



2019 National Aboriginal Hockey Championships – Call for Bids

The Aboriginal Sport Circle (ASC) established the National Aboriginal Hockey Championships (NAHC) in 2002 to serve as the premiere competition for young Aboriginal hockey players in Canada. It provides a forum for elite Bantam/Midget aged Aboriginal male and female youth and attracts participation from First Nations, Inuit and Metis across thirteen provinces and territories. This annual event helps foster cultural unity and pride to celebrate the athletic abilities of Aboriginal athletes from across the country.

The ASC will co-host its' 18th annual National Aboriginal Hockey Championships (NAHC) in May 2019. The bid process and guidelines for the 2019 NAHC as outlined below, will be used by Aboriginal communities and Provincial/Territorial Aboriginal Sport Bodies interested in hosting this prestigious event.

BID PROCESS AND GUIDELINES

Eligibility and Target Dates

The ASC is actively seeking bids to host the 2019 NAHC. To be eligible, the bid must be approved by its Provincial/Territorial Aboriginal Sport Body (P/TASB). Only one community can bid per Province/Territory. (See attached PTASB listing)

As a sanctioned Hockey Canada event, the NAHC are staged annually during the first two weeks in May (ie: May 7-13, 2019). This ensures that the NAHC do not conflict with any of the Provincial/Territorial Bantam and Midget Hockey Championships. The NAHC is a week-long event with opening ceremonies conducted on the first day and closing awards ceremonies conducted following the final Gold Medal Game. A Team Social event may also be hosted mid-week, time permitting. The ASC will only entertain bids from communities that guarantee that no other major event will be staged locally during the dates of the NAHC.

The NAHC facility requirements are as follows: a minimum of two ice surfaces - the primary arena being National Hockey League regulation size (85' x 200') with seating for a minimum of 500 spectators. Likewise, the community must be within 150 kilometers from a regional airport, which offers daily flights from major airlines. Should the bidding community be outside the 150-kilometer radius, they must submit a travel plan that includes financial and logistical support for participating teams.

2019 Bid Timelines (All deadlines expire at 4:00 PM Eastern Time)

ALL Bid documents must be submitted to the ASC:

c/o Heather Kaulbach, ASC Executive Director, hkaulbach@aboriginalsportcircle.ca

Bid Process Declared Open - **January 19, 2018**

Submission of 'electronic' letters of intent and \$2500 bid fee - **February 17, 2018**

Submission of electronic bid - **March 17, 2018**

(All Bids should include a letter of support from their PTASB and local Hockey Canada branch.)

Bid evaluation and selection - **March 18 to April 14, 2018**

(The ASC will entertain a *maximum of one (1) bid per Province/Territory*, to host the 2019 NAHC.)

(a) PTASB Review, Ranking and Endorsement – **March 18-31**

(b) NAHC-WG Review, Ranking (1st-3rd) and Selection - **April 1-14** (site visit if required).

Announcement of the 2019 NAHC co-host – **May 12, 2018**

Bid Process

STEP 1: Submission of Letters of Intent and \$2500 Bid Fee

To be eligible, an electronic letter of intent and E transfer \$2500 bid fee must be submitted to the ASC by the **February 17, 2018 deadline**, c/o Heather Kaulbach, ASC Executive Director
hkaulbach@aboriginalsportcircle.ca

STEP 2: Submission of Bids

Only those Bids that have completed Step 1 of the Bid Process will be eligible to bid on the 2019 NAHC. Bids will be received until 4:00 PM Eastern Time on **March 17, 2018** based on the following criteria and guidelines:

a) The Host Society

The term "Host Society" refers to a group, representing a particular location (community/municipality), ***with the written mandate from its P/TASB to bid on the 2019 NAHC.***

Host Society must include representation from the following groups:

- ✓ Local Aboriginal Communities;
- ✓ ASC Member Organization – Provincial/Territorial Aboriginal Sport Body (PTASB);
- ✓ Municipal Government;
- ✓ Municipal Chamber of Commerce;
- ✓ Potential Local Corporate Sponsors;
- ✓ It is also strongly recommended that local minor hockey organizations be included.

b) The Host Society Organizational Structure

Each Host Society must outline its plans for establishing a Host Organization Structure

The Host Society will be comprised of a number of working committees created to assist with the planning and delivery of the NAHC. All committees must have significant representation by Aboriginal community members and chaired or co-chaired by a person of Aboriginal ancestry. Members of the Host Society must not include individuals who are directly involved with a Provincial/Territorial team participating in the 2019 NAHC.

