room
- Medical Area
- Volunteer Check-in area
- Accessible spectator viewing

Alpine Skiing

- Runs dedicated to beginner, intermediate, and advanced competition
- Map of facility
- B netting & Padding for obstacles as necessary
- Electronic Timing
- Equipment Storage
- Volunteers and Officials area
- Warming Huts

Cross Country

- 100m straight course (8 lanes) & 500m Classic & Free looped course
- 1km, 2.5km, 5km, 7.5km, 10km (Classic and Free double tracked course)
- Electronic Timing
- PA System
- Changing Area
- Officials and Volunteer Room
- Warm-up Area
- Waxing Facilities
 - Grooming Equipment
 - Access Control
- Warming Huts



5-Pin bowling

- 20 Lanes (can be negotiated)
- Computer Scoring
- Bowling house balls and Bowling shoes (rental)
- Technician on site
- Officials Room
- Coach Area behind field of play
- Ability to restrict access to field of play
- Spectator viewing area

Floorball

- 6 regulation size floorball floors
- Officials Room

Snowshoe

- 400m course with painted lines
- Warm-up Area
- Electronic Timing System
- PA System
- Volunteer & Officials Area
- Warming Huts
- Spectator Area

Curling

- 8 Sheets of ice (can be negotiated)
- Warm-up area is ideal
- Officials & Volunteer Room
- Equipment Storage Area
- Locker/Change Rooms
- Coach/Alternate Area (3 chairs behind glass on each sheet)

Figure Skating

- 1 regulation-size ice surface
- Registration table
- Dressing rooms
- Officials & Judges Room
- Results area w/ printer & paper

Speed Skating

- 1 regulation size rink
- Washroom & Dressing room facilities
- Officials & Volunteer room
- Results area



Appendix III - Games Budget Template

TEMPLATE BUDGET

REVENUES		
Reg Fees (\$95 x 1000 people)		\$95,000
SOA Grant		\$100,000
Donations, Grants, VIK to be solicited		\$150,000
TOTAL REVENUE		\$345,000
EXPENSES		
Sport		\$25,000
Accommodation		\$235,000
	<i>Athletes Village</i>	\$230,000
	<i>Sport Technical</i>	\$5,000
Meals		\$95,000
	<i>Friday Supper</i>	
	<i>Saturday - breakfast/lunch/supper</i>	
	<i>Bag Lunches</i>	
	<i>Snacks at all venues</i>	
Special Events & Hospitality		\$40,000
	<i>VIP Reception</i>	
	<i>Ceremonies</i>	
	<i>Athlete Banquet & Dance</i>	
	<i>LETR</i>	
	<i>Medal Presentations</i>	
Transportation		\$33,000
	<i>Buses/Drivers/Fuel</i>	\$30,000
	<i>Courtesy Vehicles</i>	\$3,000
Medical and Security		\$3,000
Public Relations/Communications		\$17,000
	<i>Printing & Signage</i>	
	<i>Athlete Swag Bags</i>	
	<i>Medals</i>	
	<i>Sponsor Recognition</i>	
Volunteers		\$6,500
	<i>Volunteer Admin</i>	\$500
	<i>Uniforms</i>	\$3,500
	<i>Appreciation</i>	\$3,000
General Administration		\$43,500.00
	<i>Staffing Costs</i>	\$40.00
	<i>Accreditation</i>	\$1,000
	<i>Games Office</i>	\$2,500
TOTAL EXPENSES		\$498,000