The Host Society should identify a headquarters or central office. The headquarters will provide continuity for the dissemination of information leading up to the 2019 NAHC.

The 2019 NAHC Host Society will not only represent the interests of the local Aboriginal and non-Aboriginal population, but it will also serve the interests of the entire Province/Territory including governments, corporations and other individuals. The Host Society will utilize the character, influence and abilities of its members based on their field of expertise. It should also be noted that the delivery of the 2019 NAHC will greatly rely on volunteer support. Accordingly, the Host Society must pay particular attention to developing and implementing an effective volunteer recruitment program.

The Aboriginal Sport Circle's - NAHC Working Group, shall be directly involved in the overall management of the 2019 NAHC. The Host Society and the NAHC-WG will work closely together on the Host's progress through regular updates/reports.

SPONSORSHIP AGREEMENT

At present, there is no Major Corporate NAHC sponsorship agreement(s) in place. The successful 2019 NAHC Host Society must adhere to any agreement that has been reached.

c) Bid Package

The Bid Package is the primary document to be reviewed and evaluated by the 2019 NAHC-WG. The Bid Package should provide an introduction to the Host Society, a comprehensive overview of the Municipality/Aboriginal Community and details of the Host Committees plans for hosting the 2019 NAHC.

Specific components required in the Bid Package are listed below and should serve as a checklist for each bidder in preparing their application.

<u>Bid Package Criteria:</u>	
Host Society: Names and Bio's for committee members that represent the following	
	Local Aboriginal Community(s)
	Provincial/Territorial Aboriginal Sport Body
	Municipal Government
	Municipal Chamber of Commerce
	Local Corporate Sponsors
	Local minor hockey organizations
Organizational Plan	
	Headquarters
	Organizational Chart
	Staffing Requirements
Community Overview	
	Population and Location
	Aboriginal Demographics (in and surrounding the community)
	History of Hosting Other National/Provincial/Regional Events
	Airport (must offer daily flights from major airlines)
	Hotels (number of hotels/motels, number of guest rooms and room rates)
	Other Services and Infrastructure (Restaurants, Shopping Malls, Hospitals, etc)

Event Plan	
	Proposed Event Dates (April 30 to May 6 or May 7 to 13, 2019)
	Support Services (providing possible cost savings for participants through accommodations, transportation and food services)
	Banquet (caterers, seating layout of facilities, etc) (optional)
	Ceremonies (opening, team social, closing, awards, etc)
	Cultural Program and Protocol (cultural activities, community involvement, elders, etc)
	Volunteer Recruitment and Training
	Communications (web streaming, results, venue-to-venue, staff-to-volunteers, etc)
	Media and Results (website, statistics, local/regional/national media coverage, etc)
	VIP Support (accreditation, VIP room, services, etc)
	Insurance (liability/cancellation insurance)
	Security (volunteer, overnight, accommodations, etc)
	Medical Service (event physicians on-site, first aid facilities on-site, emergency medical services, strategies for injuries, etc)
	Marketing and Promotional Strategy (local, regional and national)
	Sponsorship Strategy (corporate and government sponsorship, local/regional fundraising)
	Legacy Plan (how will a profit be invested towards Aboriginal sport development)
	Budget outlining all areas of anticipated revenue and expenditures (balanced accurate projections)
	Proof of base funding; in the form of Letters of Commitment from governments (Federal, Provincial or Territorial, Aboriginal, Municipal) and private sector sources.
Competition Venues	
	Ice Surface (i.e. size) A minimum of two ice surfaces are required to host the NAHC. The primary rink must be NHL regulation size with a minimum seating capacity for 500 spectators.
	Seating Capacity (i.e. number of seats)
	Seating Style (i.e. theatre, bench)

	Dressing Rooms (i.e. size, number of rooms)
	Facility Amenities (i.e. equipment Storage/Drying Facilities, Skate Sharpening, Sports Shop, Concession, Sound System, Box Office, Parking/Access, etc.)
	Exclusivity (no other groups or events schedule for use of the facilities)
	Medical Facilities (on-site)
	Advertising (i.e. ice, rink boards and all areas within the immediate spectator area must be free of advertising)
	Multi Purpose Rooms (i.e. size, number of rooms)

d) Qualified Officials

As a prerequisite of Hockey Canada’s sanction of the 2019 NAHC, all games must utilize officials that meet a predetermined Hockey Canada Level of Certification. These ‘Qualified Officials’ include all on and off-ice officials, including referees, linesmen, goal judges, scorekeepers/markers and timekeepers.

Male Games- Referees shall have a **minimum** of Level IV Certification, while the linespersons shall have a minimum of Level III Certification

Female Games - Referees shall have a **minimum** of Level III Certification, while the linespersons shall have a minimum of Level II Certification. Female games will be officiated by female officials when and where possible.

All reasonable efforts will be made to ensure that referees and linesperson have the minimum levels of certification as stated in this rule, for all games played during the NAHC. Additionally, special programs to upgrade Aboriginal officials so that they meet Hockey Canada’s qualifications could be considered.

It is a priority to utilize a majority of Aboriginal persons in these positions. Details of a review/inventory of qualified local/regional Aboriginal and non-Aboriginal officials must be provided. The bid should also outline a plan to utilize these officials.

e) Surplus and Deficit

There may be a surplus of funds associated with the hosting of the 2019 NAHC. In terms of disbursement of proceeds there will be a partnership between the Host Society and the ASC. The exact percentages shared between the two organizations shall be seventy-percent (75%) to the Host Society and twenty-five percent (25%) to the ASC, which will be formalized through a Hosting Agreement. (Host Society draft responsibilities attached)

The Host Society must outline its plans for a surplus as it relates to Aboriginal sport development at the local and regional levels. Every effort shall be made to avoid a deficit. It is a prerequisite that the Host Society operate under a balanced budget. The ASC assumes no responsibility should the Host Society incur a deficit.

STEP 3: Bid Evaluations and Selection PART A

The NAHC-WG will establish a 2019 NAHC Bid Selection Committee. The Bid Selection Committee will be comprised of individuals associated with the ASC that have an extensive knowledge of hockey - specifically in the hosting of large National events. They should have no direct or indirect involvement with a bidding P/TASB and/or community bidding on the 2019 NAHC. Their role is to objectively review and evaluate each of the Bid Packages. From this process the committee will rank the Bid Packages to determine the host site and an alternate.

During the bid evaluation and selection process, should the 2019 NAHC Bid Selection Committee have questions regarding details of a bid and follow-up is required, representatives of the Host Society might be required to communicate with ASC representatives via e-mail, teleconference or in person.

PART B (if required)

Should the 2019 NAHC Bid Selection Committee determine that it is necessary to conduct site visitations, it shall be the responsibility of the bidding communities to arrange and pay for all travel costs for two (2) representatives of the NAHC Bid Selection Committee, which includes flight, hotel and per diem, to conduct an on-site assessment. The site visit shall consist of the following:

- ✓ Tour of proposed facilities
- ✓ Meeting with Bid Committee
- ✓ Tour of amenities (i.e. Hotels, Restaurants, etc)
- ✓ Tour of Aboriginal community/services

If, upon review of the September progress report, the Bid Selection Committee concludes that significant progress has not been made within the set Host Society timeline, then the ASC maintains the authority to transfer the right to host the NAHC to the designated alternative Host site.

STEP 4: Announcement of 2019 NAHC Host Site

The formal announcement of the host site for the 2019 NAHC will be made through a press release at the conclusion of the prior year's NAHC.

For further information on the Host Bid Procedures and Guidelines for the 2019 National Aboriginal Hockey Championships, please contact:

Heather Kaulbach
Aboriginal Sport Circle, Executive Director
hkaulbach@aboriginalsportcircle.ca
1-613-859-0179 (cell)
www.aboriginalsportcircle.ca
"Aboriginal Sport Circle" c/o House of Sport, RA Centre
2451 Riverside Drive, Ottawa, ON, K1H



PTASB Listing	Contact Person	Email
Sport and Recreation – Government of Nunavut	Jeff Seeteenak (867) 793-3310	jseeteenak@gov.nu.ca
Yukon Aboriginal Sport Circle	Gael Marchand Rose Mary Inglangasuk (867) 668-2840	ed@yasc.ca rose@yasc.ca
Aboriginal Sports Circle of the Northwest Territories	Aaron Wells (867) 669-8338	aaron@ascnwt.ca
Indigenous Sport, Physical Activity & Recreation Council	Rick Brant (250) 388-5522	rbrant@isparc.ca
Indigenous Sport Council (Alberta)	Ted Hodgson (403) 202-6539	iscaexec@telus.net
Federation of Sovereign Indigenous Nations	Ken Thomas (306) 956-1043	Ken.thomas@fsin.com
Manitoba Aboriginal Sports & Recreation Council Inc.	Mel Whitesell (204) 925-5941	Mel.whitesell@sportmanitoba.ca
Aboriginal Sport & Wellness Council of Ontario	Wesley Marsden Marc Laliberte (416) 479-0928	wesley.marsden@aswco.ca dmarclaliberte@shaw.ca
First Nations of Quebec and Labrador Health and Social Services Commission (FNQLHSSC) / Eastern Door and North	Francine Vincent (418) 842-1540	Francine.vincent@cssspnql.com
Aboriginal Sport and Recreation New Brunswick	Jason Peters (506) 651-7438	Jason.peters@asrnb.ca
Mi'kmaw Sport Council of Nova Scotia	Tex Marshall (902) 567-0336	tex@kinu.ca
PEI Aboriginal Sports Circle	TBC	TBC
Aboriginal Sport and Recreation Circle of Newfoundland and Labrador	Jerry Wetzal (709) 896-9218	mgwetzal@gmail.com

HOSTING AGREEMENT

National Aboriginal Hockey Championships 2019

2019 HOST SOCIETY RESPONSIBILITIES

Transportation

C1. The **2019 HOST SOCIETY** is responsible for providing travel to all **2019 NAHC teams**. This includes travel to and from the airport. It also includes transportation to and from the Host Hotel(s), participating team's corresponding competition sites, and any other facilities used for official functions during the **2019 NAHC** (i.e. Cultural activities). If the participating team chooses not to stay at the Host Hotel, they will be solely responsible for their own transportation to the competition sites and other facilities;

Accreditation

C2. The **2019 HOST SOCIETY** will be responsible for supplying a maximum of thirty (30) accreditation passes for each participating team (24 players, 5 team staff, and 1 regional delegate). It is understood that the accreditation does not guarantee seating at any game during the **2019 NAHC**;

The **2019 HOST SOCIETY** shall also be responsible for accreditation passes for **NAHC-WG** Officials, Hockey Canada officials, Championship Officials (on and off ice), VIPs, Dignitaries, media, scouts and key sponsors;

Officials

C3. The **2019 HOST SOCIETY** will be responsible for paying all fees and expenses related to the on-and-off-ice officials required for the event. Tickets for all officials to attend all event-related functions are to be included in these expenses. Included in the group of on-ice officials shall be one official supervisor assigned by the local Hockey Federation, a branch of Hockey Canada, who will serve as the Championship's Referee-In-Chief. Any additional supervisor expenses assigned shall be assumed by the organization assigning the additional supervisor;

C4. The **2019 HOST SOCIETY** shall ensure that a public address announcer is available for all games;

C5. The **2019 HOST SOCIETY** will be responsible to pay for all related facility costs, including rental of ice for games and one-hour practice sessions for each participating team;

C6. The primary and secondary arenas must be exclusively available during competition as dictated by the official **2019 NAHC** schedule;

C7. The primary arena must meet the following minimum standards:

- Suitable television and radio broadcast facilities and interview areas (IF BROADCAST);
- Media press box facilities capable of hosting media representatives, along with telephone line(s) where possible;
- Acceptable television camera position and arena lighting for live television broadcasts (minimum 100 foot candle rating (IF BROADCAST));
- Acceptable hospitality areas/rooms for scouts;
- Acceptable hospitality areas/rooms for media workroom, results area, and hospitality;

- Acceptable hospitality areas/rooms for VIP's and other accredited officials
- Box office/public ticket distribution system;
- Select space for rink board advertising and ice logos;

C8. At the primary and secondary arenas, the **2019 HOST SOCIETY** will be responsible to provide a dressing room of acceptable size for participating teams, as well as a medical/equipment storage room. If this is not possible, a suitable plan of storage and transportation of equipment for all teams must be created and approved by the **NAHC-WG** and the **2019 HOST SOCIETY**;

C9. The **2019 HOST SOCIETY** will provide options for equipment drying areas. The participating teams may be charged a minimal fee for this service with no profit being made;

C10. The **2019 HOST SOCIETY** will provide exclusive separate dressing rooms for on-ice officials and off-ice minor officials (Note: the **2019 HOST SOCIETY** is responsible for arranging off-ice minor officials – public address announcer, scorekeeper, timekeeper, penalty box attendants, goal judges and music coordinator);

C11. The **2019 HOST SOCIETY** will provide teams a minimum of one (1) hour practice time prior to the **2019 NAHC** at the expense of the **2019 HOST SOCIETY**. This practice schedule will be drawn up one month prior to the **2019 NAHC** and will be circulated to teams once complete. Furthermore, the **2019 HOST SOCIETY** shall offer additional ice time at the cost of individual teams based on availability;

C12. The **2019 HOST SOCIETY** will provide all game pucks, as well as those required for practices and pre-game warm-up for the participating teams;

C13. The **2019 HOST SOCIETY** will arrange approval with the primary arena to display sponsor's advertising throughout, including, but not limited to the use of rink boards and ice logo (pending facility approvals);

C14. The **2019 HOST SOCIETY** if necessary will use its best efforts to secure the exclusive rights to all rink boards, bench and ice areas (clean rink boards and ice surface) as well as the exclusive rights to the sale of event merchandise, photographs and event publication at the secondary arena. In the event the secondary arena is needed exclusively a plan will be formulated between all parties;

C15. All arena/facility contracts entered into by the **2019 HOST SOCIETY** regarding the **2019 NAHC** will be subject to review by the **ASC**;

Sponsorship/Marketing

C16. The **2019 HOST SOCIETY** shall provide in writing to the **ASC** a list of major sponsors (A major sponsor will be based on the **2019 HOST SOCIETY** and **ASC** sponsorship package and program).

C17. The **2019 HOST SOCIETY** must provide **ASC** with eight (8) complimentary tickets and Five (5) VIP passes for each game of the **2019 NAHC**. These tickets are to be used for **ASC** corporate partners and members. It is agreed that any unused tickets will be returned to the **2019 HOST SOCIETY** as soon as possible prior to the corresponding game;

C18. The **2019 HOST SOCIETY** will be responsible for the production of any rink board advertising for the primary arena;

C19. The **2019 HOST SOCIETY** will be responsible for the printing of game tickets and distribution system/box office/outlet ticket sales. Other marketing and promotional expenses include but are not limited to:

- a. Event partners
- b. Event advertisements
- c. Event media conferences
- d. Event souvenir merchandise;

Logo Usage

C20. The event logo to be used in association with the **2019 NAHC** shall be the official NAHC event logo as supplied by **ASC**. The **ASC** logo, **2019 NAHC** logo (inclusive of name and word mark), and sponsors logos are to be used only with official championship related functions;

C21. The **ASC** logo shall be associated with all **2019 NAHC** advertising, signage (on & off-ice), communications, media releases, promotional material, and/or any other related area in the view of the general public. Furthermore, the **ASC** shall be identified as a Major Sponsor to the event;

C22. The **2019 HOST SOCIETY** shall provide a detailed plan for review that outlines the logo usage for the **ASC**, **2019 NAHC**, and corporate sponsors. This plan should be submitted no later than one (1) month prior to the start of the **2019 NAHC to ASC**;

C23. The **2019 HOST SOCIETY** shall place the **ASC** logo and Canada word mark into the ice of the primary venue. Additionally, the **2019 HOST SOCIETY** shall also place the NAHC logo or a representation of the logo into the ice of the primary venue (pending facility approval);

C24. The **2019 NAHC** shall consist of Feature Games and Non-Feature Games. Feature games are the evening games, as agreed to between the **2019 HOST SOCIETY** and the **NAHC-WG**. All Semi-Finals, Bronze and Gold medal games are Feature games. It is understood that these games are to be presented by the **2019 NAHC's** Title and/or Major Sponsors. All Non-Feature games may fully recognize all Sponsors;

Media Services

C25. Equipment on-site at the primary arena (results room) should include a fax machine, photocopier, high-speed internet access and a telephone with long distance capabilities;

C26. In addition to press box facilities, the **2019 HOST SOCIETY** must provide a media workroom and interview area for the media to interview participants. Hospitality should be available in the workroom;

C27. An electronic statistics/results system must be available to provide an immediate information service to the media after each game along with a daily statistics package;

Official Website

C28. The official **2019 NAHC** website will be hosted by the **2019 HOST SOCIETY**. This website address shall be advertised on all electronic, printed, audio and visual **2019 NAHC** promotional and communication pieces. The **2019 HOST SOCIETY** shall provide all content for review and input by the **ASC**;

C29. It is recommended that the official **2019 NAHC** website be operational six (6) months prior to the start of the **2019 NAHC**. At a minimum, the **2019 NAHC** website shall be in operation no later than three (3) months prior to the start of the **2019 NAHC**;

C30. The official **2019 NAHC** website shall be updated on a daily basis during the **2019 NAHC**. The **2019 HOST SOCIETY** will be responsible for updating the website;

Awards Program

C31. The **2019 HOST SOCIETY** will be responsible for arranging and paying for an Awards Program which including Championship Trophies Male and Female; 30 Gold, 30 Silver, 30 Bronze Medals for both Male and Female Categories; as well as All Star Awards;

C32. At the Closing Awards Banquet, the **2019 HOST SOCIETY** shall reserve a minimum of eight (8) seats for the **ASC and Corporate Partners**;

C33. The **2019 HOST SOCIETY** will provide a minimum of thirty (30) gold, silver, and bronze medallions per gender for the **2019 NAHC**. Additionally, the **2019 HOST SOCIETY** and the **ASC** shall receive three-sets of medallions;

C34. The **2019 HOST SOCIETY** will provide Player-of-the-Game Awards for each game of the **2019 NAHC** (two awards per game played, one selected per team). These shall be the only game awards presented. There shall be no other presentations during the **2019 NAHC** without permission of the **NAHC-WG**;

C35. The **2019 HOST SOCIETY** will provide two (2) identical Championship trophies and banners if possible, for the winners of the Male and Female division. These awards shall be the sole property of the winner of the Male and Female division;

C36. The **2019 HOST SOCIETY** will provide the pre-determined all-star awards (i.e. trophies), to be presented at the Closing Awards Banquet, for the male and female all-stars as selected by the **NAHC-WG's** All-star Selection Committee;

Medical

C37. The **2019 HOST SOCIETY** will arrange to have (and pay for if necessary) qualified medical service at the primary and secondary arenas for all games during the **2019 NAHC**. This services must be visible and at every event and game associated with the **2019 NAHC**;

C38. The **2019 HOST SOCIETY** will provide the **NAHC-WG** with a list of names of no less than three (3) certified trainers. Should a team require a Hockey Canada certified trainer, the **2019 HOST SOCIETY** will arrange to have local Hockey Canada Certified Trainer at the expense of the requesting team. Furthermore, all requests should be presented to the **2019 HOST SOCIETY** no later than one (1) month prior to the start of the **2019 NAHC**. Should the **2019 HOST SOCIETY** be unable to fulfill the requests an alternate plan will be created between all parties involved;

Official Photographer

C39. The **2019 HOST SOCIETY** will arrange for an Official Event Photographer to be onsite for the full duration of the **2019 NAHC**.

Insurance

C40. A liability insurance certificate in the amount of One Million (\$1,000,000.00) Dollars must be forwarded to the **ASC** from the **2019 HOST SOCIETY** before the start of the **2019 NAHC**, which includes all venues being used under the **2019 HOST SOCIETY's** direct control (i.e. primary venue, banquet hall, etc);

C41. The **2019 HOST SOCIETY** is responsible for securing cancellation insurance in an amount that will adequately cover the **2019 NAHC** expenses plus any additional expenses incurred due to cancellation of the **2019 NAHC**, for any reason;

Accommodations and Travel HOST AND ASCHC

C42. The **2019 HOST SOCIETY** shall establish a host hotel within close proximity to the primary venue. The host hotel should have adequate meeting rooms and dining facilities for the dignitaries and participants;

C43. The **2019 HOST SOCIETY** will establish block bookings with local hotels within close proximity, sufficient to accommodate all participating teams. A list of hotels, room rates, number of rooms blocked, and the booking deadline will be provided to each participating team by mid-September 2015;

C44. The **2019 HOST SOCIETY** shall block book a minimum of four (4) rooms for the **NAHC-WG** in the host hotel; however, should the host hotel not be able to accommodate the amount required the **2019 HOST SOCIETY** shall book at an alternate hotel within close proximity to the primary venue;

C45. The **2019 HOST SOCIETY** shall be responsible for select expenses related to the NAHC-WG Representatives including travel, accommodations, meals, fees and a pre-approved honoraria. Which will be finalized by **ASC** and the **2019 HOST SOCIETY** prior to the **2019 NAHC**;

Cultural Program and Protocol

C46. The **2019 HOST SOCIETY** will be responsible for providing appropriate cultural programming for participants and spectators attending the **2019 NAHC**. The cultural program will be family orientated and reflect traditions of the host region and **ASC** values;

Ceremonies

C47. The **2019 HOST SOCIETY** shall be responsible for coordinating the **2019 NAHC** with Opening and Closing Awards Banquet ceremonies;

Headquarters

C48. The **2019 HOST SOCIETY** and **NAHC-WG** headquarters during the week of the event, shall be located at the primary venue;

Volunteers

C49. The **2019 HOST SOCIETY** will ensure the recruitment, training, orientation, supervision, and recognition of all volunteers. They will also ensure that leadership volunteers have the expertise in their area of responsibility;

Conflict of Interest

C50. Members of the **2019 HOST SOCIETY** must not include individuals who are directly involved with a team participating in the **2019 NAHC**;

Final Report

C51. The **2019 HOST SOCIETY** must submit the final report in two separate documents. The **2019 HOST SOCIETY** will have sixty (60) days at the end of the **2019 NAHC** to produce a written report. The **2019 HOST SOCIETY** will also have sixty days (60) days from the conclusion of the event to produce a financial statement;

C52. All outstanding payables attributed to the **2019 HOST SOCIETY** for the **2019 NAHC** shall be paid no later than sixty (60) days from the completion of the event;

Promotional/Production

C53. With the approval of **ASC**, the **2019 HOST SOCIETY** and the **Broadcaster** will negotiate all production costs associated with a National broadcast, which is inclusive of television only for the **2019 NAHC**.

C54. The **2019 HOST SOCIETY** shall create a Finance Committee to oversee the **2019 NAHC** Expenses and Revenue. The Finance Committee shall consist of the **2019 HOST SOCIETY** and the **ASC** and shall meet on a monthly basis starting in August;

C55. The **2019 HOST SOCIETY** accepts responsibility for any loss reported by the **2019 HOST SOCIETY** in its financial statement submitted to the **ASC**, and agrees to pay any amounts owing to all creditors, organizations, agencies, teams, or individuals arising from or relating to the hosting of the **2019 NAHC** to the extent such amounts are not otherwise paid with monies received by the **2019 HOST SOCIETY** as a result of hosting the **2019 NAHC**. Failure to submit required reports will result in **ASC** censorship, in any and all, future **ASC** events until such time as reports have been received;

C56. The **2019 HOST SOCIETY** shall prepare a monthly financial report for the **ASC**, which outlines current expenses and revenue and expected expenses and revenue commencing in December;

C57. The **2019 HOST SOCIETY** shall assign a **2019 NAHC** Referee In-Chief in conjunction with the local Hockey Federation. This individual shall be responsible to assign and schedule the on-ice officials. This individual will work with the **2019 HOST SOCIETY** and the **NAHC-WG** to ensure that matters regarding officials are attended to. The **2019 HOST SOCIETY** shall be responsible for the expenses of the Referee In-Chief. The expenses include travel, accommodations and per diem. Any additional supervisor expenses shall be assumed by the party assigning the supervisor;

Registration

C58. The **2019 HOST SOCIETY** will work cooperatively with the **ASC** to prepare and implement the on-site accreditation process;

Disciplinary Committee

C59. The **2019 HOST SOCIETY** with the **NAHC-WG** will establish a Protest/Disciplinary Committee to rule on all protests and/or disciplinary incidents arising from competition. Minimum one female and one elder (if one member has both requirements, shall be satisfied). Members of the committee cannot be directly involved in the hosting of the **2019 NAHC** or a member of a participating team. This committee shall adhere to the terms of reference (Technical Package, Code of Conduct, etc) established by the **NAHC-WG**;

C60. The **2019 HOST SOCIETY** shall ensure that a private room/office is available for the use of the Disciplinary Committee throughout the week of the **2019 NAHC**;

Game Operations

C61. The **2019 HOST SOCIETY** shall ensure that all games are recorded by Digital recording devices;

C62. The **2019 HOST SOCIETY** shall create a participant information package that will be distributed during the accreditation process. The **ASC** may provide additional documentation;

C63. The **2019 HOST SOCIETY** shall use its best efforts to provide one (1) male and one (1) female stand-by goaltender should a team not be able to ice a goaltender due to injuries and/or suspension. These players are recommended to be of Aboriginal decent. Furthermore, the **2019 HOST SOCIETY** is recommended to work with the local Hockey Federation to find available players of the necessary skill level;

Risk and Safety Management

C64. The **2019 HOST SOCIETY** shall form a Risk and Safety Committee that shall provide recommendations to the **2019 HOST SOCIETY**. This Committee shall focus on the overall safety and potentially harmful situations that may arise from competition, socializing, event hosting, volunteering, and/or observing;

Role Model Program

C65. The **2019 HOST SOCIETY** shall develop a role model plan that incorporates a physical entity (i.e. Professional Hockey Player, etc), object (i.e. Stanley Cup, etc), and/or activity (i.e. video or demonstration sport, etc) if possible;

Legacy

At the conclusion of the **2019 NAHC** there may be a surplus of funds. Should there be a (cash) surplus, the **ASC** and the **2019 HOST SOCIETY** shall share the proceeds. As the **2019 HOST SOCIETY** is the primary body undertaking the **2019 NAHC** and ensuring its success, they shall receive seventy-five percent (75%) of the surplus. The **ASC**, being the franchise holder, shall receive twenty-five percent (25%) of the surplus. Should the event incur a deficit, the **ASC** shall not be held accountable, as the **2019 HOST SOCIETY** accepts responsibility for any loss reported.